



Resident Handbook

Hayward College 2020

2020

Hayward College

Handbook

University of Otago

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Dunedin 9016
New Zealand

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**PLEASE RETAIN THIS 2020 HANDBOOK
FOR REFERENCE DURING THE YEAR**

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■ HEAD OF COLLEGE MESSAGE

We are very happy to welcome you to Hayward College and hope that your time with us will be comfortable, good fun, and academically rewarding.

Please read this Handbook in conjunction with the Accommodation Contract. This Handbook aims to anticipate questions you may have about living in your new home away from home. All of the information should clarify the rationale for the regulations that allow all of us to get along well and have a happy, successful year. Our standards are based on common sense and consideration for others. We aim to give you as much freedom as possible, whilst safeguarding your rights and the rights of others. You will need to refer to the documents and handbook from time to time, so please keep them handy.

Don't be shy about asking questions; the staff are always happy to take time to help you.

Have a great and successful year!

Pauline Donovan

Head of College

■ HAYWARD COLLEGE INTRODUCTION

Hayward College was originally the Queen Mary Maternity Hospital. The building was transformed into a hall of residence in 1992. The name Hayward comes from siblings Jock and Vera Hayward both of whom had a significant involvement in the University and the Area Health Board.

Hayward is a close-knit, diverse community of 174 students plus staff, a home where your contributions will be valued. Prepare yourself for a life-changing university experience.

The Hayward Building Project

The College underwent an extensive refurbishment at the end of 2018. This resulted in a larger dining room and common space on the ground floor.

All bedrooms were refurbished with new décor and furniture. The majority of bedrooms in the main block were resized. Some of the College's bathrooms were also refurbished.

The Hayward Prize

The Hayward Prize was established in 2015 by the Brown and Hayward families. The Inaugural prizes were awarded at the end of 2016.

The prizes are for two outstanding community citizens who demonstrate commitment to scholarly achievement. Residential Leaders (and equivalents) are not eligible for nomination.

The prizes are awarded annually by the University Council on the recommendation of the selection panel subject to suitable recipients being nominated.

Each prize consists of a single payment of a minimum of \$5,000 (depending on available funds). The prize is divided between \$2,000 cash and \$3,000 towards the student's tuition fee for the following year. The recipients must be studying at the University of Otago the following year.

Our Mission

- To strengthen our community to achieve the College's motto of "*Community and Integrity*" by providing a safe and supportive residential community for our students that is conducive to academic excellence, personal growth and development and community spirit.
- We strictly adhere to the smoke free and drug free policies of the University of Otago within College buildings and in our grounds.
- To conform to the University of Otago's standard of conduct and policies emphasising respect and consideration for the rights of other and their needs.

The Coat of Arms

From the Extract of Matriculation of the Arms of Hayward College
"Azure, on a saltire, cantoned between four mullets of six points Or, a book, gilt edged and bound in a cover Gules charged with a mullet of six points of the Second, and a book-marker of the third issuant from the page foot, within a bordure indented point in point Azure and Or, and in an Escrol under the same this Motto "*Community and Integrity.*"

The College colours are Blue and Gold.



■ RESIDENTIAL INFORMATION & REGULATIONS

Community and Integrity

College Programmes:

Numerous activities and programmes have been developed to support your learning. Cultural, social, sporting, leadership, volunteering and academic programmes are provided and offer you the opportunity to learn about the University, your environment and your own capabilities and interests. The Hayward College Students' Committee work closely with the Residential Leaders (RLs) and Senior Staff to organise activities and events. You can become involved in planning events such as Hops, the College Ball, Theme Dinners, the Art Competition, all types of sports events, movies, concerts, ice skating, ten pin bowling and the College Year Book. When you arrive talk to a Residential Leader or Senior staff member and find out more about how to get involved.

Inter College Competitions:

Busy Inter College Sport, Cultural and Games competitions run throughout the year. All of the Colleges take part to vie for overall champions. There is a huge range of events and activities for you to take part in. Points are awarded for participation and also podium (1st, 2nd, 3rd place).

Hayward College Students' Committee:

The Committee (made up of the Student President, Vice President, Floor Representatives, Wellness Representative, Sustainability Representative and Volunteering Representative) is responsible for organising and leading social activities throughout the year. The Committee meets once a fortnight to plan events. The number of events depends on the involvement, organisation and enthusiasm of the students! Popular events include floor outings (bowling, mini golf, paintball) and competitions (Quiz night, lip sync, floor decorating), theme dinners (dress up), sports (Netball, Rugby) and the highly anticipated and enjoyable College Ball. The list doesn't stop there so come out, get involved and have fun!

Maintaining a Safe & Healthy Living Environment

Confidentiality:

Staff at Hayward College will endeavour to treat all residents' concerns and private details with respect and confidentiality. However, there are occasions when it may be necessary for staff to contact, or disclose information to, concerned parties outside the College (normally parents or financial guarantors). This may occur when:

- there is a clear or imminent danger to student or staff;
- there have been serious breaches of the regulations;
- Payment of accounts are more than four weeks in arrears.

In accepting a place in Hayward College, you have acknowledged that the Head of College may exercise this right. Please refer to the Accommodation Contract for further details.

Healthy Living:

Hayward College staff are able to support you in all manner of things that may come your way during your stay with us. We consider our team to be safe, well trained and experienced in all manner of life circumstances.

If you need help, are not sure where to get help, or just want to talk about something that has happened to you, or you would like to talk about something you are worried about, feel free to talk with one of us.

Of course, we also welcome a good old chat, so don't be afraid to drop in to see us for a catch up about nothing in particular.

The University's Student Health is located just a few minutes' walk from the College. There will be a programme in the College early in the year, run by peer educators, on healthy lifestyle choices, looking at such things as sexual health, alcohol issues, and healthy eating.

On each floor, Residential Leaders (RLs) have a supply of condoms, provided free from Student Health. If you choose to be sexually active, we encourage you to help yourself to these as a protection against pregnancy and STIs. Phone numbers for Student Health, Family Planning and other groups are listed in the back of the Handbook.

Illness:

The illness of any resident must be reported to the Head of College or member of staff on duty, so that proper care and attention may be given, and meals arranged. The Staff member will contact Student Health should medical attention be necessary. It is important to inform the Head of College if you have a particular condition such as asthma, epilepsy, or diabetes, which may require emergency or special treatment.

Please do not hesitate to contact a member of staff in case of illness, no matter what time of day or night!

Please do not go to the Emergency Department without first advising a staff member. The Dunedin After Hours Doctors and Pharmacy are located 5 – 15 minutes from the College. You can use your Student I.D. and Community Services cards to obtain discounts on consultations and prescriptions. Please see Student Health to fill in an application for a Community Services card, or you can download a form. Please check out the Ministry of Social Development's website, www.workandincome.govt.nz

Accidents and Injuries:

If you have an accident or suffer an injury, please see your Residential Leader or a Senior Staff member.

First Aid:

The First Aid cabinet in the College is kept in the Residential Leaders' Office. Ask any of our staff for help. All Residential Leaders have a First Aid Kit in their rooms on each floor. All Staff are trained First Aiders. There is a Defibrillator located in the entrance foyer on ground floor. If you have a First Aid Certificate and would be willing to help in an emergency please let your Residential Leader or the Head of College know when you arrive into the College.

Harassment:

The University of Otago defines harassment as behaviour which is unwelcome and unwanted and which may include:

Unwanted attention of a sexual nature, verbal comment, gestures, displays of offensive material, physical contact or demands.

Abuse of supervisory power, which interferes with employment or academic performance or creates an intimidating or hostile environment.

Discriminatory practices relating to gender, sexual orientation, race, religion, politics, age or disability.

The University has a Contact Network for confidential and informal support.

Sexual Misconduct:

The University of Otago is committed to creating an environment in which no form of sexual misconduct is tolerated and to having processes in place that reduce the likelihood of sexual misconduct. Further information can be found in the following link: <https://www.otago.ac.nz/administration/policies/otago711781.html>

Found Property:

All lost or found property is handed into the RL office and a full description of the item, plus the time, date and place article found is to be recorded.

Every effort will be made to locate the owner of found property.

Property with limited value if unclaimed it will be given to charity, destroyed, recycled or sold (donation to charity) at the end of the year.

Any property of significant value if unclaimed will be reported to the Police.

Fire Safety:

A sophisticated Fire Protection System operates throughout the College. Sprinklers are located throughout main building. Residents should be very cautious around sprinklers as setting them off accidentally will be a costly expense for the resident. Residents should also be cautious in using hairsprays, deodorant sprays, popcorn makers, hair straighteners and hair tongs etc as these can set off the smoke alarm if used indiscriminately.

Know where your floor emergency exits are. Read your floor's escape route. If the fire alarm is sounded everyone must:

- Evacuate the College immediately, using the main stairwell.
- The alternative exit is the back stairwell.
- Not use the lifts.
- Assemble away from the building in the car park.
- Wherever you exit, please assemble *away from the building* in the car park on the corner of Frederick and Castle Streets. Do not re-enter the building without the permission of the Fire Service or the Chief Fire Warden (Head of College). Upon re-entering the building DO NOT use the lifts.

A fire drill is to be treated as the real thing! One will be organised each semester, as required by the Fire Service.

- Any misuse of fire protection equipment throughout the College will be treated seriously and a minimum fine of \$500 will be imposed.
- False activation of the fire alarm will incur a charge to cover the costs of a Fire Service call-out. This will be charged to the culprit or the residents if the former cannot be identified.
- False activation of the sprinklers will incur a charge to the culprit to cover costs and any damage.
- Candles and Incense are a fire risk and are banned from the College.
- Bicycles/drying racks etc. are not allowed in hallways or stairwells as these create a fire hazard by blocking fire escape routes.

Firearms and Weapons:

- Firearms may not be kept in Hayward College under any circumstances. This prohibition includes replica BB, Paintball and realistic play guns.
- Residents and visitors may not bring illegal knives or weapons into the College.

Fireworks:

Fireworks are banned from the University campus and College staff reserve the right to remove and/or destroy any fireworks found on the premises.

Earthquake Safety:

In a major earthquake:

1. Drop, Cover, Hold. Stay away from windows or other items that could fall on you.
2. Once the shaking stops pick up your Personal Emergency Kit including important documents and evacuate the building using the main stairwell.
3. The alternative exit is the back stairwell.
4. Assemble in the car park away from the building.
5. Remain at the assembly point until clearance has been given to re-enter the buildings. Upon re-entering the building, DO NOT use the lift.

Smoke Free Policy:

The University of Otago has a smoke free policy. Hayward College is a smoke-free environment. We strictly adhere to the smoke-free and drug-free policies of the University of Otago. Smoking is not permitted inside, or outside the buildings, or on the grounds at any time. Anyone smoking in rooms or public areas will incur an immediate fine. This includes ENDS Devices or Vapourisers (whether delivering nicotine or not). Repeat offending may lead to suspension or dismissal. <https://www.otago.ac.nz/administration/policies/otago046901.html>

Illegal Drugs:

The University has adopted a zero tolerance policy in respect of the possession, use or distribution of illegal drugs by members of its Colleges. Where disciplinary process establishes that the Resident has committed a breach of this policy this contract will automatically be terminated by the Head of College, but this sanction may be reviewed through the appeals process outlined in the Accommodation Contract.

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 Resident 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 Resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College while the matter is considered, the Head of College may suspend the Resident from the College until the process is complete.

In such circumstances the Resident may be offered accommodation at another College but shall not be entitled to such an arrangement being made. Where any sanction is imposed by a person other than the Head of the College, the Resident shall be entitled to have that sanction reviewed by the Head of College.

Where a sanction has been imposed by the Head of the College, or where the Resident is not satisfied with the outcome of a review performed by that person, the Resident may, within seven calendar days of being notified of the relevant decision, submit an appeal against the sanction to the University's Director of Campus and Collegiate Life Services ("the Director") on the grounds that it (a) may cause significant hardship to the student; (b) may be manifestly unfair; or (c) may have been imposed without due process having been followed.

An appeal shall be in writing and set out the grounds the resident relies on for the appeal. The Director may determine any appeal as he or she thinks fit, or, in his or her absolute discretion, refer the matter to an Appeals Panel for determination. Each Appeals Panel shall comprise not less than three persons appointed by the Director. An Appeals Panel shall regulate its own procedure and its decision on any matter shall be final.

Legal Substances:

At any given time, a substance can be classed as legal and yet it can have serious effects on your mental and physical health, some of which are not known. The legality of substances is something that can change suddenly as a result of government passing legislation. 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 will have. The only 'legal substance' that we allow to be used at Hayward College is alcohol and this is subject to current regulations.

Any resident found in possession of, under the influence of or using a legal high will face disciplinary action.

Drug Paraphernalia:

It is expected that there is no reason for you to be using or in possession of drug paraphernalia such as a bong while you are a resident of Hayward College. Therefore, these are prohibited and any resident found in possession of drug paraphernalia will face disciplinary action.

Healthy Alcohol Management:

Whilst the misuse of alcohol sometimes causes problems for a small number of residents, it is often the noise and damage that follows that can be the greater problem. For this reason, our policy is to provide simple regulations that are strictly enforced, in an effort to encourage a moderate, responsible and mature approach to drinking.

- Gross intoxication is regarded as a fundamental breach of the conditions of residence.
- Residents are expected to be sensible about the amount of alcohol they bring into the College on any one occasion.
- Deliveries of alcohol to residents are not permitted.
- Except for designated occasions, drinking alcohol is permitted only in bedrooms. This may only be in small groups and drinking must be civilised.
- Alcohol may not be consumed in the College or on College grounds before 4:00 p.m. and after 10:00 p.m. daily.
- Alcohol may not be consumed in any public area of the College, including the grounds between Hayward and Cumberland and the car parks. These areas are alcohol free.
- Spirits, Liqueurs, fortified wine, goons and casks are not permitted.
- Open vessels of alcohol (glasses, bottles, cans etc.) are not permitted in non-designated drinking areas nor when walking around the College.
- Kegs, crates, mini tankers, home brewing and distilling are not permitted.
- Specialised drinking equipment such as funnels, bongs and yard glasses are not permitted.
- Activities centred on the consumption of alcohol, e.g. drinking games, are absolutely not acceptable.
- Visitors are not permitted to bring alcohol into the College. Residents are at all times responsible for the behaviour of their visitors and guests. Visitors are not permitted to consume alcohol in the College.
- Any get-togethers in rooms will be dispersed at “quiet hours”.
- Parties are not permitted at Hayward College.
- Senior Staff reserve the right to confiscate any liquor, to impose fines or alcohol bans.

Visitors:

- Visitors to the College are welcome but each resident is responsible for his or her visitor's behaviour.
- Visitors are not permitted to consume alcohol in the College.
- Visitors are not permitted to bring alcohol into the College.
- Daily Visiting hours: 8:00 a.m. to 10:00 pm Residents must sign visitors in on arrival (after 5:30 pm) if they wish them to stay until 10:00 p.m.
- A maximum of one guest can stay overnight in a resident's room. Approval must be sought from the Head of College, Senior Tutor or Assistant Residential Tutor 24 hours prior to the guest staying.
- Approved guests may stay without being charged for up to three nights per half semester. After three nights the guest will be charged \$40 per night.
- A mattress is available for each guest, on payment of a refundable \$10 bond.
- The Head of College reserves the right to withdraw permission from any visitor to enter the College. There are likely to be times when there are unwelcome and uninvited people in the College. These people will be treated as intruders and dealt with accordingly.

- Guests will not be permitted in the College on the weekend of any All Black test matches played in Dunedin, or when any rugby match between Otago Super Team or Provincial Team and Canterbury Super Team or Provincial Team is played in Dunedin, or when any rugby match between Otago Provincial Team and Southland Provincial Team is played in Dunedin or for the weekend of the Undie 500, or the weekends of the Hyde Street Keg Party and Agnew Street Party
- Guests will not be permitted in the College during the 1st week of each semester.

Skateboards and Scooters:

Skateboards may not be used inside the College, nor may a skateboard be used on any stairs, handrails, curbs or walls at Hayward College. Scooters are not permitted in the College, nor on College grounds. Juicing of e-scooters is not permitted.

Windows:

Throwing anything from a window is a serious offence. Any participation in this action will be dealt with severely, with a minimum \$100 fine levied against the resident from whose window an object was thrown. Hurling abuse and yelling to people from a resident's window will also be dealt with severely. Writing on windows is also prohibited.

Noise:

Excessive noise is one of the most irritating problems in a Residential College. Please be considerate and keep noise to a minimum at all times.

- College quiet hours begin at 10:00 p.m. daily. After these times, hallways must be quiet (close to silent) and talking and music in bedrooms should not be able to be heard next door.
- Noisy behaviour because of alcohol consumption will have serious consequences.
- A 2-door rule applies at all times; if noise and bass levels from your room can be heard two doors away, then it is too loud.
- Repeated abuse of the noise levels from sound equipment will result in confiscation of the equipment for the duration of the semester.
- Two-three weeks prior to the end of lectures in each semester a noise/alcohol ban will be imposed, remaining in force until the end of each exam period. Study quiet time begins at 7:00 p.m. and noise must be kept to a minimum at all times.

Pets:

For health and hygiene reasons, pets (other than goldfish) are not allowed to be kept in the College other than the cat/dog/bird of the Head, Senior Tutor and Assistant Residential Tutor.

Dining Room:

- A good standard of dress and behaviour is required in the Dining Room.
- Cutlery, crockery and food may be removed from the dining room only with the permission of a staff member and in special circumstances.
- Residents must clear their plates, cups and cutlery from the table. Residents must also scrape their plates at the clearing stations.

- Footwear must be worn in the Dining Room at all times.
- Throwing food is strictly prohibited and will incur an instant \$100 fine.
- One guest per resident can stay for a meal. There is no charge, but the guest will only be served when the “seconds” sign is posted. This is a privilege and if abused may alter without notice.
- Late meals are available until 10:00 p.m. on weekdays only. The late meal must be ordered before 12 pm- lunch and 5:00 pm- dinner.

■ SECURITY

Keys/Cards:

You are issued with a key to your bedroom. **We strongly recommend that you lock your room whenever you are out.** If you lose your key, the replacement will be charged to your account. You must hand back your key when you go away for the holidays and at the end of the year.

All keys and cards remain the property of the College and, for security reasons, must not be copied.

When you collect your Student I.D. card, it will be programmed to provide after-hours access through the security door from the car park. If you have a bicycle and require access through the bike shed door, please ask at Reception to have your ID card programmed accordingly.

All staff members have a master key, should you lock yourself out of your room. However, you have a responsibility to remember to carry your key and card with you at all times.

Security Doors:

The front door automatically locks every evening at 5:15 pm access after that time is only by way of the security doors (car park side), with your ID card.

It is important that you take responsibility for the security of your own room and personal effects. Please lock your door whenever you are out of your room.

Residential Colleges and other University departments are regular targets of opportunist thieves.

General Security:

A security guard is on duty at the College from 10:00 pm every night and security cameras operate in key areas 24/7. In addition, the University Campus Watch check the building from the outside several times every night.

Campus Watch and the Proctor can be contacted on

0800 479 5000/5001

■ STAFF

<u>Head of College</u>	<u>Senior Tutor</u>	<u>Assistant Residential Tutor</u>
Pauline Donovan	Luke Lovegrove	Bryony Alden
5 th Floor Apartment	2 nd Floor Apartment	Southwing Apartment
Phone: 5525	Phone: 5526	Phone: 5524
<u>Administrator</u>	<u>Maintenance</u>	<u>Executive Chef</u>
Pip Falloon	David Forde	Helen Booth
8:30 am – 5:00 pm	7:30 am – 4:00 pm	Kitchen
Monday - Friday	Monday to Friday	Phone: 5527
Phone: 5520	Phone: 5528	

The College is administered by the University of Otago. Pauline, our Head of College is responsible for the welfare of the residents, staff and the overall running of the College.

Luke, our Senior Tutor is responsible for overseeing the Academic Programme, Student Committee, and the Residential Leaders.

Bryony, our Assistant Residential Tutor is responsible for Events and Inter College Competitions and assists with the Residential Leaders' Team.

Pip, our Client Services Administrator is responsible for the daily administration needs and is always willing to help with all enquiries.

David, our Property Supervisor works during the day and is responsible for the repairs and maintenance of the College.

Helen, our Executive Chef, leads the contracted catering team, providing well-balanced and plentiful meals as well as good options for vegetarians and those with specific diets.

In addition there is a contracted Housekeeping Team and a contracted Security Team working on site.

There are a team of **Residential Leaders (RLs)** who are senior students, appointed each year and trained to provide leadership, support and guidance on your floors.

All of us are committed to ensuring that everything goes well for you this year.

■ FACILITIES AND SERVICES

Communications:

Street Address: Hayward College, 110 Frederick Street, Dunedin 9054

Mailing Address: P.O. Box 56, Dunedin, 9054, Otago, NZ

Phones: Reception:.....(03) 479-5520

Residential Leaders' Office:.....(03) 479-5522

Emergency:.....(03) 479-5525 (evenings/weekends)

Website:.....<http://www.otago.ac.nz/hayward>

Email:.....hayward.college@otago.ac.nz

Office Hours:

Reception:.....Weekdays: 8:30 am – 5:00 pm

RL Office:.....Weekdays: 5.00 pm - 11:00 pm (12:00 am Fri)

.....Weekends: 10:00 am – 12:00 pm (11:00 pm Sun)

Residential Leaders (RLs) are on duty in the evenings and all day Saturday and Sunday. Whilst primarily concerned with looking out for your safety and security and creating a lively student atmosphere, they can also supply you with, study tips, and information!

Outside of these hours, senior staff are always available if you need us.

Mail:

Every student is assigned a pigeonhole for receiving mail (located in the foyer).

Mail is collected and distributed Monday to Friday only. Parcels are placed beside the pigeonholes for collection.

Noticeboards:

Important announcements and events will be on Facebook or on College Noticeboards. Noticeboards in the Common Room are used for advertising University and community events. There are Noticeboards and Whiteboards on each Floor for various notices and announcements.

Hey-word! Newsletter:

The College newsletter *Hey-Word!* is distributed monthly. We welcome contributions from all residents. From recent floor reports and social events, to cartoons and birthday announcements, *Hey-word!* is filled with whatever creative items students like to submit.

Facebook

You are encouraged to join our Facebook page. We will email you a link.

Cyber Safety:

- Residents are expected to comply with University of Otago guidelines regarding internet and communications usage as outlined in the Information and Communications Technology Regulations available on the University of Otago website.
- All interactions between Hayward residents online should comply with Hayward's expectations of behaviour. Breaches of these expectations online will be subject to investigation and disciplinary process.

Photocopying/printing/scanning:

The Uniprint printer/photocopier/scanner, located in the computer lab, is available for photocopying, printing and scanning. Your ID will allow you to print and copy in the College's computer room. www.otago.ac.nz/uniprint/for-students/index.html

I T Facilities & Services:

The computer room is located on the 1st Floor, equipped with computers and a printer/copier/scanner, and is available 24/7. As many residents make use of these computers, a few guidelines must be followed:

- University work takes priority.
- You must not make changes to the operating system. Others may not need, want or understand how to undo modifications to the system.
- The sound on the multimedia computers must be turned off when others are using the computer room. Use headphones instead.
- You are not permitted to play games on the computers.
- Please do not remove any hardware from the computer room.

The computers are linked to the University network. Please keep in mind that the University has strict protocols on what sort of material can be extracted from or sent through the network.

Extra paper for the printer is available from Reception.

Backup your files onto a USB stick rather than the hard drive.

A technician checks the computers once a month. If you notice a problem, please bring it to the attention of the Administrator – located in Reception.

Wireless:

Free Wi-Fi access is provided at this college as an extension of the university's network.

The University has worked hard to ensure services are robust and reliable in our common areas.

Access is also available in our bedrooms.

■ DINING FACILITIES

Dining Room:

The Dining Room is open 24/7 and can be used for study, socialising and, of course, eating.

A good standard of dress and behaviour is required. Bare feet are considered a hygiene issue and are not permitted in the Dining Room. Please also refer to information in the Residential Information and Regulations pages of this Handbook.

Meals times:

	<i>Weekdays</i>	<i>Saturdays</i>	<i>Sundays</i>
Breakfast	7:00 – 10:00 a.m.	8:00 – 10:00 a.m.	8:00 – 11:00 a.m.
Lunch	12:00 – 1:15 p.m.	12:00 – 1:15 p.m.	11:30 a.m. – 1:00 p.m.
Dinner	5:30 – 6:30 p.m.	5:30 - 6.30 p.m.	5:30 – 6:30 p.m.

These times may be subject to amendment, particularly at the start and end of terms, and during vacations. Changes will be notified on floor noticeboards. Toast Time and other snacks are also available during semester time throughout the day.

Floor Kitchenettes:

Each floor has a small kitchenette, equipped with appliances for snack preparation such as sandwich maker, microwave, and fridge.

Take note:-

- You will need to provide your own utensils and crockery. Wash them yourselves.
- Tea towels and detergent are supplied (and the bottle is refilled regularly).
- Label everything, especially your food in the fridge.
- Cold water in each kitchenette is filtered. The filters are changed regularly.
- Floor Kitchenettes are not to be used after 10:00 p.m., out of concern for residents with rooms nearby. Late night snacks can be made in the Dining Room.
- Cooking in your rooms is NOT permitted, because of the fire risk.

■ ROOM FACILITIES

Bedrooms:

The bedroom you are assigned is your new home for the year. You are responsible for the upkeep and cleanliness of it to a good standard.

Bedrooms come equipped with:

- King Single bed (including duvet, pillows, linen),
- Central heating,
- Desk, wardrobe,
- Shelving and drawer unit,
- Chairs,
- Notice boards

What you may like to bring:

Popular items students bring from home include:

- | | | |
|--------------------------|--------------|-----------------------------|
| ✓ Stereo with headphones | ✓ Hair dryer | ✓ Blu Tak |
| ✓ Mini TV/DVD player | ✓ Towel | ✓ Drying Rack |
| ✓ Computer/laptop | ✓ Plants | ✓ Laundry basket |
| | | ✓ Teddy bears, posters etc. |

What you must bring:-

- ✓ *Personal Emergency Pack *Refer P 21
- ✓ Towel
- ✓ Personal hygiene needs

What not to bring:

- | | | |
|------------------------|----------------|------------------|
| ✗ Loud speaker systems | ✗ TVs over 32" | ✗ Hot plates |
| ✗ Cooking appliances | ✗ Fridges | ✗ Heaters |
| ✗ Electric blankets | ✗ Candles | ✗ Incense sticks |
| | | ✗ Oil burners |

Please Note:

Loud speakers will not be tolerated (*this includes disruptive bass speakers*), *Large TVs over 32" are not permitted as they disturb others.* Please do not bring hot plates, fridges or any other cooking appliances, heaters or electric blankets. The rooms are centrally heated! Most rooms have large pin boards. Use drawing pins where appropriate but only blue tack on walls for posters. Your floor is equipped with a vacuum cleaner. Ironing boards and irons are available in the Kitchenettes.

Bed Linen:

Sheet change occurs: Saturday: 10:30 am Sunday: 7:30 pm

The duty RL will issue two clean sheets and one pillowcase from the linen room in the basement in exchange for your dirty linen. You may get your friends to change your linen as long as they hand in your dirty linen.

Housekeeping:

Contracted Housekeepers service the public areas and bathrooms daily. They will vacuum your room once a week provided the floor is tidy. The day for cleaning your room is on a roster posted on your floor and, on the appropriate day, you should clear the floor of your room in readiness. The dusting of your room is your responsibility and, for your own use, a vacuum cleaner is supplied on each floor.

If you wish to have the Housekeeper take away your rubbish, please leave it in a bag outside your door. You could also take it down to the skip and recycling containers outside the security door. ***The housekeepers will take away bottles and cans that are left in each Floor Kitchenette recycling bin.***

Recycling:

We recycle the following items: paper, cardboard, glass, plastic, tin/cans. Recycling bins are located in the car park, the Study Rooms and Computer Room, the Dining Room, bedrooms and in the Kitchenettes. It is the responsibility of the resident to empty their personal recycling bin into the recycling bins in the carpark.

■ STUDY FACILITIES

Study Rooms:

Study Rooms are available on the Ground, 3rd and 4th Floors, for individual study and tutorials. Both groups and individuals may study in the Dining Room.

Tutorials:

Regular tutorials in key subjects will be arranged for groups of students, at no extra charge. Notices will be posted early in the first semester to gauge interest. Tutorials are held in the Surveying Tutorial Room and the College Study Rooms.

Release of Grades:

As a condition of residence Hayward requires Residents to authorise the University to supply the Head of College with academic grades for the time they are in residence. This enables the College to more adequately assist residents with their academic programme and learning support service.

Student Learning Development on campus provides, free of charge, a range of workshops throughout the year on study and learning techniques -- essay writing, effective reading, note-taking, oral presentation skills, critical thinking, learning to learn, time management, and examination techniques. They also offer individual assistance. Check it out on their website: <http://www.otago.ac.nz/hedc/students/index.html>

■ RECREATIONAL FACILITIES

Common Room:

The Common Room beside the foyer is equipped with a Pool Table, Table Tennis Table, a TV and couches. The room shuts down at 10:00 p.m. It is your responsibility to keep the room tidy and the equipment in good condition.

Games Equipment:

The Residential Leaders' (RLs) Office is equipped with the following items that can be borrowed in exchange for your I.D. card:

- DVD's
- Sports equipment (various balls, racquets and bats)
- Board games and puzzles (lots to choose from)

TV Rooms:

Two TV rooms are available; on the Ground floor, (Common Room) and 1st floor – both have Sky Digital. The largest TV room (1st floor, also known as the *Aquarium*) features a big screen TV, Sky Digital. Though the 1st Floor TV room is available 24/7, students are asked to be aware of excessive noise. Alcohol is not permitted in any of these rooms.

Exercise Room:

Our Exercise Room is located down the stairwell via 2nd floor Southwing. Equipment includes running, rowing, stepping and bike machines, punching bag, stretching mats, and other items.

Hours are 8:00 a.m. - 10:00 p.m. daily. This is subject to change. Please be responsible with equipment.

Music Practice Room:

Also located in the gym is the music practice room equipped with a well-tuned piano; a good place to practice without disturbing your neighbours. Booking may be required depending on demand.

Grounds:

The grounds between Hayward and Cumberland Colleges are a shared facility. It can be a great place to relax and have a quiet study break on a nice sunny day. Volleyball and soccer can be played but please respect the ground, refraining from flower or plant trampling or removal.

Bean Bags:

The College has comfortable, hardwearing bean bags for resident use outside. These can be borrowed from the Residential Leaders' (RLs) Office or Reception in exchange for their ID card.

▪ OTHER FACILITIES & INFORMATION

Bathrooms:

There are two bathrooms per floor with plenty of showers and toilets to avoid breakfast time congestion. The College also has 2 bath tubs for a relaxing soak.

On the female only floor (First Floor) one of the bathrooms is strictly for females and one of the bathrooms on the all-male floor (Ground Floor) is for the use of males only.

Laundry:

There are 8 automatic washing machines and 4 dryers in the basement laundry. They are used on a first-come first-served basis. You must provide your own washing powder. A basket or laundry bag is handy. Label everything and be courteous with other people's 'piles'. Irons and Ironing Boards are available in floor kitchenettes.

Laundry Courtesies:

- Take care not to tamper with other residents' laundry. Taking others' clothes is theft!
- If you take someone else's clothing out of a washing machine, please leave it in a tidy pile.
- Don't empty a dryer before it has completed its cycle. You wouldn't want someone to do that to you!
- Remember that you have clothing in the laundry! Don't leave it there for days on end.
- Tidy up after yourself.
- Bring a drying rack.

Bicycles:

A covered bike room is located in the basement directly off the rear car park and accessed by your security card. Please lock your property. Bikes are not permitted to be kept in bedrooms and must not be brought in through the main doors.

Parking:

Parking is difficult to find during term time around the College, if you do bring a car, do not park on the loading areas by the Car Park Door. These areas are used for deliveries and rubbish collection any cars parked in these places will be towed without warning.

Repairs & Maintenance:

Please report any necessary repairs immediately using a Repairs/Maintenance Form located near the mailboxes. If you require a spare light bulb for your room and your bed light just let us know. We can't fix it if we don't know about it!

Care of Property:

- Please report any damage to any part of the building or fixtures. Any malicious damage that cannot be traced to a particular person is charged to all residents.
- All residents rooms are checked before they move in and each resident will be expected to keep her/his room in the condition in which they are found. Any damage to a resident's room, other than wear and tear, will be charged to the resident. Only Blue-Tack may be used to stick posters and the alike onto the walls.
- No College property may be removed from the College premises without the prior approval of senior staff.

- Ball games (even ball bouncing) and the like are discouraged within the College, because of the potential for damage to people and property.
- Skateboards and Scooters may not be used inside the College, nor may a skateboard or scooter be used on any stairs, handrails, curbs or walls at Hayward College.
- Bicycles are not to be kept in bedrooms and must be stored in the racks in the Basement. Bicycles must be brought in through the basement doors and not through the front or side entrances.
- Examples of repair costs are: broken locks \$100, doors \$200, fire notices \$25, ripped chairs \$100, call out to fix the lifts \$400.

Re-admissions:

- Residents wishing to return to the College for a further year will be required to apply by the middle of August
- The Head of College reserves the right not to enter into an Accommodation Contract with a resident for residence at Hayward College for a further year.

■ OUR EXPECTATIONS

Before You Arrive:

Electrical Appliance Testing

All electrical appliances must be safe and of a high standard. Any overseas appliances must have an adaptor for New Zealand's electrical current system. All electrical appliances brought into the College by residents need to have a "certification" tag to validate safety whether it is newly purchased or used. This includes multiboxes, extension cords etc. There is an opportunity to do this on arrival at Hayward.

Health Matters

It is a good idea to check you have received all the necessary immunizations against infectious diseases. Living in a communal situation means you may be more at risk of either infecting others, or being infected. Immunization to consider: (measles, rubella, tetanus, polio, hepatitis B, meningitis etc.) All health issues must have been disclosed on application and upon application to Hayward College. This information also needs to be disclosed on the College Information Form. Any special dietary needs must be disclosed on application and the College Information Form.

Emergency Pack

It is a good idea to have a grab bag (Personal Emergency Kit) in case of an emergency. This needs to be relatively small with items that aren't used for anything else.

Minimal requirements:

- Emergency contact details – a written copy as well as on your cell phone!
- Torch and spare batteries;
- Strong outdoor shoes;
- Supply of personal medications;
- Hand gel or antiseptic wipes;
- Survival blanket;
- Bottle of water;
- Couple of muesli bars or similar.

Have nearby ready to grab in case of an evacuation:

- Warm clothing (jacket or similar);
- Your cell phone if you have one.

Additional extras that would be useful:

- Personal toilet items;
- Supermarket bags/rubbish bags;
- Whistle and light sticks;
- Copies of critical documents.

When You Arrive:

What Steps To Take On Arrival

The College will open in February the date will be on your Arrival Form. Residents are asked to arrive from 8.30am onwards. Hayward College's "check in" is at reception, 110 Frederick Street. Your Residential Leader as well as Senior Staff, will be waiting to greet you and show you to your room and give you room keys and help you settle in. If you are coming by plane please arrange flights early on so as to avoid disappointment. For those new to Dunedin there are airport shuttle buses that leave from outside the front of the terminal building after most flights, or you can book ahead, check the yellow pages of the Otago phone book.

Important

The first thing you will do when you arrive at Hayward College is meet the staff and be checked into your room. When you check in, you will be given your room key or card and a temporary swipe card. Once you are in your room, you need to complete your room check sheet. On this sheet, please note any damage that exists when you arrive in the room. It is extremely important that you go over this sheet carefully and thoroughly. Sign it only when it accurately represents the condition of the room at the time you take responsibility for it. Completed forms must be given to your Residential Leader on the day that you arrive. University property may not be removed from your room. You are responsible for maintaining the condition of your room, and you will be charged for missing equipment or damages that occur while you reside in the room. If you do a good job of checking your room and ensuring that the room check sheet is accurate, you will minimize problems when it is time to lock your door and check out.

While You Are Here:

Personal Development

One of the greatest advantages of living in Hayward College is the fantastic opportunity that exists to broaden your social skills, cultural knowledge, service to the community and leadership potential. The Residential Leaders will assist you to familiarize yourself with College life at the beginning of the first semester.

The College has an active Student Committee. Consider applying to be the Student President or Vice President. You can also stand as a Floor Representative. Seek out the information and involvement you want and you will enhance your total educational experience at the University. Get involved while you are here at Hayward College. There are plenty of opportunities to participate.

What We Expect From You

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

Student Conduct

You will be treated as an adult, and we expect you to recognize that you are bound by laws and Residential College policies. Hayward College is yours to use, but not abuse. You have the freedom to make it work and the responsibility to keep it working for others. You have the right to expect others to respect your needs, and to recognize the effect that their behaviour has on you. They have the right to expect the same from you. Students living in Hayward College are expected to conform to the University of Otago's Code of Conduct <https://www.otago.ac.nz/proctor/codeofconduct/> and Ethical Behaviour Policy <https://www.otago.ac.nz/administration/policies/otago003161.html> . You are expected to respect and show consideration for the rights of others and their need for study time and rest. If a student's behaviour is bothering others, that student is expected to respond to requests from staff and fellow students.

Breaches of Conduct

Please refer to the Accommodation Contract: Disciplinary Processes and other information in this Handbook.

Absence

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

Semester Break Accommodation

- During the vacations Hayward College remains open for residents who wish to stay
- Any resident who leaves the College during semester breaks must inform the College of their intended leaving and returning dates on the Departure Notice Google Form.
- Residents must fill in the Check Out/Check in Register and hand in their key or card.

Disabilities

Disabilities and other Health related issues must be declared on the College Information Form emailed out with your Accommodation Contract. Please also list any special requirements you may have. It is also suggested that residents with disabilities should introduce themselves to their Residential Leader at the beginning of the year. This will allow your Residential Leader to provide appropriate help in case of evacuations and emergencies.

Reporting Hazards

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

Sustainability

Hayward College is an environmentally conscious College and have recently registered with the University of Otago's Green Impact Awards scheme. Sustainability covers not only resource and energy use, it also involves making socially responsible choices and promoting a healthy lifestyle to maintaining our well-being. If you come to Hayward, you will be a part of our progress towards being more sustainable College. Some ways Hayward is achieving this is through

motion sensor lights in common spaces, recycling bins in each residents room and the option to eat vegetarian meals at dinner time. If you come to Hayward College, you agree to recycle and turn off lights.

Theft / Security

Unfortunately, theft can sometimes be a problem in Residential Colleges. For this reason, you are encouraged to insure personal possessions either as a part of your parents' Homeowners' Policy or by a separate policy. It would be helpful to engrave an identification number on your valuable possessions and have a list of items including description, value, model number, and serial number prepared in advance. It is important for you to protect your possessions and those of your fellow students. Keep your room door locked whenever you are out of your room, or sleeping, or napping. When you see strangers who do not appear to belong on your floor, find out who they are and what they're doing. Remember, "if you like your stuff, someone else will, too!" Remember never prop main doors to buildings open or let strangers into the College. Propping doors open is considered a serious breach of security and will be dealt with by the Head of College. Never hand out your security card or keys to anyone, including your friends. Only enter the College by specified entrances, depending on time of day. All after-hours access into College is via the car park doors. If you see a stranger in the College, ask if you can help, this is both courteous and a way of ensuring the security of College Residents and contents. If you are concerned, tell a staff member.

Alcohol and Drugs

More information can be found on the Residential Information and Regulations pages. Alcohol is not permitted in any public area except when express permission is given. If you choose to drink, you will be expected to do so responsibly. You will be held accountable for your behaviour and will be expected to show respect for fellow students, staff, and University property. Alcoholic beverages are permitted at Hayward College in accordance with liquor laws/University and Hayward College policies. Alcohol-related violations are serious and could lead to suspension.

Study Atmosphere

Studying is hard work, and a good study environment is expected. You are expected to respect others' need for rest and study time. Quiet hours exist in the College for this reason. Since most students prefer to study in their rooms, a good study atmosphere on your floor is important. Your Residential Leaders will help you and the students on your floor develop the rules. It will be up to you to make them work.

Rights of Others

All residents must acknowledge the rights of their fellow residents to be able to work in relative peace and quiet.

Complaints Procedure

All complaints should be made in the first instance to the Head of College.

■ USEFUL CONTACTS

(*University numbers are 4 digits only, when dialed from within the College. When calling from outside, you need a prefix of 479)

EMERGENCY (Ambulance, Fire, Police) 1-111

Student Health & Counselling Service

Cnr Albany & Walsh Streets

Phone: Health & Counselling 8212 *

Te Whare Tāwharau

Sexual Violence Support & Prevention Centre

5 Leithbank

Phone: 0800 479 379 3790*

Family Planning

95 Hanover Street

Phone: 477 5850

Rape Crisis

Coso Building

Level 1, 111 Moray Place

Phone: 474 1592

Student Learning Development

South-west Corner, Central Library (ISB) Building

Phone: 8492*

Email: hedc@otago.ac.nz

University Proctor

St David's Lecture Building

Phone: 4880*

Metro Cinema

Town Hall/Moray Place

Phone: 471 9635

Taxis

Southern 4555 555

Dunedin 4777 777

Otago 477 3333

After Hours Doctors

18 Filluel Street

Phone: 479 2900

Urgent Pharmacy

18 Filluel Street

Phone: 477 6344

RL Office 5522*

Head 5525*

Senior Tutor 5526*

ART 5524*

Kitchen 5527*

Reception 5520*

Maintenance 5528*

Career Development Centre

Phone: 8244*

Hours: Mon-Fri 8.30 am-5.00 pm

www.otago.ac.nz/careers/

University Chaplains

University Union building

Phone: 5348*

8497*

Rialto Cinemas

Moray Place

Phone: 474 2200

Youthline

Phone: 0800 37 66 33

Free Txt: 234

email: task@youthline.co.nz

Web: <https://otago.youthline.co.nz>

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