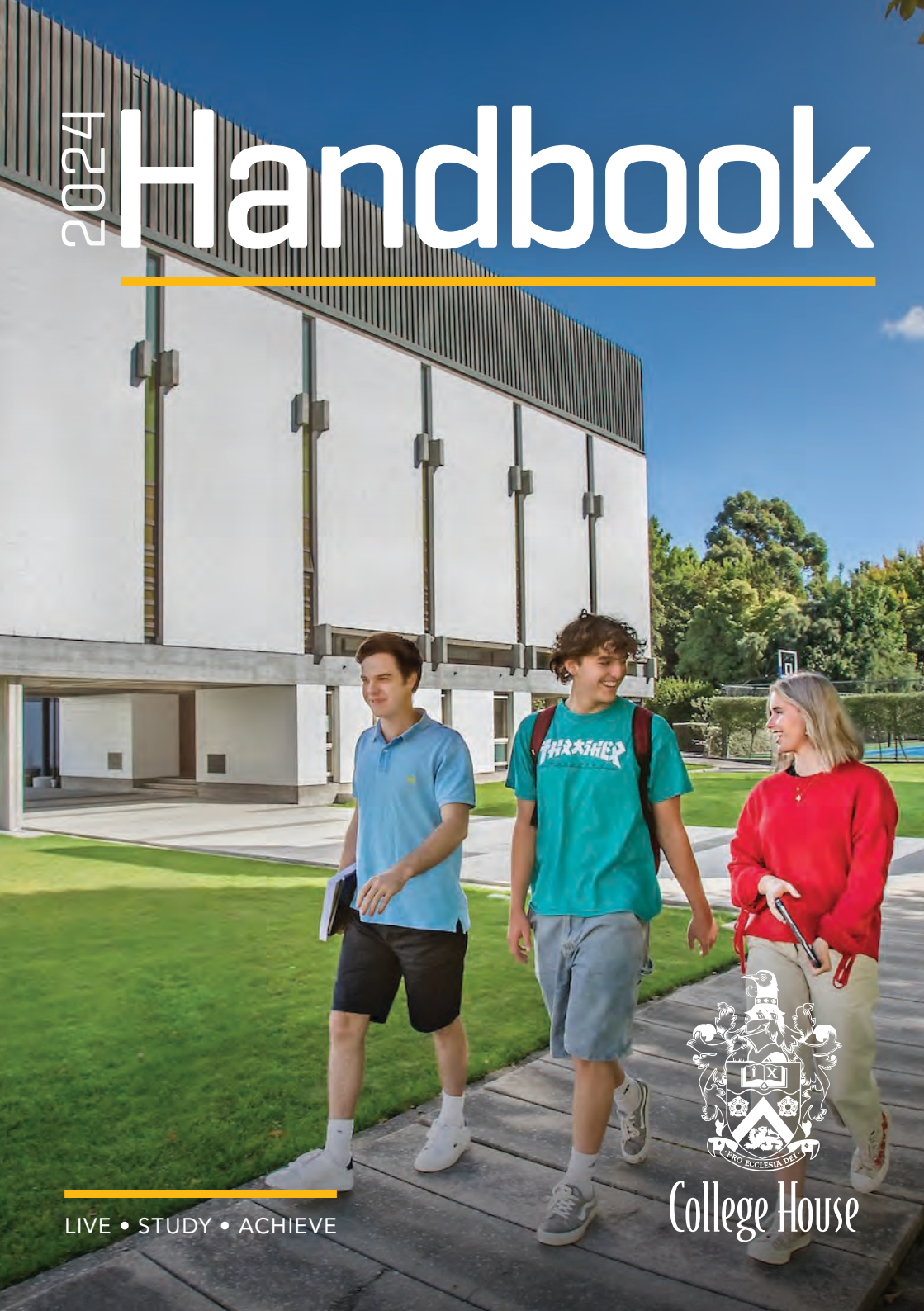


2024

Handbook



LIVE • STUDY • ACHIEVE

College House



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FROM THE

PRINCIPAL



Tēnā koutou

A warm welcome to College House.

This Handbook will guide you through the practicalities of life here. It is about everyday matters, the requirements of collegiate living and the numerous types of help available to you.

At College House, you will become part of a wonderful, close knit community with strong traditions. We will support you to achieve academic excellence as well as your own personal growth. You will be encouraged to participate in a remarkable range of activities such as music, drama, debating, community service and sports.

We believe that consideration for others is essential in our community and the policies outlined in this Handbook have been framed with this very much in mind. Our commitment to you is that everyone will be treated fairly and equally, social integration will be promoted, and all forms of discrimination excluded.

Please treat this Handbook as a reference to guide you during your time at College House and feel free to contact me, our staff or Residential Assistants if you have any questions.

I look forward to meeting you and assisting in making College House your new home.

All the very best for 2024.

Ngā manaakitanga

A handwritten signature in black ink, appearing to read 'R. Taylor'.

Richard Taylor
Principal (BM)

OUR PEOPLE

STAFF

The Principal (known as BM) is the Head of College House. The Principal is responsible to the Board of Governors for the management of College House and the welfare of its students and staff.

The Assistant Principal (known as AP) is responsible for much of the day-to-day management of College House including student welfare, academic assistance for students and leadership training.

The Bursar is responsible for the financial management of College House, as well as the management of its grounds and buildings.

Operations Manager is responsible for overseeing the College House Kitchen and Housekeeping staff, managing conferences and has responsibilities with student welfare and pastoral care.

BM's Executive Assistant supports BM and is responsible for keeping our Alumni in touch with each other and the House as well as fundraising.

The Facilities Manager is responsible for the College House buildings and residential facilities, equipment, and health and safety compliance.

The Office Administrator handles enquiries, and deals with administration, accounts, and student liaison.

Kitchen Manager is responsible for managing the College House kitchen, including staff and catering.

The Groundsman is responsible for maintaining the College House grounds and gardens.

The Housekeeping Supervisor manages the **Housekeepers**, collectively responsible for maintaining cleanliness in individual Houses and throughout the College House facilities.

Kitchen Staff are responsible for the daily provision of meals and culinary services in the College House kitchen.

RESIDENTIAL ASSISTANTS (RA)

The Residential Assistant team assists the Principal and other staff in the day-to-day running of the house, and shares responsibility for our students' welfare. RAs serve as the primary point of contact for issues that may arise during evenings and weekends.

A Duty RA is always on-site out of office hours and can be contacted on 027 560 8180 or (03 364 2001 office phone).

STUDENT LEADERSHIP

College House provides diverse student leadership opportunities aimed at developing and enhancing individual skills and community experience.

- **House Leaders** - Each House will have two House Leaders who will serve together as role models and mentors within their respective houses.
- **Student Event Committees**
- **Returning Student Mentors**



COLLEGE HOUSE STUDENTS' ASSOCIATION

Membership is compulsory for all CH students; a fixed fee is payable at the time of accepting a place at College House. Student leaders assist staff in organising events for the CH student community.

TEAMWORK

BM, AP, Operations Manager and the RAs meet regularly with Student Leaders to discuss events, student wellbeing and house rules.

POLICIES AND PROCEDURES

The College House Handbook rules, regulations, policies, and processes are contractual obligations as indicated in the College House Residential agreement. You are expected to have read and be familiar with College House expectations and our policies. The Student Policies and Procedures Manual is available on the website. There are also hard copies in the Common Room and the office.

University of Canterbury Policies apply to College House Residents. The University Student Code of Conduct also requires each student to take responsibility to keep themselves and others safe and not bring the University into disrepute.

www.canterbury.ac.nz/about-uc/corporate-information/policies/student-code-of-conduct

COMPLAINTS PROCESS

College House provides a formal complaints policy that is available in the Student Policies and Procedures Manual.

SECURITY AND SAFETY

Your safety and security is of prime importance to us. The pedestrian gates at either end of the College House campus are for the protection and welfare of all our students and are always kept locked. The main gate is locked Monday- Friday from 6.00pm-7.00am and all weekend. Use your UC card to activate the swipe card access system on all gates. Access to the computer room, library and 24-hour space is by using the combination lock. The Laundry is accessed using your room key and is for current residents only. We also advise that you lock your room to ensure your personal safety and security when you are not onsite and in the evenings.

Entry to your floor is by swiping your UC card or the CH security app on your phone; to lock or unlock your room door, you will need to use your room key. Please do not compromise the swipe security by propping open external doors as this just invites unwanted intrusions. For the safety of everyone on site, repeat offenders will be fined. We also advise you to lock your room door after 11.00pm to ensure your personal safety and security.

Please do not walk through Ilam Gardens at night. We also strongly advise you not to walk through UC's campus and the surrounding streets alone at night. Anyone or anything suspicious should be reported to UC Security immediately and the office or the Duty RA. Any theft or crime should also be reported in the same manner.

Please enter the number of Campus Security (0800 823 637) into your mobile and call this number for any on-campus security concern.

COLLEGE HOUSE LIFE

At College House, students benefit from collegiate living – in the true sense of the word. With the wide range of social events and hall activities, you will get to know your fellow students very quickly.

Cultural and social: Each term there is a major theme event as well as more frequent quiz, drama and music competitions and events such as the annual ball.

There are a number of musical groups to join (including an octet, choir and rock band) and many other social activities.

Sport: There are sporting events throughout the year, including inter-hall competitions that are keenly contested.

College House normally fields soccer, hockey, rugby, basketball and netball teams in local

competitions. Students also organise regular group ski trips during the winter.

There is an annual sports and cultural exchange with Otago's Selwyn College with two events each year – alternating between Christchurch and Dunedin.

Traditions: College House is a hall of residence with strong traditions. Our Dining Hall follows the traditional English model with a High Table and long tables for the students who sit on wooden benches. Formal dining is held up to three times a week giving us the opportunity to gather as a community. Academic gowns are worn on these occasions. It allows house activities to be organised and helps students get to know each other quickly.

Other traditions include an induction ceremony for First Years, special feast dinners throughout the year including Robbie Burns and Harry Potter Dinners.

*The essence of College House
is its strong community spirit,
love of learning
and lifelong friendships.*



PASTORAL CARE



Within College House, various levels of pastoral care are available, complementing the extensive support networks provided by the University of Canterbury and the broader community. It is emphasised that mutual care is essential, urging all students to be attentive and supportive of each other.

Your Residential Assistants, known for their responsibility and approachability, are eager to assist you. They play a crucial role in supporting you through problem-solving and ensuring you have access to help when needed. The Housekeepers contribute daily, offering ongoing support and advice, creating opportunities for you to build a connection with them within your House.

Open communication is encouraged, as the Assistant Principal (AP), Principal (BM), and Operations Manager are readily available to discuss any challenges, big or small. Our commitment is to provide unwavering support whenever required. Remember, the key is to reach out and talk to someone if you find yourself in need.

Collaborating closely with the UC Support Services, the pastoral care staff at College House ensures a seamless connection to practical advice for your overall wellbeing and success as a UC student and College House Resident.

Pastoral care options

Who you can talk with

House Leaders/Returners/
Student Leaders

Housekeepers

RAs

Operations Manager

AP

BM



STUDENT SAFETY AND WELLBEING

CODE OF PRACTICE

College House is committed to upholding the The Education [Pastoral Care of Tertiary and International Learners] Code of Practice 2021 and will provide evidence of compliance as required.

Reporting and recording all incidents and communications through the REACH portal are crucial components of ensuring adherence to this code.

The primary objective of the Code of Practice is to facilitate a conducive environment for domestic tertiary students, ensuring they can succeed academically within a safe, healthy, and supportive learning setting. This environment is characterised by:

Acceptance and Respect: Every student is acknowledged and treated with respect.

Valuing Identity, Language, and Culture:

Students receive an education that honours their individual identity, language, and culture, as well as that of their family and whanau.

By adhering to this Code of Practice, College House is dedicated to fostering an inclusive and supportive community that promotes the academic success and wellbeing of all its residents.

<https://www2.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-english.pdf>

<https://www2.nzqa.govt.nz/tertiary/the-code/the-code-for-learners/>

<https://www2.nzqa.govt.nz/tertiary/the-code/the-code-for-learners/student-accommodation/>

Our Focus

On learner wellbeing and safety and the importance of learners receiving treatment and support when they need it.

On working with learners and staff to recognise and respond effectively to discrimination, racism, bullying, harassment, and abuse.

To raise the prominence of wellbeing and safety as a precondition to learner success in education.

To provide pastoral care to support mental health issues and the increasing levels of psychological distress, particularly among young people.

On understanding young learners' transition into tertiary education where they can face additional challenges as the chances of experiencing stress, anxiety, and depression increase through adolescence and peak in early adulthood.

STUDENT VOICE

A variety of channels are available for students to provide feedback, both positive and negative. Students are encouraged to access the following areas to share learner voice:

- College House online suggestion box feedback form
- Student Leaders : House Leaders, Returners, Student Committees
- Residential Assistants
- Staff
- www.canterbury.ac.nz/support/concerns/student

OUR CONSENT GUIDELINES



We prioritise creating a safe and respectful environment for all members of our community. One fundamental aspect of this is understanding and respecting the concept of consent. We expect all residents to be very clear on the meaning of consent.

CLEAR AND RESPECTFUL CONSENT GUIDELINES

CLEAR: Consent must be unmistakable. The absence of a “no” does not imply a “yes.” Silence is not consent. “No” means no.

COHERENT: Consent must be coherent. Individuals who are asleep or incapacitated by drugs or alcohol cannot provide consent.

WILLING: Consent must always be willing. It must never be given under any form of pressure, whether emotional or physical, and threats should never be used.

ONGOING: Consent must be ongoing. Just because someone consents to one sexual activity does not imply consent for all or repeated activities.

As a community, we share the responsibility of looking out for one another. Breaches of these principles will be treated seriously, and appropriate actions will be taken to maintain the wellbeing of our student community at College House.



ACADEMIC STUDY



College House students have a reputation for high standards and academic excellence. Many of our students regularly obtain UC's top awards and prestigious national scholarships whilst they are at College House and beyond.

We have a strong commitment to study and learning, and all students are expected to share and support the academic culture at College House.

College House provides academic assistance in a large number of first and second year subjects. It is our top priority to help you achieve success in your academic courses. This tutoring is free to our students.

Academic Tutors: Academic Tutors are usually recent Alumni of College House who have achieved excellent grades in a particular subject and are very familiar with the course subject matter. Academic Tutors receive a training programme before the weekly tutorials are established.

Tutorials: Tutorials run weekly at a time negotiated with the Academic Tutor and students. We do our best to accommodate all courses.

Peer Group Study: Peer study groups will be organised to help facilitate collaborative learning among students in the same courses, enhancing their understanding through shared insights and support.

SUSTAINABILITY AT COLLEGE HOUSE



In December 2022, College House achieved CarbonReduce certification through Toitū Envirocare – a government agency which promotes sustainable practices and subsequent certification.

The College House Board and staff have fully endorsed and supported this initiative and we are now actively reducing waste and promoting in-house activities that contribute to CarbonReduce. Sustainability practices are now part of the way we do business and conduct ourselves at College House.

To achieve Toitū's certification, we were audited on our Carbon Footprint. We continue this journey in 2024 with staff, management, students, and suppliers to reduce waste by identifying what can be recycled or disposed of in a more environmentally acceptable fashion.

For students, the journey will primarily focus on recycling and within a short period, it is expected this will simply become part of the way we do business now.

Now that a commitment has been made, we will seek to maintain and upgrade our certification of CarbonReduce. We intend to invest in equipment and practices that will reduce our carbon footprint and become an example of what can be achieved in our sector.



STUDENT ACCOMMODATION

HOUSES

College House is distinct in that it is a residential college; it is not a hostel or boarding facility.

You will live in one of 11 houses with each House containing 13-15 student rooms.

Each house has a distinct identity; house members hold house dinners and activities, and take part in inter-house competitions. There is a short history of each house at the back of this Handbook.

Most floors in each house have five student rooms and a bathroom and there is a foyer area that includes a fridge and sink. Although the foyer and bathroom are cleaned three times a week by your housekeeper, you are expected to keep the area clean and tidy. Electric jugs may be kept in the foyer area, but we cannot allow other cooking appliances in your house. If you need a microwave or a toaster you will find them in the Common Room.

ROOM ALLOCATION

Rooms are allocated before the beginning of the year to ensure each house has a balanced combination of individuals, encompassing a variety of subjects being studied and a mix of geographical backgrounds. Changes to the rooming plan can only be made with the approval of the Principal.

STUDENT ROOMS

We expect our students to keep their rooms tidy (beds made every day), clothes put away in drawers and in the wardrobe, and for the windows to be opened. Snowboards and skis are to be kept on the custom built storage racks and shelves in the drying room and bikes in the bike sheds.

Whilst we respect a student's privacy, we reserve the right for staff to enter rooms as required and to use any of the rooms during

university vacations. The Housekeeping Supervisor and Housekeepers will regularly inspect your room.

ROOM SAFETY

It is advised to keep your bedroom door locked when you are not present or during sleep. Residents are not to enter another residents room without obtaining clear permission. Respecting each other's space is an important part of communal living. Under no circumstances should you share your keys with others or allow non-residents access.

MORE ABOUT YOUR ROOM

Adhesives: Pin-boards are provided in each room; please use drawing pins on the pin-board. We do not want you to use adhesive stickers, labels and hooks as they cause damage to the paintwork, walls and ceiling. We also ask you not to glue, sellotape, blu-tack, nor to staple or pin anything to the walls, doors or ceiling.

Appliances: You can bring small appliances such as alarm clocks and hair curlers/straighteners with time switches. Electric blankets are not allowed. Please do not bring large speakers and subwoofers for stereos – they are too noisy for a residential hall.

All electrical appliances brought with you to College House must be certified as safe by a registered electrician and a test tag attached to the cable by the electrician as evidence it has been tested. Appliances must be certificated every two years.

Bedding and linen: Each bed is provided with a duvet, one pillow and a blanket, as well as sheets and pillowcases. You may want to bring your own duvet and cushions, and you will need to bring your own towels. Sheets and pillowcases are changed and laundered each week. Please do not take the mattress off the bed and, remember, no electric blankets.

DINING HALL



MEAL TIMES

	Weekdays	Weekends
Breakfast	7.00–9.30am	7.30–9.30am
Lunch	11.30–1.30pm	11.30–1.30pm
Dinner	6.00–6.30pm each night	

The serving of first helpings for dinner finishes at 6.20pm and there are second helpings only from 6.20pm. You can order an early or late dinner on the CH Dinners app if you have sporting or other commitments. Early and late meals are only available for students with genuine commitments, and these must be discussed with the Operations Manager prior to ordering.

FORMAL DINING

Formal dinners are held up to three times a week during term time.

You should assemble in the Dining Hall from 5.55pm onwards, students are to fill up each next available seat as they enter. The Executive Assistant will communicate with invited students to High Table and it is expected that students respond to this in a timely manner. If you have to withdraw from the Dining Hall before the meal ends, you should excuse yourself to the Principal or the presiding RA. Grace is said at each meal.

The Principal, guests and RAs leave after dinner. Tea and coffee are served in the Formal Lounge and all students are welcome to join in. If you need an early or late meal, you must advise the kitchen using the CH Dinners App, detailing your choice from the menu.



DRESS IN THE DINING HALL

The Dining Hall at College House is a special place that is respected by us all because it is where we gather as a community, dine and build friendships. Our practice at dining is underpinned by College House values of community, respect and excellence. The Dining Hall is the 'hub' of College House and our traditions at dining reflect these values. This is where we share kai and connect with each other.

At formal meals and other significant College House occasions, all members of College House wear the academic gown. We provide you with a gown for the year. If it is lost, you will be charged for a replacement; gowns are very expensive so please take care of it. .

Formal dining has a 'business formal' dress code:

- A collared, long-sleeved shirt with a tie, suit-type jacket, dress trousers and formal shoes.
- Dress shirt, dress trousers, or skirt (no shorter than knee length), with jacket and formal shoes.
- Dress (no shorter than knee length) and jacket, with formal shoes.
- A plain white shirt with black trousers or black skirt is needed for particular formal occasions several times a year.



CASUAL DINING

The emphasis must be on tidiness, not fashion.

There is a certain standard to be upheld in the Dining Hall at all times.

Clean Footwear must be worn at all times.

What is acceptable:

- Casual, clean, non-ripped clothing
- Skirts and shorts are reasonable length
- Padded vests
- Cultural headwear

Not Acceptable:

- Pyjamas, dressing gowns, Oodies or slippers
- Outdoor dress such as jackets, hats (caps, beanies, or hoods up), scarves or sunglasses
- Ripped or transparent clothing
- Offensive slogans/writing on clothing

Mobile phones and bags need to be left outside the Dining Hall at all times.



OTHER FOOD THINGS

Absence from meals: We expect all College House students to attend formal dinners, Monday – Wednesday.

If a large (10+) group of students is going out together and will be absent from dinner, the Kitchen Manager must be advised 48 hours before the planned excursion so that food isn't wasted. For a house dinner on Thursday night, the Kitchen Manager must be advised by 12.00pm on Tuesday; for the weekend dinners, you must advise the Kitchen Manager by 12.00pm on Thursday. House dinners may not be held on formal dining nights.

Alcohol: We provide wine and beer with meals on special occasions. Otherwise, there is no alcohol at meals in the Dining Hall, unless you are sitting at High Table.

Clearing up: You must return crockery, cutlery and glasses to the servery before leaving the Dining Hall. Each table is responsible for returning water jugs to the servery.

Early and late dinners: These are available seven days a week if they are necessary for an academic reason (late lecture or tutorial), to participate in sport or for some other valid reason. All requests must go through the Operations Manager for approval. If you have a 6.00pm commitment, early dinner is available from 5.30–6.00pm. If you have a commitment from 7.00pm onwards, we expect you to attend formal dining and excuse yourself early if possible. Late dinners are available in the kitchen from 7.00–9.00pm Monday to Wednesday and from 7.00–8.30 pm Thursday to Sunday. Any requirements outside of those times will be met by arrangement.

To order an early or late meal, use the CH Dinners app. Please let the kitchen know before 4.00pm on the relevant day, detailing your meal

preference. The weekly menu is updated through the CH app and posted in the Dining Hall.

Guests: You may bring guests to either lunch or dinner provided that you have advance permission from the office, and the appropriate payment is made. A guest at formal dining does not wear an academic gown (only members of the House and High Table guests do so), but must otherwise adhere to our dress standard. *Guests are not invited to attend feast dinners, nor any CH only events, including term parties.*

If you would like to invite your parents to High Table, please liaise with the Executive Assistant (EA) to check for suitable dates and times.

Packed lunches: If you have lectures or late schedules that prevent you from attending either sitting of lunch, you can make yourself a cut lunch at breakfast time.

Too sick to come to meals? If you are unwell and cannot come to the Dining Hall, let your House Leader, RA, Operations Manager or AP know and they will arrange a meal for you. You will need to arrange for a friend, your House Leader or your RA to help you with meal service.

Vegetarian or other special diets: If you need a special diet, please make sure you have filled out the required details on the form available at the office.



COLLEGE HOUSE FACILITIES

ALLAN PYATT STUDY CENTRE

The Study Centre is often used for evening tutorials and peer mentoring groups; it is also available for private study at any time of the day from 8.00am-11.00pm. The Study Centre may also be used for other functions including pre-dinner and post-dinner drinks, Alumni social gatherings and occasional conference events.

The Study Centre is named after Allan Pyatt, Bishop of Christchurch 1966-1983. He was Warden of College House during this period.

ARTHUR SIMS LIBRARY

The Arthur Sims Library is a traditional, quiet study space located at the east end of the quad. The library contains a small collection of university course texts and reference works but is primarily used as a silent study area.

Please keep the library tidy. No food or drink is allowed.

Sir Arthur Sims (1877-1969) was a benefactor to the University of Canterbury's Combined Halls of Residence Appeal. To acknowledge Sir Arthur Sim's generosity, the library is named in his honour.

BARBEQUES

We have two barbeques available for your use. You will need to apply to the Kitchen Manager for permission and other information about food, refreshments and cleaning materials.

BICYCLES AND VEHICLES

Car parking applications are invited prior to the beginning of the year. We have very limited car parking available, and parks are allocated by ballot per term.

You can keep your bicycle or motorbike in our lockable bike cage. There is a bike stand by the gate to Ilam Fields for your convenience, but we recommend you store your bike in the bike cage overnight. For the safety of others, do not leave bikes against any of the walls or stairs, and you definitely cannot keep your bike in your room or your house corridor.

We recommend that you keep details of your bike or motorbike model and serial number in case of theft. We have a separate, lockable, shed for high performance bikes.

CHAPEL

The Sir Miles Warren designed Chapel of the Upper Room was reopened in September 2022 after being closed due to damage from the 2010 and 2011 earthquakes. The reopening and rededication of this space in 2022 was a milestone in the history of College House.

The Chapel of the Upper Room is positioned in the very heart of the College House quad, with a clear glass view of the sanctuary visibly presented to all who pass by. The iconic and central place of the chapel derives from the character of the first College House in the city of Christchurch, founded in 1873, before College House moved to Ilam in 1966.

The Chapel is opened daily and is used for services, quiet reflection, cultural performances, debating and house gatherings.

COMPUTER ROOM

The computer room is located on the ground floor of Hardie/Beadel houses. It is available 24 hours a day; access is by combination lock. It has several screens and printers that are connected to UC's system; these computers run all UC's software.

You have priority use of these computers if you are using them for your study; leisure users come second.

Please do not take in food or drink (other than sealed water bottles), and please do not play games or music as they can be a distraction for others.

Please refer to UCs IT Policy for more information and requirements.

<https://www.canterbury.ac.nz/about-uc/corporate-information/policies/it-policy-framework>

FORMAL LOUNGE

We have a small collection of books and DVDs in the Formal Lounge next to the main foyer. You can borrow these provided you return them in a timely manner.

LAUNDRY AND DRYING ROOM

Our laundry has washing machines, dryers, irons, ironing boards and a large drying room available for your personal laundry. Use of the laundry facilities is free of charge. You provide your own laundry powder. The laundry is available 24 hours a day; access is by student room key.

Washing machines, laundry equipment and the drying room are only available for current College House residents.

SCANNING AND MAIL

You can ask at the office to scan documents. Incoming mail and couriered items are sorted into mailboxes in the Common Room. You are expected to send your own outgoing mail.

STUDENT COMMON ROOM

Known as 'The Com', this large room is located on the ground floor beyond the Formal Lounge.

You can use it from 7.30am-11.00pm any day of the week. It is an alcohol-free area. There is a television with a DVD player, a data projector, and a kitchen for baking and making snacks. All students are responsible for keeping the room clean and tidy; this includes washing and drying dishes. Please keep your shoes off the sofas and tables.

TENNIS COURT

We have a tennis court, basketball backboard and recreational sporting equipment for student use.

24 HOUR LOUNGE

The 24-hour space is available for students to have a break during library study, watch a movie or sporting events after hours. No Alcohol is permitted in this space.

BILLIARD ROOM

We have a billiard table for students to use for recreation time.

Please note: from time to time College House will undertake building repairs and construction. At such times the building site will be cordoned off and available to construction workers only. Under no circumstances may students enter such a site.

GENERAL INFORMATION

ABSENCES FROM COLLEGE HOUSE

Permission isn't needed if you are away overnight or for a weekend. However, in all cases of absence from College House you will need to log this on REACH (information about how to do this will be provided on your arrival). Please also let your House Leader, RA, or the Office Administrator know of your absence too.

ACADEMIC REQUIREMENTS

Only full-time UC students may live at College House; the Assistant Principal must be notified of any proposed changes to your course.

You are required to regularly discuss your academic progress with the Assistant Principal. In applying for a place at College House you agree to providing access to your test and examination results.

CHAPEL

There are four Chapel services each year: the Welcome Service, ANZAC Service, Candlelight Service and College Day. College House was established as an Anglican foundation. Chapel services are, however, non-denominational. An offering will be collected at each service with all monies going to a charity chosen by the CHSA. All students are expected to attend each term's Chapel service.

EVACUATION PROCEDURES

Evacuation procedures for fires, earthquakes and other emergencies are posted in every room. When an emergency alarm sounds, you must evacuate immediately. Emergency drills are held at least once a term.

Any misuse of alarms or other safety equipment endangers all residents. Please leave them all alone.

LOCKDOWN PROCEDURES

Lockdown requirement will be identified by the sounding of a piercing alarm. Please move inside, away from windows and turn your phone to silent and lie down on the floor while you await any further instruction.

FEES

All College House students contract to remain at College House for the full academic year. If you leave during the academic year, you are obliged to pay for the remainder of that year's fees, or until a suitable replacement takes up residence.

Fees are charged as an annual amount, payable in three instalments. These are due for payment in January (40%), May (40%) and August (20%).

If you pay late, there is a penalty fee. Fees are only refundable at the discretion of the Board of Governors; any application for a fee refund must be made in writing to the Principal.

Payments are acceptable by bank transfer or credit card. We prefer bank transfer and our bank account details are on the invoices. Eftpos facilities are also available. There is a surcharge if you use a credit card.

ILLNESS OR ACCIDENT

All students are advised to be registered with UC's Student Health Service.

All the RAs are trained in first aid. For minor accidents, each RA has a first aid kit and ice in their room.

If you become ill during the night, you should call the Duty RA for help otherwise injury or illness should be reported immediately to the Assistant Principal, Operations Manager, or an RA.

College House has a defibrillator that is available from the laundry should the need arise.



INSURANCE

Before you arrive for your first term at College House you should arrange insurance for all your personal effects, cars, motorcycles and bicycles; College House does not carry insurance for students' possessions. Parents' household policy insurance sometimes covers their children's personal belongings at College House.

College House accepts no responsibility for any damage, loss or theft of students' possessions. It is recommended for students to secure their rooms by locking them when not in use. No insurance is carried for damage caused by any student, such as broken windows. Any damage incurs a direct charge against the student concerned.

LOCATION

College House is set in park-like grounds with extensive lawns and trees. The property is bounded by two streams that are lined with mature trees; it borders the University gardens. Located five minutes' walk from the UC campus, College House is close to shops, supermarkets, malls, bus stops and also Christchurch Airport.

RESPONSIBILITY FOR LOSS AND DAMAGE

If no individual student accepts liability for damage caused, this is considered vandalism and a floor, house or all residents may be liable for the cost of repair.

The contingency fee that is paid on accepting a place at College House may be applied towards the costs of repairing that damage and replacing any missing crockery, cutlery, linen, bedding or other items of College House property.

Our students and guests have always taken particularly good care of College House and its property, and we normally expect to be able to refund most of the contingency fee at the end of the year.

VACATIONS

Residents are required to vacate their rooms within 24 hours of the end of each University term, unless granted leave to stay by the Principal or Assistant Principal, and within 48 hours of their last examination at the end of the year.

At the end of Term 4, you must clear your room of all personal items, including all clothing and sporting equipment removed from the Laundry, Drying Room, and Bike Shed.

VISITORS

All visitors, and what they do, are the responsibility of their hosts – that is to say the person with whom they are visiting, whether by express invitation or not. You are responsible for advising your guest of the College House rules. Ignorance will not be regarded as an excuse for any breach of the rules.

All visitors should have left College House by 11.00pm Sunday to Thursday; on Fridays and Saturdays by 12 midnight.

For safety reasons, College House needs to know when guests are staying on site overnight. Applications to have guests stay with you should be made through the office. Currently the rate is \$10 per person per night for bed and breakfast, \$10 for lunch and \$10 for dinner.

Charging overnight visitors is seen as a fair process that avoids fellow residents subsidising your guest. Any change in the overnight visitor rates will be notified.

No visitors are allowed until after the Induction Dinner (around Week 3), nor are they allowed to stay during study or exam weeks, for feast dinners or for special College House events.

ADDITIONAL KEY INFORMATION



ALCOHOL

You should read this section in conjunction with the College House Drug and Alcohol Policy that is available on the College House website or at the office.

Excessive drinking of alcohol, and inconsiderate behaviour resulting from this is unacceptable at College House.

If you choose to drink alcohol, we expect you to do so responsibly. Severe drunkenness will be regarded as a serious disregard of the conditions of residence at College House.

No glass bottles, with the exception of standard wine bottles, are permitted. Glass beer bottles, RTD's or spirits are strictly prohibited at all times.

Alcohol in common areas: You may have alcohol in the recreation block. Drinking is only allowed in the recreation block during designated weekday evenings and evenings in the weekend. Drinking in this room does not include any unauthorised parties.

Any special parties requiring exclusive use of the recreation block by a small group must first have ensured the availability of the block with the Principal or Assistant Principal.

Please leave it tidy and clean up any litter.

If you bring a guest to the recreation block you must be responsible for seeing that visitor off the site by 11.00pm (weeknights) and by 12 midnight (Saturdays).

Alcohol is not allowed in any of the other common areas of College House – Library, Formal Lounge, Common Room, Study Centre, Billiard Room, 24 Hour Lounge, Computer Room, Chapel, and foyer areas.

Alcohol in student rooms: Modest quantities of alcohol, stored tidily, are allowed.

Bottle collections, however, are not permitted, and bottles of spirits are not allowed on site.

DRUGS

College House has no tolerance for illegal drugs. Students found in possession or using illegal drugs face expulsion.

FIREARMS AND WEAPONS

No firearm or weapon is to be stored (including in vehicles) or used anywhere at College House.

FIREWORKS

Fireworks are fire hazards and are not allowed on College House property at any time.

INTELLECTUAL PROPERTY

In New Zealand, copyright protects original literary, dramatic, musical and artistic works, sound recordings, films, communication works and typographical arrangements of published editions. The illegal downloading or copying of such material from the internet or other source is a criminal offence and leads to prosecution.

The College House crest is part of this copyright protection and is not to be used in any form without the express permission of the Principal.

LOOKING AFTER COLLEGE HOUSE

It is absolutely forbidden to climb on the outside of any building, on any roof, up any tree, in fact anywhere. College House has a zero tolerance for such risky behaviour.

Do not climb in or out of windows (even if you are on the ground floor).

We work very hard to look after our gardens and grounds, so please do not stand on ground floor garden beds.

Everyone at College House is expected to help keep the premises and grounds litter-free. We recycle, conserve and care for the environment in which we live.



NOISE

Everyone at College House must be considerate to their fellow students and staff when it comes to noise; this can be one of the most irritating aspects of institutional living. Everyone has the right to work and sleep in peace, and you all need to ensure that noise does not travel beyond your room. Please use headphones if you have a stereo. Large speakers and subwoofers for stereos are not allowed.

No unreasonable noise is tolerated, particularly after 10.00pm. If there is loud noise, the best way to deal with this is for you to approach the person creating it and ask them to be considerate. If the noise does not stop immediately, it is best to contact the Duty RA. The Duty RA will not divulge who has made the noise complaint.

PARTIES

If you want to hold a party (which is more than five people), you must consult the Principal or the Assistant Principal before you issue any invitations so the appropriate arrangements can be made. You must keep party noise within reasonable levels; it is the responsibility of the party host to monitor this.

More than five people in a room is considered an unauthorised party if an RA/Duty RA has to enter the room because of noise. There may be fines imposed if you are hosting an unauthorised party, or you are one of the guests at an unauthorised party, or you have been warned by an RA or asked to leave that or another student's room earlier. The Recreation Block is available for parties – you will need to apply to the Principal, the Assistant Principal.

PETS

No pets can be kept at College House; this includes goldfish and mice.

SMOKING AND VAPING

The University of Canterbury and its associated residential colleges are smoke-free places at all times.

This Smoke-free Policy also applies to the use of electronic cigarettes (e-cigarettes), personal vaporizers, and electronic nicotine delivery systems.

Smoking and vaping are not permitted at any time or on any part of the campus, and this includes College House.

SPORT AND GAMES

College House participates in the inter-hall sports competitions and also fields social teams for codes such as rugby, soccer, water polo, basketball, netball, ultimate frisbee and tennis. College House students also belong to a wide variety of UC's sports clubs.

College House is located beside the Ilam Fields, so our sports practices and social sports games are played there, rather than in the College House grounds.

No games are to be played in the quad. Ilam Fields should be used for rugby and soccer games, and for cricket and similar bat/ball games.

EXPECTATIONS OF BEHAVIOUR

The culture at College House is to have consideration for others, look after College House property, and for you to treat people and things as you would your own.

We are a community gathered in one place for a common purpose – to study seriously at UC whilst enjoying the benefits and fun of community life. We expect reasonable behaviour so everyone can enjoy their years at College House, and we want to acknowledge the rights of every person in the House.

The College House guidelines put a framework around the expectations we have of each one of you; this handbook sets out the most important regulations and requirements of behaviour of College House. From time to time other guidelines are defined by the Principal and communicated clearly to students.



BREAKING OUR TRUST

If you continually break our trust, you are answerable to the Principal. He may impose one or more of the following disciplinary measures:

- Verbal or written warnings
- Restitution of damage
- Community duties
- A ban on using alcohol for a specified period
- Suspension
- Expulsion
- A combination of the above, or
- Anything else that is regarded as appropriate.

The College House Board of Governors empowers the Principal with the right to suspend or exclude (on immediate notice) any resident guilty of a serious breach of College House expectations or repeated minor infringements. A student who is suspended or expelled remains liable for fee payments until a suitable replacement takes up residence.

University of Canterbury Disciplinary Regulations, together with UC's Code of Conduct and its policy documents govern all students at UC and its halls of residence. The Regulations, Code and policies are printed in the University Calendar.

When you are visiting other halls, host hall rules apply.



College House





OUR HISTORY

College House is the oldest University College in New Zealand. Founded as part of Christ's College in 1850, College House has evolved into an independent hall of residence for full-time students attending the University of Canterbury.

College House traces its history back to the earliest days of European settlement in Canterbury.

In May 1850, the Canterbury Association resolved to establish a College to consist of two departments; a grammar school for boys, and a collegiate or upper department for young men. The College was first named Christchurch College as several prominent members of the Canterbury Association had been educated at Christ Church, Oxford. Many of the first students were seeking ordination as Anglican priests, meaning that the upper department was strongly theological in nature.

From 1873 the upper department of Christ's College became a residential College for the newly established Canterbury College of the University of New Zealand. In 1877 the College students moved into a house of their own on the east frontage of the Christ's College quadrangle. The Reverend F A Hare was appointed Hulsean-Chichele Professor, Chaplain of Christ's College and supervisor of the upper department. The house accordingly became known as Parson Hare's house or Chichele. In 1882 the upper department moved from the school precincts to an independent site at the corner of Rolleston Avenue and Cashel Street. Within a year the new house was being referred to as 'College House'.

The size of the house expanded slowly; when the house celebrated its centenary in 1950 there were 75 men in residence. In 1957 College House became fully independent of Christ's College. The endowments of the upper and lower departments were divided, and a separate Board was formed to govern what was officially called Christchurch College in accordance with the original resolutions of 1850. This name was used interchangeably until 1981, when the College settled on the more popular 'College House'.

The University of Canterbury's decision to move from the centre of Christchurch to the considerably more spacious Ilam site forced College House to do the same. In 1965 the Archbishop of Canterbury, Dr Michael Ramsay, blessed the new site, and in 1966 students moved into the new buildings. Set in park-like grounds with extensive lawns and trees, the College's white concrete block buildings were designed by Warren and Mahoney and won the New Zealand Institute of Architects' Gold Medal.

Together with St John's College in Auckland, College House continued to provide theological training until 1970. Theological teaching continued on site until 1994, when the College House Institute of Theology was established.

In 1990 College House admitted its first women students; and appointed its first Principal who was not a clergyman. Perhaps appropriately, the new Principal, (A M Brough) was a former Headmaster of Christ's College. In 2007 College House appointed its first woman Principal. Laraine Sharr, who retired in 2015.

Over the years, College House has made some additions to the original Warren and Mahoney design with two new houses – Hardie and Beadel – established in 1994, and the new Allan Pyatt Study Centre and Common Room.

Following the earthquakes College House rebuilt the Main Block, including the new Dining Hall, kitchen and a new residential house (Maidment House) which opened in July 2015.

The Chapel officially re-opened in September 2022, following extensive earthquake renovations, and strengthening.

ABOUT THE HOUSES



Our 11 houses acknowledge benefactors and people who have given significant and distinguished service to College House.

Beadel: Geoffrey Beadel who served 40 years on the College House Board from 1964-2004, with 10 years as Sub-Warden.

Carrington: The Very Reverend C W Carrington was the fourth Principal of College House (1902-1913) and Dean of Christchurch Cathedral.

Chichele: Named after Henry Chichele, an Archbishop of Canterbury who founded the Oxford College that Edward Hulse, a Canterbury settler who endowed the Hulsean-Chichele Professorship, had attended. The Professorship provided funds that paid for College House's early Principals.

Hardie: Norman Hardie, the distinguished mountaineer and alumnus (1944) who served 26 years (1971-1997) on the College House Board.

Maidment: Professor David Maidment (1968-1970) and his wife, Dr Helen Maidment, made a significant gift which made Maidment House possible.

Parr: The Reverend Canon S Parr was sixth Principal of College House (1933-1949).

Rymer: The Reverend Canon J O Rymer was ninth Principal (1965-1969) of College House and first Principal on the Ilam site.

Stanford: The Reverend Canon W B Stanford was College House's first Principal (1882-1890).

Watts-Russell: Named after John Watts-Russell a Canterbury settler, originally from Ilam Hall, Derbyshire, whose endowment of the Watts-Russell Divinity Professorship helped fund the early days of College House.

Warren: The Right Reverend Alwyn Warren was Bishop of Christchurch (1951-1966) and Warden of College House over the period which saw the creation of College House at Ilam.

Wilford: The Reverend Canon J R Wilford was the fifth Principal of College House (1913-1932).

OUR ALUMNI



There is no doubt that the lives of students at College House are deeply enriched by the ongoing associations of our incredibly loyal Alumni and community.

The support shown to us allows our students the opportunity to remain engaged and focussed academically and comfortable in an environment rich in heritage and steeped in tradition. The day you finish life at College House does not mean your association with us stops - we remain engaged and connected with our community. We like to keep our Alumni in touch with each other and College House. Every member, past and present, are members of College House for life.

Each year we host events, here in New Zealand and overseas, and we produce publications throughout the year to share news and events.

We offer students Fireside Chats; an exciting opportunity to meet and network with professionals.

We also ensure that future generations of students will continue to benefit from the first-class facilities and charitable foundations for projects that are of strategic importance to College House.

As the first point of contact for Alumni, the Executive Assistant to the Principal is always glad to welcome you back, answer general queries or forward messages between old friends who have lost touch with each other.





ITEMS TO BRING

Although we provide most things at College House, you may need the following:

- Desk lamp
- Coat hangers
- Towels, two at least
- Duvet and cushions for your bed
- Mug and plate for snacks
- Posters for your room
- Drawing pins to fix posters etc. to your pin board
- Musical instruments
- Sports equipment (tennis racquets, balls, table tennis bat/balls so you can make the most of our facilities)
- Hair styling equipment

WHAT NOT TO BRING

- Large portable speakers
- Candles or Incense
- Kitchen Appliances (e.g. rice cookers, air fryers, fridges/mini desk fridges)
- Heaters
- Electric Blankets
- Extra Furniture
- Pets
- Fireworks
- Anything that can be considered offensive
- Firearms
- Weapons



Student Life Management

Reach is an integral part of the student management system at College House. It is used regularly for communication, short/long term, holiday leave and facilitates effective and efficient pastoral care. Before arriving at the Hall, all residents will receive a link to register for the app, and comprehensive guidance on its use will be provided during the Hall orientation at the start of the academic year.

COLLEGE HOUSE DIRECTORY 2024



Principal / Tumuaki

Richard Taylor
principal@collegehouse.org.nz

Assistant Principal / Tumuaki Tuarua

Sarah Higginson
ap@collegehouse.org.nz

Bursar / Kaitiaki Tari

Tom Music
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Operations Manager / Kaiwhakahaere Rauemi

Lisa Williams
operationsmanager@collegehouse.org.nz

Executive Assistant to the Principal / Hāpai ō a te

Raylene Palmer
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Office Administrator / Kaitautoko Tari
Tanya Legge (Rosemary Wall - March 2024)
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Facilities Manager / Kaiwhakahaere Rawa

Matt Gledhill
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Kitchen Manager / Kaiwhakahaere Kihini

Donovan Thorpe
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Groundsman / Kaitiaki Whenua

Dan Dennehy
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Sustainability Coordinator/ Kairuruku Taiao

Nigel Georgieff
nigel.georgieff@collegehouse.org.nz

Important Contacts

COLLEGE HOUSE OFFICE 03 364 2001

COLLEGE HOUSE DUTY PHONE 027 560 8180

UC SERVICES

Student Services Hub | Te Pātaka

Front Desk of Te Pātaka (Level 2 of the
Puaka-James Hight building)

Student Advisors | Kaitoko

Front Desk of Te Pātaka (Level 2 of the
Puaka-James Hight building) Phone: 03 36 90409 or
Ext 90409 Email: firstyearadvice@canterbury.ac.nz

UC Health Centre | Whare Hauora

Monday to Thursday 8.30am - 5pm
Friday 9am - 5pm
Exam hours: Monday to Thursday
8.30am - 5.15pm and Friday 9am - 5.15pm
Located at the far right of the carpark
at 90 Ilam Road
Phone: 03 369 4444

Student Care | Atawhai Ākonga

Undercroft, Puaka James Hight (Central Library)
Phone: 03 369 3388
Email: studentcare@canterbury.ac.nz

Campus Security | Tiaki Paenga

Phone: 0800 823 637

COMMUNITY RESOURCES

- Need to talk? – Free call or text 1737
- Lifeline – 0800 543 354 (0800 LIFELINE)
or free text 4357 (HELP)
- Crisis Resolution on 0800 920 092
- Suicide Crisis Helpline – 0508 828 865
(0508 TAUTOKO)
- Healthline – 0800 611 116
- Samaritans – 0800 726 666
- Youthline – Free call 0800 376 633,
free text 234, email talk@youthline.co.nz
or Web chat from 7pm– 10pm
- thelowdown.co.nz – or email
team@thelowdown.co.nz or free text 5626



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ORGANISATION

