

# *Selwyn College*



*Affiliated to the*

## *University of Otago*

**An Introduction to Selwyn College**

**Information and Regulations**

## **WELCOME TO SELWYN COLLEGE**

Nau mai haere mai, welcome to Selwyn College for this year. We look forward to getting to know you, and to experiencing your contribution to College life.

Selwyn College is much more than an accommodation option. It is first and foremost a collegiate community. Since 1893 young people have been gathered in this place as a community of scholars. You are now one of them, as part of a proud College with a rich heritage.

Selwyn College has a tradition of hard work and high achievement, of good fun and strong friendships. The strength of this community is demonstrated by the deep loyalty to the College, shown by former residents and by the high number of returners.

There is an opportunity to live alongside 175 people from all over New Zealand and overseas, representing most of the faculties of the University. The experience of living with people in this way is part of what it means to gain an education. It gives a breadth of character not easily achieved when studying for a degree at home, or boarding privately, or in a smaller community or flat.

Selwyn College is committed to providing a safe, healthy and caring environment in which members recognise and honour the needs and wishes of others. All residents and staff are entitled to equal opportunities and to respect of both person and property.

The College offers academic support through its tutorial system, its staff members and its computer centre. When you make best use of all that living in this community has to offer, you will have the opportunity to achieve your goals and have a year you will never forget. I hope that this will be your experience of living at Selwyn College.

You will find that we are strongly committed to your health and wellbeing. We will not tolerate behaviour that hurts individuals, is inconsiderate of others, or brings dishonour on the College.

With every good wish for all you undertake in 2012.

**The Warden**

## INDEX

Part A General Expectations _____	4
Part B Administration & staff _____	7
Part C Students' Association _____	9
Part D Academic Support _____	10
Part E Welfare And Spiritual _____	11
Part F Fees, Dining Room and Housekeeping _____	12
Part G Safety, Security And Maintenance _____	18
Appendix I: A Brief History _____	21
Appendix II: Accommodation Contract _____	22
Appendix III: Contact Details _____	26

## **PART A - GENERAL EXPECTATIONS**

*While past traditions are important in the culture of Selwyn, it is the residents of each year that ensures its future. For the wellbeing of all who live and work at Selwyn there are expectations of behaviour.*

*A community is strong and healthy when all of its members show consideration for each other, and exercise maturity and self discipline in their personal behaviour. Your commitment to the College will be demonstrated by your willingness to uphold the excellent reputation we enjoy as a community. In this way people achieve their goals while participating in an active social, sporting and cultural life, without giving in to excess.*

*Because we are a large group, life is necessarily more regimented than in a family or flat.*

### **1. CONSIDERATION FOR STUDY NEEDS:**

Quiet is of primary significance for study, especially in the evenings. From Sunday through Thursday evenings, quiet should be observed throughout the College. The quiet hours are extended prior to, and during the examination periods. At all other times it is expected that radios, stereos and musical instruments will only be played at a level which shows consideration for other residents.

### **2. VISITORS AND GUESTS:**

- Members of the College are accountable for the behaviour of any guest they bring into the College. This is important for the safety and security of other College members. The guests must respect the standards and rules of the College. Please be particularly clear about the alcohol policy and regulations.
- Members wishing to have a guest stay overnight may do so *only* after prior consultation with the on-duty staff member, and acquiring a Guest Card when the details are recorded in the diary in the Dorothy Whitehead room. This is a requirement of fire safety regulations as well as being necessary for good discipline within the College. Spare mattresses may be obtained from the on-duty staff member.
- Stays within the College longer than 2 nights must be directly approved by the Warden.
- See Part F of this handbook for the Guest meal booking process.

### 3. COLLEGE ALCOHOL POLICY:

- Residents are expected to be sensible in their consumption of alcohol and may keep small quantities of liquor in their rooms at the discretion of the Warden. Drinking in moderation with one or two friends in rooms is permitted.
- No drinking or open vessels are allowed in corridors or in any public area of the College, such as the Quad, without prior permission of the Warden.
- No parties in bedrooms. What constitutes a party lies at the discretion of the on-duty welfare team member. They will consider such factors as noise levels, amount of alcohol being consumed, and the number of people present. (As a guide more than four people often constitutes a party)
- No drinking at public events where Selwyn College is formally represented - e.g. Cameron Shield events.
- Specific drinking events or games where the drinking of alcohol is the prime focus of the gathering are not permitted on College premises. This includes the use of drinking apparatus, such as yard glasses and drinking bongs.
- Guests and visitors to the College are also expected to abide by the alcohol regulations. Residents are responsible for their guests at all times. Visitors are not permitted to bring alcoholic drinks into the College.
- An alcohol ban is put in place before the examination period in an endeavour to provide a quiet and settled environment that is conducive to study. This is usually two weeks prior to exams.
- Functions involving the use of alcohol may be arranged in consultation with the Warden. The following rules apply to student functions:
  - *Permission must be sought from the Warden at least 10 days in advance of the function.*
  - *The amount of alcohol to be made available for the function is to be agreed upon with the Warden.*
  - *A list of non-Selwyn residents who will be attending the function must be submitted to the Warden in advance.*
  - *A starting and finishing time must be agreed upon with the Warden.*
  - *Food must be provided, and serving arrangements negotiated with the Food Service Manager.*
  - *Cleaning up arrangements must also be decided upon with the Warden.*
  - *Responsible behaviour is expected at all times. Residents deemed by the welfare team member on duty to be intoxicated may be disciplined.*

***Be responsible in your use of alcohol, make sure that you are familiar with the College Alcohol Policy before you arrive so that there will be no misunderstanding.***

#### **4. ILLEGAL DRUGS:**

If illegal drugs are found on the premises or suspected to be on the premises you may be subject to instant room checks and police intervention.

#### **5. HARRASSMENT:**

Any form of harassment or intimidation is unacceptable within the College. As a College which is affiliated both to the University and to the Anglican Church, the College is governed by a Code of Ethical Behaviour. This is clearly outlined in the University Ethical Behaviour policy document. In particular the policy covers abuse of supervisory authority and sexual harassment. Complaints will be thoroughly investigated within the College and the procedures laid down by the University are available to all College members. Senior staff and welfare team members have copies of the document and are familiar with its detail.

#### **6. RESPECT FOR STAFF:**

Abusive or rude behaviour to any staff or welfare team member will not be tolerated. Complaints about any staff or welfare team member must be directly communicated to the Warden or the Chairperson of the Board.

#### **7. DISCIPLINE:**

We are all bound by:

- the Criminal Law
- the Rules of the College
- the Regulations of the University of Otago
- appropriate standards of behaviour in relation to others.

Failure to comply will lead to appropriate disciplinary action. Action will be taken by the Warden, or the Board of Governors. The Board has the right to terminate the residence of any member guilty of a breach of discipline. Such termination may be on immediate notice. Misuse of drugs and other breaches of the law will be a matter for the Dunedin police. Sexual and other harassment and other breaches of University Regulations will be a matter for the University authorities. Both matters are regarded seriously by the College and members should be aware of the possibility of termination of residence in such cases.

## **8. UNIVERSITY DISCIPLINARY REGULATIONS:**

The attention of students is drawn to the Disciplinary Regulations of the University of Otago available here [www.otago.ac.nz/study/regulations/discipline.html](http://www.otago.ac.nz/study/regulations/discipline.html) especially as they pertain to social functions outside the College and intrusion into other Colleges. Any unauthorised person found within the College precincts may be liable to prosecution, or to proceedings being taken against them under the Otago University Discipline Regulations.

## **PART B - ADMINISTRATION & STAFF**

### **1. BOARD OF GOVERNORS:**

The Board is responsible to the Dunedin Diocese of the Anglican Church for overall policy and planning for the College. The Governors meet five times a year at the College. Board members will also be seen around the College at other times. Both the Warden and Student President are on the Board ex-officio, Mrs Bronwyn Millar is Secretary to the Board. Current members of the Board of Governors are:

- 1. The Right Rev'd Kelvin Wright, Bishop of Dunedin**
- 2. Mr (R.J.M.) Diccon Sim - *Chairman***
- 3. The Rev Dr David Clark - *Warden***
- 4. *SCSA President 2012***
- 5. Mrs Ann Barsby**
- 6. Ms Melissa Bell**
- 7. Mr Lindsay Dey**
- 8. Mr Chris Doudney**
- 9. The Rev'd Vivienne Galletly**
- 10. Mr John Harraway**
- 11. The Very Rev'd Dr Trevor James**
- 12. Professor Paul Tapsell**

## **2. FELLOWS:**

The Board of Governors has appointed the following, to be Fellows of Selwyn College.

- 1. Mr Philip Broughton**
- 2. Mrs Josephine Dodd**
- 3. Dr Tony Fitchett**
- 4. Mr Simon Eisdell Moore SC**
- 5. Sir Patrick Eisdell Moore**
- 6. Mr William Rex Morris**
- 7. Mr John Scandrett**
- 8. Mrs Barbara Smith**
- 9. Prof Rob Walker**

## **3. WARDEN:**

The Rev Dr David Clark is accountable to the Selwyn College Board of Governors for the management of the College and the welfare of its students. Dr Clark lives on site in the lodge with his wife Katrina, son Amos, their two cats Eddy and Ernie, and their dog Tui.

## **4. FINANCE:**

Mr Luke McClelland is the Bursar and responsible for the financial matters of the College. He can be found in the Main office during normal working hours.

## **5. ADMINISTRATION:**

Mrs Cynthia Wong is the Accounts Administration Clerk and helps with the day to day management of the College and she can be found in the Main office that is open from 8:30am to 5:00pm Monday to Friday.

## **6. FOOD SERVICE MANAGER:**

Mrs Adèle Spies is the Food Service Manager and as such is responsible for the management of the College's catering operation and staff and any queries regarding meals should be directed to her. Adele's office is located in the kitchen.

## **7. DOMESTIC SUPERVISOR:**

Mrs Annette Donaldson is the domestic supervisor and is responsible for the College's cleaning and housekeeping standards.

## **8. PROPERTY MANAGER AND GARDENS:**

Mr Mark Bardwell is the Property Manager and is responsible for the upkeep of all College grounds, property and equipment. John and Judy Ringland-Stewart are contracted to look after our gardens.

## **8. WELFARE TEAM:**

Selwyn College invests a great deal in the pastoral care of its residents. The All Saints' Chaplain, Rev'd Michael Wallace lives at the vicarage and is available to students as need arises. The night Porters, Mr Jason Jones and Mr Danny Taimalie Utu, are available in the evenings(7 days a week) and through the night(from 4:00pm to 6:00am) to ensure the College is protected and that order is kept; they are also frequently called upon to provide a listening ear. Three Sub-wardens (post graduate students or lecturers) guide the welfare team, host academic functions and organise the tutorial programme. Five Senior Residents (generally students studying at fourth year or above, or mature students returning to University) complete the welfare team. The welfare team are rostered for duty during the evenings and weekends. The Senior Residents have a less-formal but no less significant leadership, mentoring and guidance role in College life. Each of the large floors or wings in the College has a Senior Resident or Sub-warden living in; they have a particular interest in the welfare of students on their floor and are available to answer queries and hear concerns, and provide advice where appropriate.

## **PART C - STUDENTS' ASSOCIATION**

The Selwyn College Students' Association (SCSA) is the association of all current residents of the College. Membership is automatic on being admitted to the College. SCSA is internal to the College and quite distinct from the University of Otago Students' Association to which you will also belong as a member of the University. SCSA plays an important part in maintaining student welfare and helping to promote an atmosphere in the College where you can get the best out of your years at University. The College Students Association plays the major role in organising Social events, the Sporting and Cultural events for the Cameron Shield and Nevill Cup with Knox College. They also organise the sporting and cultural exchanges with College House in Christchurch.

SCSA is led by a committee of seven who co-ordinate student activities and the larger social occasions. Election of the Committee is normally held early in the last quarter for the following year. The Student President is an ex-officio member of the College Board of Governors.

The social and sporting events organised by SCSA require financial aid. Each

member of the Association is levied a fee, which is paid in addition to any fees or bonds you are obliged to pay to the College.

## **PART D - ACADEMIC SUPPORT**

### **1. NORTHCROFT STUDY CENTRE:**

The Study Centre is available for the use of College members. The Centre houses the Study Room, Seminar Room, Computer Centre and Chapel. This centre is a place for quiet study. The Seminar Room is frequently booked and used by outside groups from the University and the Church (as it was partially funded by St John's College Trust Board for this purpose).

### **2. GROUP TUTORIALS:**

Tutorials are available in a number of subjects as demand requires. Tutors are employed by the College and are either senior or postgraduate students. They are supported by the University department concerned. While the Warden carries overall responsibility for employing and supervising Tutors, any concerns about a tutorial should be directed to the Senior Tutor as should any requests for additional tutorials. The costs of these tutorials are covered by the weekly college fees. Tutorials greatly enhance the level of achievement of participants.

### **3. ONE TO ONE TUTORIAL SUPPORT:**

Personal tutorial support can be arranged within the College, contact the Senior Tutor so that help can be given to arrange appropriate support. Together with the Warden, the Senior Tutor is responsible for the development of the College's tutorial programme.

### **4. STUDY SKILLS AND EXAMINATION TECHNIQUE PROGRAMMES:**

Special programmes to develop study and examination skills are offered by the University to members of the College. These are arranged according to demand.

### **5. COMPUTERS:**

Personal Computers and a laser printer/photocopier and ports for laptops are available in the Computer Centre for the use of College members only. These computers are linked to the University network giving access to departmental labs, the Library catalogue, Email and the web. Printing is charged at 15c a

sheet, which will be invoiced periodically. Computer use including web access is currently included in your fees. Misuse of computers for games, downloading of objectionable material; or permitting others to use your password, will result in loss of access to the computers. Many students now have their own laptops or PC's, and these are able to be connected to the University network via an 802.11 wireless connection.

## **PART E - WELFARE AND SPIRITUAL**

### **1. STUDENT HEALTH:**

All cases of sickness must be reported to staff before meals can be taken to the rooms. Should a resident require a visit by a doctor this can be arranged by the staff through the University's Student Health Service. Residents are free to make their own appointments to see medical, counselling or allied health staff at Student Health Services. Student Health and Counselling is located on the corner of Walsh and Albany Streets and the phone number is 479 8212.

### **2. THE CHAPEL:**

The College chapel is a small room that offers quiet and privacy. It is located at the back of the study centre. You are welcome to use the chapel if you need some time out or space to be by yourself.

It is also available for group prayer meetings etc for which you should see the office staff to arrange bookings. It is used by groups from within the College and elsewhere. It also serves as a venue for ministry education within the Anglican Church.

### **3. ALL SAINTS PARISH:**

All Saints Church forms one side of the quadrangle of the College. It is open every day for prayer. Our association with the parish goes back to the founding of the College. The College Chaplain is Rev'd Michael Wallace. He can be contacted on 477 8300 or via email [vicar@allsaintsdsn.org.nz](mailto:vicar@allsaintsdsn.org.nz).

### **4. THE UNIVERSITY CHAPLAINS:**

The Rev'd Greg Hughson, the Ecumenical Chaplain is available to you at any time, his telephone number is 479 8497.

The Rev'd Mike Wright is also available see:  
[www.otago.ac.nz/chaplain/chaplain.htm](http://www.otago.ac.nz/chaplain/chaplain.htm).

The Catholic Chaplain is Father Mark Chamberlain and his telephone number is 479 5348.

## **PART F - FEES, DINING ROOM AND HOUSEKEEPING**

### **1. TERM FEES:**

Fees are for the full academic year and are payable in four instalments. The College contract with a student is for the academic year only. Selwyn College opens for residence on the Thursday prior to registration at Otago University. The Dining Hall opens with the full 3 meal service on that day. The Dining Hall normally closes after Brunch on the Sunday at the end of term. Unless prior arrangements are made with the Warden, and out of respect for fellow students who still have exams, students are expected to leave within 48 hours of their last examination.

No rebate in term fees can normally be made for absence from the College due to sickness or any other cause.

Any rebate of fees is at the absolute discretion of the Board.

Selwyn College is a non-profit making institution that aims to offer good accommodation and a satisfying community life to its members. Fees are kept to the lowest possible level commensurate with the longer term financial viability of the College. Fees are set for the year, but the Board reserves the right to adjust fees whenever financial circumstances dictate.

Around August every academic year, a member of the College wishing to return for the next year may apply for re-admission. Selwyn has a high rate of returning students, and re-admission cannot be guaranteed.

### **2. MEALS AND MEALTIMES:**

Meals are the focal point of College life, not just because we need to eat, but because they are occasions when we gather as a community. A reasonable standard of dress and behaviour is expected in the dining room at all times and everyone entering the dining room must wear shoes (i.e. no socks or bare feet). No hats will be allowed in the dining room. Rugby or other sports players are to shower and be clean before entering the dining room. Bags and coats are to be left outside the dining room. Those areas are also regarded as “prank free”. The College dining room “Brother’s Hall” is a memorial to the late Massey brothers and should be respected accordingly.

Three meals a day are served in the Dining room. Students are able to help themselves to a variety of cereals, bread & condiments, fruit & yogurts and hot & cold beverages at breakfast time. At lunch time, there is a main option and vegetarian option available as well as a variety of salads, breads & condiments and fresh fruit. At the evening meal you are given a choice of one of the two meat

options on a first in, first served basis. To help speed up the queue, please consider your choice from the menu board before you are served. Residents who wish to have only vegetarian meals should register their names with Adele at the beginning of the year, with the Friday of Orientation week at the latest. If you request the vegetarian option, you must eat the vegetarian option and may not eat the meat option. It is not intended that being vegetarian should be used to give residents a second choice of mains at dinner time. Seconds may be offered after 1:15pm and 6:10pm once all residents and staff have been served, a sign will be put up when available.

If you wish to bring a guest, please ask at the Chef on duty in advance, and certainly not with your guest already in the dining room as to avoid embarrassment. You need to ask permission from the Chef on duty at least 30 minutes before the meal. You will be asked to complete the Guest Book in the kitchen and record your details and that of your guest. No cash is exchanged, rather the cost of the meal is charged to the host resident's account. Only 5 guests are allowed at each meal per day. Guest meal prices are:

Breakfast is \$5.00, Lunch/Brunch is \$5.50 and Dinner is \$7.50.

No unpaid guest/visitor is to be entertained in the Dining room during meal times.

Dinner each day is presided over from High Table, from where Grace will be said. You are expected to introduce your guest to the Warden or Sub-warden presiding over the meal from the High Table.

Sunday evening we expect male residents to wear a jacket and tie, and female residents to dress accordingly.

### **MEAL TIMES:**

<b>Monday to Friday:</b>	Breakfast:	7:15 - 9:00
	Lunch:	12:30 - 1:10
	Dinner:	5:30 - 6:00
<b>Saturday:</b>	Breakfast:	8:15 - 10:00
	Lunch:	12:30 - 1:10
	Dinner:	5:30 - 6:00
<b>Sunday:</b>	Breakfast:	8:15 - 10:00
	Brunch:	10:30 - 12:30
	Dinner:	5:30 - 6:00

Students are required to leave the dining room fifteen minutes after service times end, to facilitate cleaning and setting up for the next meal.

## **Milk allowance**

Milk is available from the kitchen for floor fridges at dinner time only. This is collected by someone from each floor between 6:15 - 6:30 pm. each night. Please do not take milk from the dining room for the floors and note that floor milk will not be issued outside of the specified time.

Please ask the Chef on duty each night for the floor milk. Milk amounts are listed on the milk sheet in the Book, this is ticked off by the person collecting the milk.

## **Drinks outside meal times**

There is a Coffee machine, Juice machine and Filtered water available in Cats kitchen for use throughout the day, as the Dining room is closed between mealtimes.

## **Access**

The kitchen is not to be used as a thoroughfare: no access past the servery without permission unless for packed lunch preparation. The dining room is closed between meal times, though you may walk through to gain access to kitchen staff to book late meals or guest meals or to meet with the Food Service Manager.

## **Crockery and Cutlery**

No crockery, cutlery, mugs or glasses are to leave the Dining Room at any stage.

The kitchen does not continue to buy more stock, so if the kitchen runs out you will not have anything to eat or drink from. If it does happen that the kitchen have to buy more stock, this will be charged equally to all student accounts at the end of the year. It is a good idea to bring your own mug to use for hot drinks outside of meal times.

## **Recycling**

The bins are located over by the staff room behind Sargood. Please ensure glass receptacles have been washed, aluminium cans and cardboard boxes are flattened before disposal. Please do not use the recycling bins located directly outside of the kitchen, as this is for kitchen use only.

## **Casual late meals**

Late lunch is to be booked by 11:30 am. Late dinner is to be booked by 4:30 pm.

The list for this is on the kitchen notice board, but either of these bookings may be phoned (477 8332). Use this number if you are running late.

Late dinners is a service for residents who have late lectures, labs or sport practices that are outside the usual dinner time. This does not include people, for example who choose to stay on in the Central Library and can actually come back for dinner times.

Late evening meals are not available until 7:30 pm because they are chilled in a blast chiller which must complete its cycle before being opened again. Late meals can be picked up from the Cats kitchen from 7:30pm onwards.

Plastic containers used for Late dinners must be returned to the kitchen as they are recyclable and a costly expense.

### **Packed lunches**

Items for making packed lunches is available from the kitchen from 7:15 – 8:30 a.m. Monday to Friday, sign the list once you have made your lunch.

Packed lunches are not available on weekends. If a packed lunch should be required, this should be requested on the Friday before by asking the Chef on duty and ensuring that this is recorded in the Weekend Packed Lunch Book.

Packed lunch ingredients are not to be used for accomaniments at breakfast.

If you order a late meal or take a packed lunch, you are not allowed to have a meal in the dining room as well.

### **Special Dietary Requirements**

Special Dietary Requirements are where a special diet is required for medical reasons and reasons may include gluten intolerance, lactose intolerance or nut allergies. A medical certificate regarding your medically diagnosed condition must be provided to the Food Service Manager by the Friday of Orientation week at the latest.

If you have special dietary requirements please come and see the Food Service Manager before you take up residence, as no special meals will be provided until you have met with Adele to discuss your spesific requirements. At meal time check with the servery staff to see what is organised for you. Although food will be labelled, residents remain responsible for what they eat and are expected to ask the staff if they are unsure of food contents.

## **Fellows Dinners**

Several Fellows Dinners are held in the College Dining Room each year. They will be signaled in advance. A limited number of students may sign up to partake in the Fellows Dinner on a 'first come, first served' basis. Unlike routine mealtimes, students attending a Fellows Dinner need to set aside about three hours to accommodate a leisurely dining experience. Students not attending the Fellows Dinner must arrange and pay for their own meals on those evenings. Local supermarkets and Take Away establishments are located close to the College.

## **Food Committee**

Comments, complaints, suggestions and any other catering related matters are dealt with on a monthly basis at the Food Committee meetings which are normally held on the 3<sup>rd</sup> Wednesday of each month in the dining room at 5:00pm. Announcements will be made at mealtimes about these upcoming meetings. This committee is made up of the Food Service Manager and a representative group of residents, however all students are welcome to attend these meetings.

### **3. HOUSEKEEPING:**

While the Warden endeavours to meet members' preferences, the decision regarding room allocation is final. The College reserves the right to change room allocations during the course of the year. Keys are provided for all rooms, and will be charged for if not returned at the end of the year.

Posters, Pictures and General Wall hangings: Please use the pin board supplied for all wall hangings. Where additional items are required for hanging (ie. Outside of the pin board), Drawing pins, staples and any adhesive tapes **must not** be used. Posters may be secured with "Bluetack". If adhesive tapes & Drawing pins are used, it might result in a full repaint of your wall linings, which will be charged to your account.

The friendly, dedicated team of Domestic staff work throughout the buildings between 9:00am and 12:30pm Monday to Friday.

The College encourages residents to look after their bedroom/study as their home for the year. It is expected that you will keep your room tidy throughout the year and failure to do so may result in a fine. All bedding is provided and laundered by the College (you may bring your own duvet), and basic furniture is provided for all bedrooms. Additional, small items of furniture may be permitted in special circumstances - Where permission from the Domestic Supervisor or College Administration has been gained, and furniture has been checked by the Property Manager for borer.

Large items such as 3 seater couches are not permitted. Rooms are expected to be kept tidy. Your room will be cleaned and linen changed once a week. On the day your room is rostered for cleaning you must ensure that all floor and desk areas are clear. The cleaning staff will not pick up your mess. If the room is messy it will not be cleaned. If the room remains messy for more than one week the domestic staff may be required to clean the room and you will be charged for this.

#### **4. STUDENT LAUNDRY:**

The student laundries are equipped with automatic washing machines and tumble dryers, the use of which is covered by your fees. The Sargood laundry is for delicates only. You provide your own soap powder, and it is suggested that if you have particularly dirty sports gear you soak it well before washing to avoid clogging the machines. The College also has a drying room, ironing boards and irons.

#### **5. RESPONSIBILITY FOR DAMAGE:**

Each student is responsible for his/her own room and its contents, and apart from normal wear and tear, any damage to that room will be charged to the student concerned. Any loss, breakage or apparent theft must be reported to the Warden or on-duty welfare team member as soon as possible. Any cost associated with breakage in the wider College that is considered by the College staff, to have been caused by unacceptable behaviour will be charged to the student(s) responsible. If those responsible for damage are not able to be identified, then the cost of repairs may, at the Warden's discretion, be deducted equally from all students' bonds, or a charge made to SCSA.

#### **6. TELEPHONES AND FAX SERVICES:**

Please inform your family and friends of the telephone extension number for your part of the College as soon as possible after your arrival. Prepay Calling Cards may be used from any telephone.

There is a facsimile machine available for the use of members of the College. The number is 477 9926.

#### **7. MAIL:**

The mail is sorted by staff into the pigeon-holes next to the Common Room.

#### **8. BICYCLES:**

A secure bike shed is provided for bikes. Bicycles may at no time be brought into any of the College Buildings, without the express permission of the Warden.

## **9. OFF STREET PARKING:**

Because of Selwyn's proximity to the University and lack of on-site space there is limited off-street parking provided. Students who park on-site without permission will have their cars towed away.

## **10. STORAGE:**

The College has very limited space for storage. At the end of the year, those leaving the College must take all their belongings with them (this includes returning students).

## **PART G - SAFETY, SECURITY AND MAINTENANCE**

### **1. HEALTH AND SAFETY IN EMPLOYMENT ACT 1992:**

The College has responsibilities and obligations under this Act. All members of the College are required to observe all instructions and requests made by College members and staff charged with ensuing fulfillment of these obligations.

### **2. FIRE REGULATIONS:**

You must become familiar with fire evacuation procedures as soon as possible after your arrival. Fire drills will be held at least twice a year and everyone should get to know their escape routes. The fire escapes are to be used only to evacuate buildings in the case of an emergency. Using them as general entrances and exits is not permitted.

Interference with sprinklers, fire hoses, extinguishers, fire alarms or signage is forbidden. "Smoke stop" doors in corridors and stair landings must be kept closed at all times in accordance with Fire Department regulations. Tampering with safety equipment may lead to a heavy fine or instant dismissal from the College. Any malicious fire alarm involving a Fire Brigade call out or any fire call out caused through resident carelessness is costly and the offender will be expected to cover this cost.

For your safety, it is strictly forbidden to burn candles, incense burners, aromatherapy burners or any other naked flame in your room or anywhere else in the college. You are responsible for any damage caused by failure to comply with this rule. You may also be liable for any mishaps which lead to fire brigade call-outs and false alarms. We strongly encourage you, therefore, to make certain that you have personal liability insurance.

In line with University policy, the College buildings are designated as non-smoking areas.

### **3. ACCIDENTS & FIRST AID:**

Make sure you know the location of the nearest first aid kit. Report any accidents to the on-duty welfare team member/Warden.

### **4. FIREARMS:**

Firearms, including air pistols and spearguns, may **NOT** be kept in the College. The University has a gun safe nearby at the Proctor's office which can be accessed for a minimal fee.

### **5. ANIMALS:**

No pets (with the exception of well-behaved goldfish) are permitted on the premises.

### **6. ELECTRICAL FITTINGS:**

Tampering with electrical fittings within the College is dangerous and is therefore prohibited, particularly the timers on the bedroom heaters. Interference with electrical fittings will automatically result in a \$50 fine.

It is each student's individual responsibility to ensure that leads connected to power mains conform to Government safety regulations. Any interference with, or attempt to bypass the relay or timer switches in the College is not permitted. Because of the ease with which the College's electrical circuit boards are overloaded, no additional heaters, towel heaters or electric blankets are permitted. Heaters will be removed from your room.

### **7. COLLEGE MAINTENANCE:**

From time to time you may need some maintenance done to your room, or you may notice that something needs doing in the common room or other general areas of the College. A "Repairs and Maintenance" book is kept in the dining hall. If you fill this in by listing any repairs that need urgent attention then the Property Manager, Mark Bardwell, will do the repairs as quickly as possible. If you need to contact Mark directly, his workshop is located next to the student laundry, behind the squash court.

The Board of Governors spends a lot of money upgrading the College and grounds to provide first-rate facilities. It is hoped that residents show their pride in the College by caring for its facilities. All residents share responsibility for the facilities and may have money deducted from their bonds to cover damages which have not been owned up to by fellow residents or their guests. In other words, there is not only individual responsibility for your room, but also collective responsibility for the College as a whole.

## **8. SECURITY AND INSURANCE:**

The most effective security is gained through residents looking after each other.

Entrances to most buildings/areas will be unlocked from 7:00am to 7:00pm. Residents will be provided with a personalized bedroom key and a access control device(sil key), that will be needed for access outside these times. The charge for the loss of this device is \$20.00.

The College requires residents to lock bedroom doors when they are away from their floor. Staff and welfare team members have been asked to enforce this request. Do not lend your keys to other people or give entry to non-Selwynites.

If you loose your bedroom key you must report to the office immediately for security reasons. A charge of \$75.00 will be made to your account and the lock will be changed within 28 days. In the interim you will be issued with a replacement key.

Please be responsible in regard to your keys; we rely on all residents to co-operate in keeping our buildings and property safe.

Please be aware that your personal belongings at all times, are kept in the College at your own risk.

The College's insurance does not cover your possessions. You are strongly urged to take out "all-risks" insurance on your personal possessions and personal liability insurance to cover your responsibility in the event of damage caused to the College property.

## **9. ABSENCE NOTIFICATION:**

Please fill in the "Absence Diary" in Dorothy Whitehead Room with your departure and return dates, and let a neighbour know your plans.

This is solely for your protection and safety.

## **APPENDIX I**

### **A BRIEF HISTORY**

Selwyn College was established as a Theological College in 1893 by the first Anglican Bishop of Dunedin, Samuel Tarratt Nevill, and named after the pioneer Bishop of New Zealand, George Augustus Selwyn. Bishop Nevill wanted the College to include students from all faculties within the University, believing that in this way some of the advantages of the English Residential Universities could be attained. Thus, Selwyn College became the first Hall of Residence to be associated with the University of Otago. It continues to offer a valuable part of a student's education for life alongside obtaining a degree.

The association with the Anglican Church continues through its administration, and through the links with All Saints Church, which is next door to the College.

Part of the Whitehead Building dates from 1893, the remainder from 1930. The later part includes the handsome Dining Hall, which was given as a memorial to John and George Massey of Invercargill who died in World War 1. Sargood Hall was completed in 1950. Nevill House was added in 1973 and Woodthorpe House in 1993. In 1994, the 'Old Library', renamed Richardson House, which dates from late last century, was extensively renovated. A new wing was added in 1998. Irvine, Millar and Newcombe Houses have been added to the College in recent years. The pleasant quadrangle of the College is a focal point for student activity, and is notable for the large pear tree which has been there since before the College was built in 1893.

Selwyn numbers among its alumni, leaders in: business, scientific research, medicine, the law, the judiciary and other professions, the church, government and national life: most notably the late Lord Porritt physician to the Queen, olympic medalist and Governor General of N.Z.

## APPENDIX II

### ACCOMMODATION CONTRACT

**BETWEEN SELWYN COLLEGE, 560 CASTLE STREET, DUNEDIN, NEW ZEALAND**

**A N D [NAME] (“the Resident”)**

**A N D ..... (“the Guarantor”)**

1. The Resident accepts the offer of residence at Selwyn College (“the College”) for the academic year in 2012.
2. This contract becomes binding on the parties when it has been signed by the Resident and the Guarantor and has been returned to Selwyn College together with the *Administration Fee* detailed in the *Contract Schedule* and the completed *College Questionnaire*. However in the event that the Resident decides not to come to study at the University this contract may be cancelled by the Resident at any time until the 23<sup>rd</sup> January 2012. In the event of such cancellation the Resident’s liability shall be limited to that part of the *Administration Fee* which the *Contract Schedule* notes as being non-refundable.
3. The dates to which this contract applies, the fees payable by the Resident, and the details of any bond which may be required are set out in the *Contract Schedule*.
4. The following provisions apply between the parties:
  - (a) the *General Conditions of Residence* below;
  - (b) all other policies and requirements of the College as notified to the Resident by Handbook, notice, or other means.

In addition to agreeing to comply with those provisions, the Resident agrees to comply with all reasonable requirements and directions made by staff of Selwyn College.

5. By signing this agreement the Resident:
  - (a) acknowledges having read, understood and accepted the *General Conditions of Residence*
  - (b) declares that all information provided in connection with the Resident’s application for residence and in the *College Information Form* is true and correct and that no relevant information has been withheld.
6. By signing this agreement the Guarantor:
  - (a) confirms that they are a parent or guardian of the Resident;
  - (b) acknowledges that they have read and understood the conditions of this contract and that in consideration for the University providing accommodation to the Resident agree to meet all of the Residents financial obligations arising under this contract.

Signed by the Resident: ..... Date: .....

Signed by the Guarantor: ..... Date: .....  
Name of Guarantor: .....

Address of Guarantor:  
.....  
.....

..... Email: .....

..... Relationship with Resident:

Telephone: ..... .....

Fax: .....

(Note: If you have difficulty in obtaining the signature of a Parent or Guardian as a guarantor you should discuss your situation with the Head of College).

### **GENERAL CONDITIONS OF RESIDENCE**

#### **1. Agreement**

1.1 Under this accommodation Contract, Selwyn College agrees to provide:

- (a) a safe and supportive environment in the College and which facilitates learning;
- (b) access to the College's programme of academic, social and community activities.

1.2 The Resident agrees to:

- (a) comply with the obligations of this contract and all requirements and directions provided for under this contract;
- (b) participate and contribute to the supportive and harmonious atmosphere of Selwyn College, showing consideration towards other residents and neighbours, and to College property.
- (c) pay all required fees in the manner and time established by the Contract Schedule together with any penalty provided for;

#### **2. Resident to be Full-time Student**

2.1 The Resident understands and agrees that it is a condition of residence at Selwyn College that the Resident be enrolled as a full-time student at the University of Otago.

#### **3. Termination by the College**

3.1 The College acting through the Warden shall be entitled to terminate this contract at any time:

- (a) if any information provided in support of the application for residence or in the *College Questionnaire* is found to be false or incomplete in any material particular;
- (b) if the Resident ceases to be a full-time student;
- (c) where justified on disciplinary grounds;
- (d) for the failure to make timely payment of fees;
- (e) where the College is satisfied that the Resident's state of mental or physical health makes termination appropriate having regard to the interests of the Resident or of the College community.

#### **4. Liability for Fees.**

- 4.1 This contract is in respect of residence for the period shown in the *Contract Schedule*. No refund or reduction of those fees is available in respect of any period of the Resident's absence from the College.
- 4.2 In the event early termination of this agreement (other than under clause 3.1(e)) the Resident is liable for a penalty of 1/38<sup>th</sup> of the annual fee and remains liable for payment of all outstanding fees for the balance of this contract, provided that the College may in its discretion reduce this liability in light of the circumstances of the Resident's departure from the College and/or its ability to arrange for another party to fill the vacancy left by the Resident.

#### **5. Information Relating to Student**

- 5.1 The Resident consents to the disclosure of any of their personal information (including any information regarding disciplinary matters) to the Resident's parents or guardian or other nominated contact.
- 5.2 The Resident consents to the University of Otago releasing to the staff of Selwyn College the Resident's enrolment details and academic results, provided that such information be maintained confidential to those staff and used solely for purposes in connection with the welfare of the Resident or for statistical purposes which do not allow the Resident to be identified.
- 5.3 The Resident authorises any health professionals whom they may consult during the period of their residence at the College to release to the staff of the College such health information as may reasonably be necessary in the interests of the welfare of the Resident or other members of the College community.
- 5.4 The Resident agrees that the University shall have the ongoing right to make use for its purposes of the Resident's image and written and verbal statements in connection with the College.

#### **6. Rights in Respect of Rooms**

- 6.1 The allocation of rooms is made by the College, and may be changed by the College at any time. The Resident may not change rooms except with the College's agreement.
- 6.2 This contract is personal to the Resident and allowing the use of the room by any other person is not permitted.
- 6.3 The staff of the College shall have the right to access the Resident's room at any time for any purpose reasonably connected with the welfare of the Resident or of any other member of the College community or reasonably connected to the inspection and maintenance of College property.

#### **7. Disciplinary Process**

- 7.1 The Resident consents to the disciplinary processes and sanctions established by Selwyn College, and specifically acknowledges the right of the College to impose sanctions on the Resident for the breach of any provision of, or requirement established in accordance with, this contract. Such sanctions may include (but are not limited to):
- 7.2 formal and informal warnings;
- 7.3 requirements to undertake work;
- 7.4 fines (including levies made on groups of which the Resident is part in respect of damage the cause of which cannot be specifically attributed) and directions to make reparation;
- 7.5 restrictions on activities, including alcohol bans and non-association or non-attendance requirements.

8. 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.

9. Where any sanction is imposed by a person other than the Warden, the Resident shall be entitled to have that sanction reviewed by the Warden. Where a sanction has been imposed by the Warden, or where the Resident is not satisfied with the outcome of a review performed by that person, the Resident may within seven days of being notified of that sanction, submit an appeal to the Selwyn College Board of Governors.

### **CONTRACT SCHEDULE**

#### **10. Accommodation Costs and Payment Timeframe**

<b>Installment</b>		<b>First Year</b>	<b>Returner</b>
ONE	Due Date 23 Jan 2012	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>
	If payment is not received by 23 Jan 2012 your room is no longer guaranteed.		
TWO	Due Date 9 Apr 2012	<b>\$ 2,563.00</b>	<b>\$ 2,350.00</b>
	If payment is received after 14 May 2012 a 10 % penalty applies	\$ 2,819.30	\$ 2,585.00
THREE	Due Date 9 Jul 2012	<b>\$ 2,563.00</b>	<b>\$ 2,350.00</b>
	If payment is received after 6 Aug 2012 a 10 % penalty applies	\$ 2,819.30	\$ 2,585.00
FOUR	Due Date 03 Sep 2012	<b>\$ 2,563.00</b>	<b>\$ 2,350.00</b>
	If payment is received after 01 Oct 2012 a 10 % penalty applies	\$ 2,819.30	\$ 2,585.00
<b>Total for 2012 Academic Year</b>		<b>\$13,690.00</b>	<b>\$13,050.00</b>

**Debts remaining at the end of the year will lead to withholding of examination results and the involvement of debt collecting agencies.**

Students in financial difficulty must consult the Warden within the first few days of each academic term. Students in receipt of student loans have to pay their own fees personally; they are not paid automatically by the loan. The College reserves the right to alter fees during the year. This would include any increase in taxation.

#### **11. Residential Dates for University Students 2012:**

Semester 1 : Monday February 20th - Wednesday June 20th

Semester 2 : Monday July 9th - Saturday November 10th

Fees cover residence from Saturday 19<sup>th</sup> February – 12<sup>th</sup> November, (38 weeks). Students undertaking a course of study other than the dates above must reach agreement with the Warden regarding fees.

#### **12. Fees Paid Upon Acceptance of a Room:**

**\$300.00** Non - refundable Administration fee. (**\$200.00** for returning students)

**\$500.00** Bond, which is refundable less deductions incurred. Paid following final departure from the College, usually by January of the following year.

**\$350.00** Non-refundable Building Levy

The Selwyn College Activity Fee of \$ 250.00 is payable with the first instalment.

## **APPENDIX III**

### **CONTACT LIST**

**Selwyn College  
560 Castle Street  
Dunedin  
9012  
Tel: 477 3326  
Fax: 477 9926  
[www.selwyn.ac.nz](http://www.selwyn.ac.nz)**

#### **Staff Contact Details**

**WARDEN – Rev Dr David Clark**

**Tel: (03) 477 3326 or 021 1735 407**

**Email: [warden.selwyn@otago.ac.nz](mailto:warden.selwyn@otago.ac.nz)**

**ADMINISTRATION – Ms Cynthia Wong**

**Tel: (03) 477 3326**

**Email: [office.selwyn@otago.ac.nz](mailto:office.selwyn@otago.ac.nz)**

**FINANCE – Mr Luke McClelland**

**Tel: (03) 477 3326**

**Email: [admin.selwyn@otago.ac.nz](mailto:admin.selwyn@otago.ac.nz)**

**PROPERTY – Mr Mark Bardwell**

**Tel: (03) 477 3326**

**Email: [property.selwyn@otago.ac.nz](mailto:property.selwyn@otago.ac.nz)**

**KITCHEN – Mrs Adele Spies**

**Tel: (03) 477 8332**

**Email: [kitchen.selwyn@otago.ac.nz](mailto:kitchen.selwyn@otago.ac.nz)**

**IT**

**Email: [it.selwyn@otago.ac.nz](mailto:it.selwyn@otago.ac.nz)**

**Information for Students**

**WHITEHEAD & SARGOOD - (03) 474 1944**

**OTHER BUILDINGS - (03) 474 1945**

**ON DUTY PHONE - (03) 474 1945 ext 222 or 021 368 322**