Tēnā koutou katoa,

Nau mai, haere mai ki Ngā Wharennoho!

Welcome to Accommodation!

Our resident handbook has been designed to aid your transition into your new community. It includes the Residential Rules, which form part of your Residential Agreement, it outlines key processes for you and contains guidelines and useful information about living in Tāmaki Makaurau | Auckland. Please ensure you have read and agree to these things, as it makes your journey and our ability to support you along the way so much easier. Please keep them with you along your journey so you can refer back to them as and when needed.

We look forward to welcoming you and your whānau, please feel free to come and see us if you want to chat, need assistance, or just need a little added support or help, we are here for you and we cannot wait to meet you!

Ngā Manaakitanga,

Aimee MacAskill

(She/Her)

Kaitaki (Wharenoho) | Associate Director

Ngā Wharenoho | Accommodation,

Campus Life

Waipapa Taumata Rau | The University of Auckland
Your home on campus

Our Accommodation vision statement | wawata
To establish a community which promotes hauora and enables all to reach their full potential.

Our Accommodation mission statement | kaupapa mātāmua
Accommodation | Ngā Wharenoho will contribute to the University’s mission by working in partnership with the University community to provide high quality, innovative, supportive, and sustainable student accommodation services.

Accommodation | Ngā Wharenoho will achieve its mission by providing a safe and supportive living environment conducive to academic success and personal growth, as well as creating an inclusive community promoting involvement and personal responsibility.

To ensure success and evolution of services, Accommodation | Ngā Wharenoho consults and engages Residents in the continuous development and monitoring of the experience. The Accommodation practice builds upon the international and domestic codes for pastoral care for tertiary students.

Our Accommodation adopted whakataukī
He waka eke noa – we’re all in this together!

Codes of practice for the pastoral care of domestic and international students
Accommodation | Ngā Wharenoho are committed to continual improvement and delivery care for our residents that meet the expectations outlined in the New Zealand national Code of Practice pastoral care standards for both domestic and international students. Learn more: nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf

About our Hall | Mō mātou

GRAFTON HALL
Grafton Hall is a modern Hall of Residence located close to the Newmarket and Parnell shopping precincts, while still being a short walk away from the General Library on the City Campus. Grafton Hall comprises of buildings 643, 644 & 645 and offers an intimate community feel. Grafton Hall is home to 324 residents who share communal bathrooms, dining hall and common rooms.

GRAFTON STUDENT FLATS
Grafton Student Flats offer a self catered option for 32 first year students providing co-living facilities with an option to utilise meal plans within Grafton Hall.

10 House: This building is the largest in the GSF community. It houses single and twin-share rooms with a co-living style communal kitchen. It is located on 10 Carlton Gore Road.

History
The original Grafton Hall was built in 1968/69 by three churches and was administered by the Presbyterian Methodist Congregational Foundation Inc. trust as a non-profit making trust up until the end of 2015. In 2016 the University of Auckland came up with an arrangement to take over management of the Hall, and the trust then established the Grafton Hall Scholarship. At the end of 2016 the original tower building was demolished due to the need of earthquake strengthening and construction started on the new complex of buildings. The new Grafton Hall was officially blessed in a dawn ceremony on Monday 12th of January 2019, by former Vice-Chancellor Stuart McCutcheon and members of the local iwi – Ngāti Whātua Ōrākei.

Our flat buildings have various interesting histories. 10 House was once a hospital and part of the original Grafton Hall, and the remainder are historic houses that were part of the original Grafton suburb. Grafton Student Flats became its own independent community for second years up until post-graduate level in 2017, and absorbed part of the Park Road Residences community.
Your Accommodation support team

How Accommodation | Ngā Wharenoho support you
Accommodation | Ngā Wharenoho is a department within the Campus Life service division. Accommodation | Ngā Wharenoho is led by the Associate Director | Kaitaki Wharenoho, Aimee MacAskill. The day-to-day operations of our accommodation and pastoral care of residents is headed up by the Head of Operations | Urumatua Whakahaere, Tara Baker, with teams located in each of our communities and a Residential Experience Officer.

Your welfare and community is the number one priority of your Resident Manager. They are supported in their role by a Resident Coordinator, Administrator, shared Residential Experience Officers and Resident Advisers (RAs). RAs are successful senior students who live on-site and help you make the most of life on campus as well as support your academic journey and personal growth. During our summer months (November – February) your support could be delivered by a Summer Assistant and Senior Resident while our RAs are in training. These team members will provide you with just a good support, just as a seasonal team.

Your Accommodation team understands the requirements of university study and the additional pressures of living away from a home environment. All members of the Accommodation management team are trained in first aid, listening skills and cultural sensitivity. They are also given a thorough briefing on the function and whereabouts of campus facilities.

The Resident Manager and Administrator are available on weekdays during normal office hours and the Resident Coordinator works 2:30pm – 10:30pm Tuesday to Saturday. Our Resident Adviser team are available on an on-call basis in their rooms if they are needed for emergencies. In addition to our RAs on duty, we will also have senior members of our staff on call to escalate matters to as appropriate. If you are experiencing any problems please do not hesitate to contact any member of our team. You are also encouraged to access all available University support services.

Your Accommodation team:

Tara Baker
Head of Operations | Urumatua Whakahaere
Email: accom@auckland.ac.nz

Stacey Morgan
Resident Manager | Poutaki Wharenoho
Hours: 9.00am – 5.00pm
Office: 645-G23A
Phone: 09 373 7599 ext. 88871
Email: stacey.morgan@auckland.ac.nz

Clarissa Mafoe
Resident Coordinator | Kairuruku Wharenoho
Hours: Tues - Sat 2:30-10:30pm
Office: 645-G23
Phone: 021 476 069
Email: clarissa.mafoe@auckland.ac.nz

Sinead Fisher
Residential Experience Officer | Pou Wheako Wharenoho
Hours: Mon – Fri, 8:00am – 4:00pm
Office: 440-G03
Email: residentialexperience@auckland.ac.nz

Mariska Welthagen
Administrator | Kawhakahaere
Hours: Mon – Fri, 8:30am – 4:30pm
Office: 645-G23
Phone: 09 373 7599 ext. 82211
Email: mariska.welthagen@auckland.ac.nz

Contact Details:
10A Carlton Gore Road
Grafton
Auckland, 1023

UoA building number:
Hall - 643, 644, 645
Flats - 632

Office Phone:
+64 (9) 373 7599 ext. 82221

24/7 Duty Phone:
+64 21 476 069

Hall Email:
graftonhall@auckland.ac.nz

Student Flats Email:
graftonstudentflats@auckland.ac.nz

Grafton Hall & Student Flats
Reception is located on the ground floor of building 645, in room 645-G23. Staff will be available to assist you with general enquiries between 8:30am and 5:00pm, Monday to Friday. Outside these hours staff are on rostered duty and are contactable on +64 21 476 069 for urgent matters.

In the evenings and on the weekends, the Accommodation team member who is on duty will be posted on the wall by reception. You should reach out to this Duty staff member for any concerns or needs you have.
Customer Care Charter

Accommodation | Ngā Wharenoho at the University of Auckland and our partners are committed to providing an outstanding level of customer care. We strive to maintain this through staff development, regular reviews and acting on feedback. This charter describes the customer care experience you can expect.

Our promise to you:
- To act in a genuine, transparent, friendly & professional manner
- To develop authentic partnerships focused on positive outcomes
- To ensure that our staff are carefully selected, supported & developed to deliver our services
- To actively listen, review and act appropriately on all feedback & suggestions

You can help us by:
- Being polite, honest, courteous, mature and patient
- Responding to requests in a timely manner
- Providing factual, accurate and timely information to clarify your need upfront
- Informing us of any changes in your requirements
- Respecting the safety, privacy and needs of all others
- Taking responsibility for your actions and learning

Feedback on our service
We aim to keep improving our service and seek your feedback on our performance. Please let us know if you see any aspects of our service you believe we have not done well, could do better, or for any reason were not satisfied with. You can provide this feedback informally directly to our team members or email accom@auckland.ac.nz.

Our service to you will be:
- Providing safe, clean, maintained and comfortable living environments for students
- Delivering a quality, intentional service, focused on developing positive outcomes for students
- Responding to all enquiries within a given time frame promptly and in a professional manner
- Providing informed advice and support regarding private accommodation where appropriate
- Handling all financial transactions in a compliant and safe manner
- Participating in regular training to ensure we are effective and accessible to a diverse student community and to embrace any changes which will improve the services we provide
- Valuing privacy and treating all personal information confidentially
- Providing you with systems, tools and skills to solve your own problems and be self-sufficient

You can help us by:
- Providing us with your current contact details
- Making us aware of any issues you are experiencing
- Reporting any suspicious or concerning behaviour

Feedback on our service
We aim to keep improving our service and seek your feedback on our performance. Please let us know if you see any aspects of our service you believe we have not done well, could do better, or for any reason were not satisfied with. You can provide this feedback informally directly to our team members or email accom@auckland.ac.nz.

Withdrawal process
Withdrawing from your Residential Agreement early
When you accepted your Residential Agreement you agreed to remain in residence and pay for the entire residential period. If you find that you cannot continue your study or you wish to withdraw from your residential agreement you must first speak with your Resident Manager to complete the required paperwork. There are financial consequences for withdrawing from a contract early that your Accommodation team can talk you through.

For more information, visit our website:
[agreement.html](#)
Your accommodation journey

Preparing for move in
Make your move-in as seamless as possible by following our easy steps! Don’t worry, we will email all new students before they arrive, and we will expand these below!

1 Familiarise yourself with Accommodation
2 Check your immunisation status
3 Make your payment arrangements
4 Connect with us and let us know when you’re coming
5 Pack all your essentials!

Step 1: Familiarise yourself with Accommodation
It is important that you familiarise yourself with Accommodation before you arrive! Reading this Resident Handbook is a great first step. Make sure you also read our Residential Rules, information on our website and all emails that are sent to you.

Step 2: Check your immunisation status
We want to make sure that Accommodation is a safe living environment, the University of Auckland strongly encourages all of our Residents to have up-to-date inoculations for all preventable diseases such as MMR (measles, mumps and rubella) whooping cough, diphtheria, chickenpox, polo etc. It is strongly recommended that you consider getting immunised for meningococcal disease as well.

If you are unsure about your immunisation history, please consult your GP before you arrive. University Health and Counselling services also recommend you bring a copy of your immunisation records with you. Before you arrive, you will be asked to complete a medical information form on the Accommodation Portal, which will ask whether or not you have had these vaccinations.

Step 3: Make your payment arrangements
Your advance payment and Residential Services Fee are charged to your account prior to the start of your residential period and payment must be received before you are permitted to check into residence.

It is important that you have a plan for paying your accommodation fees throughout the year. Talk with your whanau and come up with a budget and payment plan. This will help you keep to the timetable throughout the year.

Step 4: Connect with us online and let us know when you are coming
Prior to your safe arrival, we will let you know via email how to tell us your move in date and time. It will be important for us to have this information to manage traffic on the day. We will also let you know how to join our online community!

You can join our online community through our Facebook group UoA – Grafton Hall & Student Flats 2023. This is a great way to get to know your fellow residents and keep up to date with activities and events. Apply to join and one of the staff will accept you to our Facebook group.

Step 5: Pack all of your essentials!
Here is a list of stuff to think about bringing with you (or shipping after you move in).

<table>
<thead>
<tr>
<th>Study:</th>
<th>Wash:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>Towels and facecloths</td>
</tr>
<tr>
<td>Headphones</td>
<td>Shower caddy</td>
</tr>
<tr>
<td>Chargers</td>
<td>Personal toiletries</td>
</tr>
<tr>
<td>Stationary</td>
<td>Washing basket and laundry powder (for front loaders)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Live:</td>
<td></td>
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<tr>
<td>Personal first aid kit</td>
<td></td>
</tr>
<tr>
<td>Mug, keep-cup, cutlery, drink bottle etc.</td>
<td></td>
</tr>
<tr>
<td>Coat hangers</td>
<td></td>
</tr>
<tr>
<td>Umbrella</td>
<td></td>
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<tr>
<td>Flashlight</td>
<td></td>
</tr>
<tr>
<td>Storage bins</td>
<td></td>
</tr>
<tr>
<td>Blu-tak</td>
<td></td>
</tr>
<tr>
<td>Your personal clothes, rain jacket etc</td>
<td></td>
</tr>
<tr>
<td>Additional personal items</td>
<td></td>
</tr>
</tbody>
</table>

Please do not bring:
- Electric blankets
- Heaters
- Candles, incense or any open flame items
- Hot plates, appliances or fridges (unless approved for medical use)
- Air fryers
- Cello tape or other adhesives that may damage the walls.
- Many rooms have notice boards. You can use drawing pins/tacks on these.
- Weapons
- Fish or other living pets
Moving in

Your move in day is stated on your Residential Agreement, but if you need to move in earlier, please contact us by email at: graftonhall@auckland.ac.nz or graftonstudentflats@auckland.ac.nz and we will do our best to accommodate you.

Please be aware that arriving early will result in an additional charge.

You can move in with three easy steps:

1. Unload your car: Drop off only
2. Collect your key/swipe: Do this while your whānau unload
3. Move in: Haere Mai!

We will email you more detailed information before you arrive to our Hall. Make sure you regularly check your emails prior to your move in date.

Grafton Hall & Student Flats reception is open 8:30am – 5:00pm Monday to Friday. If you arrive outside of these times please call the duty phone on 021476069 and a on call staff member will be available to check you in. Once you check in you will be given your keys and swipe access to the building.

Grafton Student Flats students will also check in at Grafton Hall, and then be shown to their specific building by a member of the Accommodation team.

When you check in you will be asked to complete your room inventory form and medical history forms online via the Accommodation Portal. Please complete these within 24 hours of your arrival.

If you are driving, please be aware that there is little and limited street parking on Carlton Gore & Seafield View Road.

Setting up your flat with your flatmates

The great thing about living in a University Grafton Student flat is that we make it so much easier to set up your flat! We have taken care of all the tricky items like power, internet, and furniture!

However, there are some talking points that you need to have with your new flatties! Below are some conversation starters for new flatmates:

• Are we going to cook together and share food items?
• How are we going to pay for flat consumables? Do we need a flat bank account?
• What are our thoughts on having guests stay over?
• What are our thoughts on noise levels within the flat? Do we start our routines super early in the morning or stay up late at night?
• What do we want in our flatsharing agreement?

Your Resident Adviser will assist you in having these conversations, and if there are any issues, please let us know.

was credited to your room account at the beginning of your residential period.

It is your responsibility to ensure that any additional charges are settled prior to check out.

You will be allocated a room at the discretion of the Resident Manager. Please note that you will not normally be able to change rooms during the year, due to often full occupancy. We will not inform you of a specific room number before arrival, because it could change prior to move in day.

Tips to settle into your new home

Moving into a new place can be hard. To make it easier for you we have some helpful tips for you:

• Bring along plenty of familiar things from home to decorate your room with;
• Walk around the building and introduce yourself to your new neighbours;
• Find someone to go and explore your new home and city with;
• Make sure you meet your RA and attend floor meetings;
• Make sure you get involved with our events and activities;
• Let your whānau and Accommodation know when you are feeling overwhelmed

To your account for the remaining balance.

The remaining balance of your accommodation fees will be applied to your account fortnightly according to the payment schedules on the Accommodation website. You are required to make payment of each fortnightly charge by the corresponding due date. An advance charge may apply at the end of Semester Two to ensure all accounts are settled prior to check out.

Additional charges

It is your responsibility to ensure that any additional charges made to your account due to damages, communal cost recovery, defaulting on payments, or items purchased through the online shop are paid in full before you check-out. The deposit of $900.00 you paid at the time you accepted your Residential Agreement, will be credited to your room account at the beginning of your residential period.

Your room allocation

You will be allocated a room at the discretion of the Resident Manager. Please note that you will not normally be able to change rooms during the year, due to often full occupancy. We will not inform you of a specific room number before arrival, because it could change prior to move in day.

Keys and access cards

When you arrive at the Hall you will be issued with your room key and Campus Card, allowing you 24/7 access. It is illegal to make copies of keys and if you lose your Campus Card or key you must notify the Accommodation team immediately due to security reasons and arrange payment for a replacement. If you have not completed the required information for your Campus Card to be printed before you arrive, then you will be issued with a temporary access card.

Please be responsible with your room key and Campus Card. You are not permitted to give these to anyone else to use.

Accommodation fees

Accommodation fees are calculated for the full period stated in the Residential Agreement, and include utilities such as water, electricity, and internet access to the University’s broadband system. In the catered Halls, meals are also included. After your advance charge and residential services payment you will need to pay for the remaining balance.

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Your residential services and facilities

Accommodation Portal | Tomokanga Wharenoho

The Accommodation Portal | Tomokanga Wharenoho is our online tool to assist you while living in accommodation.

The Accommodation Portal | Tomokanga Wharenoho is where you:

• Apply for accommodation
• Pay your accommodation fees
• Report maintenance issues
• Sign off on your room inventory
• Purchase items and event tickets on the shopping cart
• Book the use of communal resources
• Complete your medical history form

Bookmark accommodation.auckland.ac.nz for use throughout the year.

Your Residential Adviser will assist you in having these conversations, and if there are any issues, please let us know.

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Your Accommodation online shop

The Accommodation online shop (shopping cart) is the place you go to purchase bedding packs and Accommodation event tickets. It is located in the Accommodation Portal and payment is taken online.

Your financial responsibility

If you are 18 years or over (and not associated with a study abroad group) you are responsible for the timely payment of your accommodation fees. You are to ensure that you do not fall into debt and pay for all additional services, cost recovery or events promptly. The University will hold you as the contract holder liable for all debt and if your balance is not at $0.00 on check out, you will be required to pay for the accommodation for the full period you have agreed to even if you arrive later than the start date, or leave prior to the end date.

Paying your fees

You can pay your accommodation fees in two ways

Automatic payments via your bank. This is the preferred method of payment. Ensure that you use the first and last fortnightly instalment dates detailed on the Table of Fees for your residence when setting up your automatic payments through your online banking account or directly with your bank.

Online payments can be made via the Accommodation Portal by simply logging in, clicking on the Accounts tab in the blue menu bar, and following the instructions provided. Please note: we do not take cash or cheque payments for accommodation fees.

Accommodation bank account details:

Name of bank: ANZ
Branch: Auckland
Name of account: University of Auckland Accommodation
Account number: 01 1839 0818777 07
Reference: Please provide your student ID number and residence name only as a reference on all bank payments.
SWIFT code: ANZNZ22
SWIFT BIC ADDRESS:
NEW ZEALAND
ANZ Bank New Zealand Limited
170-186 Featherston Street,
Wellington, New Zealand

You should note down the dates that your payments are due by. Please see this link for copies of your payment schedule: auckland.ac.nz/accommodation-fees

Important information to consider

The period of the residential agreement is fixed. You will be required to pay for the accommodation for the full period you have agreed to even if you arrive later than the start date, or leave prior to the end date. When looking at your room account online, ‘Cr’ stands for credit and indicates a positive balance where ‘Dr’ represents debit and indicates a negative balance.

Communication

Email

Please make sure that your email address is current and up to date on Student Services Online (SSO). Important communication will be sent to you via your preferred email address as listed on SSO.

Please check your email address regularly for messages. Read every email carefully before deleting emails to make sure that you don’t miss something important!

Phone numbers

Please make sure Student Services Online is updated with your current NZ mobile phone number. There may be an occasion where we need to contact you quickly.

Notices

Notices are posted on the boards on the ground floor of each building. Check these daily for any up and coming social events and quick access to important support services. Residents are to ensure their guests are signed in and follow all posted health and safety notices.

Mail

GRAFTON HALL

Your incoming mail should be addressed to you as follows:

[Your name]
[Your room number]
Grafton Hall
10A Carlton Gore Road
Grafton
Auckland, 1010

Mail is delivered to the Grafton Hall main reception each weekday. You can collect this from the alphabetical letter boxes across from Reception. Mail is sorted according to last name.

Registered mail and courier parcels will be held at Reception. Mail is delivered to the Grafton Hall main reception each weekday. You can collect this from the alphabetical letter boxes across from Reception. Mail is sorted according to last name.

You should pick up your package within one business day of receiving the email notification.

GRAFTON STUDENT FLATS

Your incoming mail should be addressed to you as follows:

10 House:
[Your Name]
10 Carlton Gore Road
Grafton
Auckland 1023

Social media

Accommodation communicates regularly on Facebook. Our Accommodation Facebook page is subject to all of our normal rules and regulations. Remember our Facebook group is: UoA – Grafton Hall & Student Flats 2023.

Social media guidelines

The University encourages students to explore social media responsibly to enhance communication and further support the conduct of teaching, learning and research. You should be aware of the following guidelines:

• Be transparent (honest about who you are), be accurate (thoughtful before you post), maintain confidentiality and be respectful (respect privacy and copyright).
• You should assume that all activities on social media are public. Be mindful that actions or content posted may be visible for a long period of time.
• You should uphold and protect the image of University, including your Hall, when publishing content online or carrying out activities in an online environment.

Note on the permission of others

You should also be mindful of having sought and gained the consent of involved parties, whether posting to the Hall Facebook page, your own Facebook or any other social media channel (Instagram, Snapchat, Twitter etc). This is particularly relevant for photos and videos. You must always gain permission from someone whose photo/video you intend to post. If they don’t want their photo/video posted, respect that decision. If you post something without the express permission of the person involved, it may be a breach of their privacy. Depending on the nature of the material, there may be more serious repercussions, such as legal action or a police investigation. If in doubt, always ask the person concerned. You can’t assume they will agree. And if you can’t contact them or have any doubts about what you’re doing, don’t post.
Catering

Our Hall catering service is provided by FlameTree Campus Kitchen, the University’s catering team. Meals will be served in the dining hall at the following times:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Monday to Friday</td>
<td>7:00 am – 9:00 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>Monday to Friday</td>
<td>11:30 am – 1:30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>Monday to Sunday</td>
<td>5:30 pm – 7:00 pm</td>
</tr>
<tr>
<td>Brunch</td>
<td>Saturday and Sunday</td>
<td>10:30 am – 1:30 pm</td>
</tr>
</tbody>
</table>

Please note that all accommodation fees and agreements are for full board, i.e. 19 meals per week. There is no refund or reduced rate for meals not taken.

The Hall aims to provide you with a balanced diet and serves a variety of options at each station.

If you have particular dietary requirements you are advised that you may need to make your own arrangements to supplement your diet, if your needs are not met in the usual daily meal cycle. If you have a particular dietary concern, you may also contact reception.

You may not remove any cutlery or crockery from the dining room and no meals or food items can be taken out of the dining hall unless you have made arrangements to do so with reception. You will be given a takeaway voucher to give to the kitchen staff so that they can use a proper takeaway container for the food.

You must wear adequate footwear at all times in the dining hall and you may not enter the dining hall without footwear.

Constructive feedback regarding the food should be made to a catering staff in a courteous manner at all times.

Let's cook!

If you have particular dietary requirements you are advised that you may need to make your own arrangements to supplement your diet, if your needs are not met in the usual daily meal cycle. If you have a particular dietary concern, you may also contact reception.

If you are interested in signing up for a meal plan, please contact us at reception or via email.

Meal plans available:

- **Meal Plan A**: $125.00 | 19 meals per week
  - Breakfast: Monday to Friday (5 days)
  - Lunch: Monday to Friday (5 days)
  - Dinner: Monday to Friday (5 days)
  - Brunch: Saturday and Sunday (2 days)

- **Meal Plan B**: $105.00 | 15 meals per week
  - Breakfast, lunch and dinner: Monday to Friday (5 days)

- **Meal Plan C**: $65.00 | 7 meals per week
  - Breakfast and lunch: Monday to Friday (5 days)
  - Dinner: Monday to Sunday (7 days)

If you are interested in signing up for a meal plan, please contact us at reception or via email.

Unfortunately your guests cannot purchase meal plans.

Self-catering

Self-catering can be a new experience for many of our residents. It is important to make sure you are safe, respectful and courteous of others when you are cooking in your shared communal kitchen.

**IMPORTANT instructions on self-catering**

- Please ensure to wash your hands for 20 seconds with soap or sanitise before preparing your meal;
- After your meal, please ensure you dispose of food and other waste appropriately;
- IMPORTANT - Please ensure you clean up any spills or mess efficiently;
- Please ensure you clean your own dishes and leave the benches clear and clean for others to use;
- It is essential for health and safety to ensure your food is stored correctly. Please note stored food has an expiry date and must be removed and disposed from the fridge appropriately.
- Please label and use your allocated storage and fridge space;
- You are not permitted to remove or use what is not yours.

Let's cook!

Accommodation will organise opportunities for you to hone your cooking skills. Your Resident Advisers will promote these throughout your stay. We also have an Accommodation cookbook which contains recipes for student friendly meals. Please make use of this if you have run out of recipe ideas, or are in need of a few.

You can access our Accommodation cookbook here:

[https://ebooks.auckland.ac.nz/resident_cookbook/index.html](https://ebooks.auckland.ac.nz/resident_cookbook/index.html)
Recreational facilities and common areas

**Barbecue**
A barbecue for your use is available onsite. You will need to advise in advance for assistance with this by contacting our duty phone on 021476069.

If you use the barbecue you must clean it after use and leave it in good condition for other residents to use. Please bring your own BBQ utensils and cleaning equipment. You will be liable for any costs associated with cleaning, repair or replacement.

**Grafton Hall common rooms**
Kitchenettes are located on most floor common room. These have a microwave oven, a refrigerator and an electric kettle suitable for making light snacks, tea and coffee.

Please note: You may not use rice cookers, sandwich makers, air fryers, or any cooking appliance in any bedroom. Such use will incur a disciplinary fine and the items will be confiscated.

Please clean up the kitchenette after yourself and make sure you do your dishes. The residents on each floor are responsible for the cleanliness of their kitchen. If you do not keep the kitchen in a satisfactory state, the provision of the facility may be restricted by your leading Resident Advisor or Resident Co-ordinator/Manager. Consequences for repetitive non-compliance of courtesy in common spaces may apply.

Please be mindful of residents living near the common room; please keep the volume of the television and the general noise in the common room to a minimum.

You are responsible for keeping your common rooms in a reasonable state of tidiness. Please treat the furniture with respect and do not move it from its location.

You and the fellow residents on each floor are responsible for the cleanliness of the kitchen. You are responsible for keeping your common rooms in a reasonable state of tidiness. Please treat the furniture with respect, and do not remove it from the space. If you do not keep the kitchen in a satisfactory state, remove furniture or generally keep the space in poor condition the provision of the facility may be restricted by the Accommodation team.

**Games and social lounge**
There is a Games room located in building 645 with a range of gaming equipment available at front reception. Please be responsible for the considerate use of the facilities and take care of the equipment provided. Misuse and damages must be reported to reception.

**Music room**
The music room is located in building 645 of Grafton Hall in room B022. There is also a grand piano for the use of all residents in the main reception area outside of office hours.

**Grounds**
We appreciate your assistance in maintaining the surroundings in the best possible condition. A friendly reminder that the University of Auckland is smoke and vape free.

**Study spaces**

**Communal study spaces**
There are large communal study rooms located in building 645, these are great spaces for study groups or connecting with study buddies.

**Study lounges**
Each floor of the Hall has a small study lounge. These are for small groups to work together at a medium noise level.

The communal study rooms and study pods are quiet places to study and should be kept clean and free of personal belongings.

**Bathrooms**
Grafton Hall
There is a bathroom with showers, toilets and hand basins on each floor. These are cleaned regularly and are mixed gender (except for the female only floors). Please bring your own towels, shower mat and toiletries, as they are not provided. Please note general rubbish does not belong in the bathroom bins.

**Bicycles/Scooters**
There is storage available for residents at Grafton Hall & Student Flats. You will need to register your bike/scooter upon arrival to be given access to the storage area.

You may not store a bike/scooter in your room or any area other than storage provided unless this has been arranged with the Accommodation team.

Please note that if you wish to leave your bike/scooter over the summer, you must arrange this with the Accommodation team. If you leave your bike/scooter over the summer without authorisation, it will be deemed abandoned property and we will dispose of it accordingly.

The University of Auckland assumes no responsibility for your bike/scooter while it is parked or stored within our properties. We strongly recommend that you insure your bike/scooter and keep it securely locked with a D lock (chains and padlocks are often insufficient) at all times.

**Cars and parking**
Should you wish to bring a car, you should be aware that you will face the parking problems common to all inner city residents. Limited space is available and parking will be offered on a priority and first-come first-served basis. Costs for car parking in 2023 are to be determined and will be updated on the Accommodation website.

- Your vehicle must only be parked in the space allocated to you.
- When parked in the residence car park, you must display a valid parking pass as issued by the Administrator.
- Vehicles that fail to display a current parking permit and/or vehicles that are parked in areas other than an allocated space may be towed away and will incur costs to be released.
- If your vehicle does not display a current parking pass, is parked in an unallocated space, or is causing obstruction, it may be towed without notice at your expense.
- The University of Auckland assumes no responsibility for your vehicle while it is parked in the car park. We strongly recommend that you insure your vehicle and keep it locked at all times.
Confidentiality
Staff and residents of University accommodation endeavour to treat one another with respect and to treat private matters in confidence. There are, however, rare occasions when it may be necessary for staff to contact other concerned outside adults (such as guardians or study abroad agents).

Cleaning and room inspections
Cleaners are employed to clean the common areas, hallways, kitchens and bathrooms in Grafton Hall & 10 House. You are responsible for cleaning your own rooms, and in Grafton Student Flats you are responsible for cleaning your own bathroom and kitchens as you would any other flatting environment. Rooms are to be kept clean and tidy, and in a condition that does not create health or safety hazards. Vacuum cleaners are available and are located in assigned designated areas within your building.

Vacuum cleaners
You are responsible for cleaning your own room. Our Hall has vacuum cleaners available for you to use. The lead Resident Adviser will update you on designated locations and procedures. You can borrow the vacuum cleaner for 20 minutes. When you have finished with the vacuum cleaners you are responsible for emptying the vacuum cleaner, and returning it in good working condition. Please do not leave any liquids or large objects. Any concerns with the vacuum, please report to front reception.

Room inspections
Room inspections will be conducted twice a year. If your room is required standard then your room may be cleaned by the cleaners required standard then your room may be cleaned by the cleaners in a specific time period to rectify the problem. If you cannot meet the required standard then your room may be cleaned by the cleaners at your expense.

Reporting cleaning issues in the Hall:
If you notice any cleaning issues in the Hall or in the Student Flats, please report this as soon as you can to the Administrator. Reporting concerns in a timely manner may help in resolving communal cost recovery charges. We will work with cleaning staff to resolve any cleaning issues.

Cost recovery
There are times when students may cause damage to the building, communal areas and/or furniture, where items from the Hall might be taken and not returned. When situations like these occur, your Resident Manager will lead an investigation for more information. This investigation will include:
- Communication of the damage via email, social media and posters
- A request for anybody to provide information on the damage taken item
- Checks of all available security and staff information

If after all the above, there is no specific Resident(ies) to attribute the cost to, then per the Residential Rules a communal damage charge will be placed on all in-room Residents' accounts.

It is in the best interest of our whole community if everyone respects and looks after our home and keeps it safe. If you cause accidental damage to accommodation property then you will be charged a recovery cost for the repairs and/or replacement of the property, as per the Recovery Cost Schedule, up to a maximum value of $1,500 + GST per incident. For a schedule of recovery costs, please refer to the Incident Recharge Costs web page: [link]

If the person responsible for the damage cannot be identified, the cost will be borne by all the resident students as part of a cost recovery levy. Any damage that is deemed malicious or intentional will be recovered at the full cost of the repairs and/or replacement and the $5,500 cap will not apply.

Civil defence
The University of Auckland has made civil defence preparations that will assist us in managing an emergency such as an earthquake. We expect co-operation from each individual student about these preparations. Students should also take their own personal steps to make sure they are prepared in a civil defence emergency. We encourage students to visit the Civil Defence website [link] for more information and to ensure you have what you need to get through.

Fire evacuations
On the continuous sounding of the fire alarm you are to proceed to the evacuation point in a sensible manner.

Before evacuating, you are to make sure that you turn off any appliances you are using that could be a potential hazard.

Residents are to follow all printed evacuation material and staff instructions, if you fail to evacuate the residence you will be required to attend a conduct meeting.

GRAFTON HALL
The evacuation point is across the road from the Grafton Hall entrance, on Seafield View Road.

GRAFTON STUDENT FLATS
The evacuation areas are at the street entrances of each house; please do not crowd directly in front of the evacuated building as you will need to allow access for an emergency crew. Inappropriate use of the fire escapes will result in a conduct meeting with Resident Manager and should not be used unnecessarily.

Earthquakes
In the event of an earthquake, you should seek cover away from glass and brace yourself (drop, cover, hold). Remain in this position until shaking stops and it is safe to exit building. Assemble in our emergency evacuation point. A roll call will be taken promptly. Please do not leave the site without informing a staff member.

The location of your emergency evacuation point is:
- The evacuation point in a sensible manner.
- The Grafton Hall basketball court.
- Carlton pines are heated by wall heaters that is controlled centrally by property services. They are available for residents to turn on and off throughout the year. We encourage you not to use the heaters during the summer months.

RESTRICTED ACCESS AREAS
Roof access
You are not permitted to be on the roof of the Hall at any time. If you are found to be on the roof, there will be a conduct process initiated.

Administration areas
The offices and administration spaces of the Accommodation staff and kitchen staff are off-limits to all residents.

Staff accommodation
The Resident Manager’s house and any accommodation allocated to members of the Accommodation team are private property and you may not have access to them unless invited. This includes Resident Adviser bedrooms.

WiFi
Wireless internet access is available through the use of the University of Auckland administered WiFi system. The Residence is a wireless accommodation unit. If you are experiencing issues with the WiFi please let a member of the Accommodation team know so that we can report it quickly for resolution.
Please note that accommodation does not guarantee a minimum speed for internet access. WiFi provided in accommodation is managed by the University’s Connect department through the Digital Services division and not through Campus Life.

**Having WIFI issues**

Are you having WIFI issues? It is important to provide accommodation with as much information as possible. Accommodation will then report this issue to Connect on your behalf. Key information to provide would be:

- Your name, room number and student ID number
- Summary of the issue you are experiencing
- Screen shots of your issue
- Log of times when this is experienced
- Speed test results conducted through sites like: speedtest.net

Email all of this information to graftonhall@auckland.ac.nz or graftonstudentflats@auckland.ac.nz

**Laundry**

All personal laundring, including bed linen, is your own responsibility.

- Hand washing tubs are provided.
- Ironing boards and irons are also available in the laundry rooms for you to use.
- We recommend that you mark all your clothing and personal possessions clearly.
- Out of consideration to other users, please do not leave your clothing in the machines after the cycle is finished.

It is a good idea to buy a laundry basket to carry your washing to and from the laundry areas. You may want to consider bringing a small washing-proof bag for delicate and other small clothing items. We recommend that you mark all your clothing and personal possessions clearly.

- Please set an alarm and be responsible for collecting your washing from the washer/dryer to allow others fair use. Those that leave their belongings in the machines will find it is removed for next use.

**Grafton Hall**

A centralised laundry facility with washing machines and driers is located in building 645-806 Grafton Hall. The cost for using these facilities is included in your fees.

**Grafton Student Flats**

Automatic washing machines and driers are located in the laundry area. The cost for using these facilities is included in your fees.

**Lost property**

Please hand in any unattended belongings you find to an Accommodation staff member to be held in lost property until it can be returned to the owner.

- Report any belongings you lose to an Accommodation staff member with a description of the item and when and where it was last seen.
- We will communicate on our Facebook group any lost property. These uncollected items will then be disposed of, or donated to charity.

**Maintenance**

If you notice anything in your room or any other part of the residence that needs repairing please let the Accommodation team know. You can do this by logging a ‘My Maintenance’ request on the Accommodation Portal at accommodation.auckland.ac.nz or by letting one of the team know at Reception. If urgent repairs are required and the Reception is closed please contact the on duty staff member.

**Maintenance response**

Accommodation works hard to quickly resolve all maintenance jobs logged. Once you have logged a ‘My Maintenance’ request on the Accommodation Portal, you can expect the following response times:

- **Urgent** - Same day
- **High** - 24 hours
- **Routine** - 5 work days

Please note that these times are estimates and in some circumstances it may not be possible for repairs to be completed in the above time. This will depend on the complexity of the job, parts available and other factors out of our control. If your request has not been completed in the above time, you can reach out to your Administrator for more information.

**Printing**

Printing is provided through Connect (IT) at the University of Auckland. Printing facilities, for use by Grafton Hall & Student Flats residents only, are available. There is a University wireless printer and scanner located in building 645 and 10 House. You can connect to the printer with your personal device using the displayed instructions. You will need to ensure your printing account has credit in it in order to print. Top up facilities are located online or on Campus.

If there are any issues with the printer you will need to contact the Accommodation team on reception or contact us via email graftonhall@auckland.ac.nz

**Recycling and waste**

Please remove all rubbish from your room regularly and deposit it in the central rubbish room located outside by carpark area. Please note general rubbish bins located in the bathroom are not for your bedroom rubbish or to be used as a recycling bin. It is your responsibility to dispose of your rubbish appropriately.

Respect your communal spaces, do not leave rubbish or dispose inappropriately. There are recycling and general bins available in the kitchenette and outside bins located between building 644 and 645 near carpark.

Grafton Hall & Student Flats also has a number of recycling facilities available and encourages its students to recycle correctly. Please ensure a good system is in place to dispose of rubbish, this will be part of flat matters assisted by your Resident Adviser.

**Storage**

No storage is available at the residence. If you need storage of your belongings after leaving the residence you will need to contact private suppliers.

**Vending machines**

The food and drink machines located in the Hall in room 645-B01 are provided by EFTPOS Vending and do not accept cash. If you have any questions or concerns regarding the vending machines, please contact EFTPOS Vending directly on the numbers advertised on the machines.

**Exchanging**

If you notice anything in your room or any other part of the residence that needs repairing please let the Accommodation team know. You can do this by logging a ‘My Maintenance’ request on the Accommodation Portal at accommodation.auckland.ac.nz or by letting one of the team know at Reception. If urgent repairs are required and the Reception is closed please contact the on duty staff member.

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Our approach to your hauora and engagement

In University accommodation, your success toolkit is represented as your Waka, with each paddle of the Waka symbolising an area of our accommodation framework. The Waka is a symbol of the University as a means for you to journey forward in pursuit of education.

Our success dimensions (the paddles in your Waka) are:

**Mind hinengaro**
Ensuring our academic success, emotional state and finances are balanced, with connection to support readily available.

**Environment Whenua**
Reflecting on both our personal and global environment, making sure we are positioning ourselves into a healthy place for success.

**Social Whanaungatanga**
Taking opportunities to form successful relationships, connect with others and build networks and memories with others.

**Body Tinana**
Looking after ourselves physically, through an awareness of our body’s development and ongoing care, ensuring that we are able to achieve.

**Spirit Wairua**
Understanding ourselves, our values and feeling connected with our community and what brings us fulfillment.

The holistic success of our residents and the experience they have while living in University accommodation. Every Accommodation event or opportunity for engagement in accommodation will have a focus on wellbeing.

The Inter-Residential events | Tātāwhāinga ā-Wharenoho are:

- Volleyball
- Kī o Rahi
- Debating
- Basketball
- Gaming
- ‘Green Your Room’ Challenge
- Quiz
- Netball
- Futsal
- Talent Quest

Always a highlight of the activities programme are the Inter-Residential | Tātāwhāinga ā-Wharenoho competitions between our many accommodation communities. We want Grafton Hall & Student Flats to have brilliant engagement in this area!

In Grafton Student Flats you will be required to regularly check in with your RA and attend flat meetings; these are focused on how you are adjusting to flatting, co-living and University life. We also organize social flat events for you so you can get to know your immediate neighbours. While you will have access for some events with Grafton Hall, you may not have free access to utilise Grafton Hall unless invited by a resident or staff member as a guest of the Hall.

We also want to make sure you have fun and get to know the wider Hall as well. Some of the cornerstone events of our Hall-wide programme are:

- Orientation Week
- Hall Tag
- Grafton Hall & Student Flats BBQ
- The Ball (held in August)
- Our annual charity RAC event
- Appreciation week
- Grafton Hall & Grafton Student Flats Formal Dinner
- Te Wiki o te Reo Māori

Academic assistance

We endeavour to provide an environment that is conducive to academic excellence and success. If you require academic assistance, please do not hesitate to discuss this with your Accommodation team, who will be able to assist you in making the necessary arrangements.

Accommodation promotes self-motivated learning. You are encouraged to create and join study groups, general or subject focused. The RAs will assist in this wherever possible. Residents must be full-time University of Auckland students. Residents are expected to attend the lectures, tutorials and laboratory sessions for which they are enrolled.

Peer assisted study sessions (PASS)

Our Halls of Residence provide you with access to peer assisted study sessions (PASS). PASS sessions are held in the evenings and aim to complement your work in lectures and tutorials as well as provide networking opportunities. Sessions are led by senior students known as PASS mentors. If you are interested in what programmes are being offered, just ask a member of your Accommodation team.

Our Hall and Student Flats engagement programme

We aim to provide a healthy, engaging living and learning environment for you to achieve the amazing. We encourage you to get involved in the life of accommodation.

Accommodation provides a strong, vibrant and multi-cultural activity programme. Along with key calendar events organised by your Accommodation team, there will be an opportunity for you to collaborate on events for you and your peers.

Fortnightly floor meetings with your RA will focus on building strong connections and developing your skills and knowledge to be successful citizens. These meetings will be structured around topics and learning outcomes from our Waka of Wellbeing.

Peer assisted study sessions (PASS) are balanced, with connection to support readily available.

Mind hinengaro

Understanding ourselves, our values and feeling connected with our community and what brings us fulfillment.

Environment Whenua

Reflecting on both our personal and global environment, making sure we are positioning ourselves into a healthy place for success.

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Taking opportunities to form successful relationships, connect with others and build networks and memories with others.

Body Tinana

Looking after ourselves physically, through an awareness of our body’s development and ongoing care, ensuring that we are able to achieve.

Spirit Wairua

Understanding ourselves, our values and feeling connected with our community and what brings us fulfilment.
Student voice
Grafton Hall Residents’ Association | Rōpū Kainoho
The Residents’ Association | Rōpū Kainoho offers residents of Grafton Hall a chance to become actively involved in the Hall environment; it assists in the organisation and promotion of cultural, social and sporting activities for the benefit of all residents.
Elections for the Association take place in the second week of Semester One (immediately after Orientation Week). Each floor will elect their own Floor Representative, and the Hall will elect the President and Vice-President.
The Association has no responsibility for the administration or management of the Hall.
They instead offer an important voice for residents and help facilitate opportunities for fellow residents, with the support of the Accommodation team.
If you have any questions or want to know how to get involved see your Resident Manager or Coordinator!

Residential Advisory Committee | Komiti Whakamāherehere Wharenono
Accommodation operates a Residential Advisory Committee | Komiti Whakamāherehere Wharenono (RAC). The RAC is made up of student representatives | Māngai Wharenono Taura from every Accommodation property as well as Resident Advisers and Management. The committee meet on a quarterly basis and provide valuable feedback and insight from the student perspective on the running of accommodation at the University of Auckland.
The Grafton Hall & Student Flats President or in their absence, the Vice-President will represent the Hall, while Grafton Student Flats will elect a specific RAC Representative | Māngai Wharenono Taura to sit on the Residential Advisory Committee | Komiti Whakamāherehere Wharenono.
If you have any questions please email your Residential Experience Officer at: residentialexperience@auckland.ac.nz

Resident interest groups
In your hall we also encourage and support students to manage their own interest groups. Examples of these are our Rōpū Kakariki (green team), Rōpū Haoura (Wellbeing team), Rainbow group, philanthropic groups, music groups and more. See your Resident Manager, Resident Coordinator or Residential Experience Officer if you are interested in setting up or being part of an interest group.

Your Grafton Student Flats community, your events! – Resident Grant Scheme
Grafton Student Flats is your community and as such, it is important that you have the option to facilitate opportunities and events that meet your community needs. This is where the Resident Grant Scheme comes in!
The Resident Grant Scheme is an initiative where you as a resident of Grafton Student Flats can request event funding and support from your Accommodation team to deliver an event in your accommodation community. You can request funding between orientation week and study week. This scheme replaces what the Hall has a Residents’ Association | Rōpū Kainoho.

How does the Resident Grant Scheme work? The high-level process for the resident grant scheme is:
- You have a fantastic idea for an event and let your Resident Manager or Coordinator know!
- Your Accommodation team will support you in completing an application and letting you know the ways in which we can help;
- All ideas welcome as long as they are reasonable and able to be practically facilitated;
- Events will have to be onsite in accommodation (sadly we are unable to support off-site events due to risk factors);
- The only criteria for events are they need to be:
  - Safe
  - Inclusive and open to all
  - Some educational aligned to the Waka of Wellbeing (Mind, Body, Spirit, Environment, Social);
- Submitted on time (at least two weeks before facilitation);
- Accommodation staff will purchase and arrange for supplies, equipment, food, resources, and other items;
- You will host, facilitate and pack up your event;
- You will complete a brief post event reflection that can be used to help future residents maybe facilitate the same or similar event.

Who reviews events?
All events are reviewed by a panel which consists of:
- Your Resident Manager – Chair
- Your Resident Coordinator
- Your Residential Advisory Committee student Representative(s)
- One Resident Adviser from your community
- The Ngā Wharenono Residential Experience Officer

If you have a great idea or want to know more specifics contact your Resident Manager or Coordinator! We can’t wait to see what special character you add to our community!

Are we a community
Grafton Student Flat share agreements
We encourage you to work with your flatmates on creating a flat sharing agreement for the year. This will lay out your expectations for each other for the year. Your Resident Advisers will work with you on this and check in early in the year to see how you and your flat are adjusting. It is essential to follow all relevant health and safety procedures provided to ensure a safe environment for everyone. Please be reminded your guests are your responsibility which includes guests you invite from Grafton Hall.

Caring communities
By living on campus, you are part of a caring and supportive community. This means that we all look out for one another; we support one another and have respect for each other. Your Accommodation team work in partnership with you to help foster this community and ensure every member is ok. Our motto is: He wai kē e ko! We are all in this together.

Have you seen any concerning conduct?
If you have seen behaviour that is concerning or would constitute misconduct please report this to an Accommodation staff member immediately using the duty number.

The Proctor is a primary reference point at the University for all matters relating to student conduct. Learn more about the University Proctor and find the form for reporting at auckland.ac.nz/en/students/complaints-and-incidents/university-proctor.html

Start a conversation with these four steps:
1. Ask R U OK?
2. Listen
3. Encourage action
4. Check in*

*Taken from ruok.org.au/

We encourage you to report up to an Accommodation staff member if you are worried about anyone or you have not seen anyone for a while. You can do this by:
- Popping down and seeing reception on the ground floor
- Calling our 24/7 duty number: +64 21 476 069
- Emailing the Hall: graftonhall@auckland.ac.nz

PUKAPUKA WHARENOHO | RESIDENT HANDBOOK 2023
Grafton Hall & Student Flats
PUKAPUKA WHARENOHO | RESIDENT HANDBOOK 2023
Grafton Hall & Student Flats

Are you worried or concerned about a fellow resident?
There are times where you might be worried or concerned about a fellow resident, friend or community member. We encourage you to start a conversation. You don’t need to be an expert to reach out – just a good friend and a great listener.

Start a conversation with these four steps:
1. Ask R U OK?
2. Listen
3. Encourage action
4. Check in*
Living together

Learning to live together will be a huge part of your experience! So here are some helpful tips:

- Learn people’s names, it makes them feel special
- Respect people’s personal space, they will do the same for you.
- Clean up after yourself in common areas, a clean environment goes a long way.
- Be mindful when cooking or preparing food, we all have different tastes.
- Think of others before making a lot of noise, whilst you may have a day off, someone may have an assignment to complete
- Remember to check in with each other, no one will be upset at you for simply asking “Hey, how are you going today?”

Flatmate disagreements

There are times when flatmate disagreements can occur. This is often a natural part of living together closely. We suggest the following tips for resolving your flatmate disagreements:

- Have an honest conversation early;
- Provide opportunities to let each other talk uninterrupted;
- Think about having your conversation offline in a neutral location;
- Address issues early before they build into bigger problems.

If you are struggling, please let your Accommodation team know and we can have a member of the team assist you in mediating conversations.

Loneliness and homesickness

Loneliness and homesickness can affect any student during their academic year. By choosing to live in a Residence, you have already chosen one of the more effective strategies to deal with loneliness and to succeed at your studies. However, it can be easy to feel isolated even in a community.

Here are some strategies that may help you overcome loneliness:

- Sit in a common room or lounge, not in your bedroom. Watch some TV, play games or eat in a communal area to take the opportunity to meet others.
- Get involved with organised activities, attend area meetings and look out for flyers or posters that announce events.
- Talk to a member of the Accommodation team if you continue to feel lonely. They may not be able to fix the problem for you but are happy to listen and to try and help you find the answers that will work for you. There are also professional counsellors and wellbeing groups on campus who are prepared to help students in a variety of ways.

University zero tolerance policy

The University is committed to protecting the rights and dignity of members of the University community. The University does not tolerate any form of harassment, bullying or discrimination.

The University expects all students and staff to abide by the laws that protect against bullying, harassment and discrimination and to treat each other with respect, courtesy and consideration at all times.

Consent

Whether you are in a long-term or casual relationship, you and your partner deserve to be treated with respect.

Consent is a free agreement made together about any sexual situation or experience.

Consent is always agreed to in the moment. Having consented previously doesn’t mean you consent in the future. Being married doesn’t automatically mean there is consent.

Consent is not a contract. You can change your mind. If you are not comfortable with something you have a right for it to stop. It’s OK to say stop.

It isn’t consent if:
- You are drunk or drugged;
- Someone forces, threatens or coerces you in anyway - verbally, physically or emotionally;
- You are under 16 years old.

For more information visit: auckland.ac.nz/en/students/student-support/be-well/healthy-relationships/consent.html

Family violence – it’s not ok

Family and relationship violence can take many forms including physical, psychological, sexual, financial or spiritual abuse. It can disrupt the ability to study or work and can negatively affect performance, effectiveness, safety and wellbeing. It can also impact colleagues, friends and other members of the University community.

The University is committed to being safe, inclusive and equitable. We affirm that family and relationship violence is unacceptable and that every person is entitled to respect, and to live free from fear and abuse.

See our Family Violence Policy and Family Violence Prevention and Management Guidelines for information about how the University provides reasonable support for students and staff affected by family and relationship violence.

For more information visit: safe-line.org.nz/get-help/helpline

International student support

The University is committed to providing special support for our international students. The international office and their team of trained advisers can help guide students and provide them with support to ensure you are well-informed, safe and properly cared for. For more information visit: auckland.ac.nz/en/on-campus/student-support/personal-support/international-student-support.html

Financial support

Thinking about money can often be uncomfortable, especially if we are heading into financial hardship. We want you to know that we are here to support you. If you are experiencing financial hardship please do talk to your Accommodation team, we are able to assist you and refer you support services. The University also offers a range of financial support services, you can explore these on the University website: auckland.ac.nz/en/study/fees-and-money-matters/financial-support.html

Tips to ensure you’re financially successful in accommodation:

- Have an honest conversation with your whānau or support network on your arrangements for paying your accommodation fees
- Apply for any StudyLink support you are entitled to early
- Create a budget for the year with your income and expenses
- Actively monitor and review your spending

Theft and your personal responsibility

LIVING IN A COMMUNAL ENVIRONMENT IS GREAT. HOWEVER, SADLY THERE ARE TIMES WHEN A GUEST OR FELLOW RESIDENT MIGHT MAKE THE DECISION TO STEAL OR TAKE ITEMS THAT DO NOT BELONG TO THEM. THE UNIVERSITY DOES NOT TAKE ANY LIABILITY FOR LOST AND/OR STOLEN ITEMS. FOR MORE INFORMATION VISIT: auckland.ac.nz/en/students/personal-support/international-student-support.html

Excellence Awards

Throughout the year, our accommodation communities achieve some amazing results. Our Residential Excellence Awards allow you, your neighbours and your Accommodation teams to nominate outstanding success in any of the following areas:

- Āwhina | Service:
  - Subcategories: PASS Mentors | Volunteering | Service to Accommodation & RAC Representatives
- Kotahitanga | Inclusion:
  - Subcategories: Championing disability inclusion | Championing Gender Equity | Championing Rainbow inclusion | Championing the removal of barriers
- Tiaki Taiho | Sustainability:
  - Subcategories: Communication | Partnering for Change | Sustainable practices
- Whanaungatanga | Community:
  - Subcategories: Community Spirit & Involvement | Global Citizenship | Leadership

Successful recipients are invited to the Residential Excellence Gala held annually in October every year! Keep an eye out for anyone you think should be recognised!

University security services

The University of Auckland aims to provide a safe and secure environment for students, staff and visitors. Security officers proactively patrol the University grounds and respond with security services as required. They are trained and qualified to attend and manage all security incidents and emergency situations.

University security officers are dressed in black trousers, blue shirts with a white security logo and a name badge. Contracted security officers are dressed in black trousers, white shirts with a red Simply Security logo. All security will display a certificate of approval and staff identification.

Accommodation patrols

University Security patrol the perimeter of accommodation buildings in the evening and are on call to assist Accommodation staff with situations as they arise.
Accommodation security cameras
To assist in keeping our environments safe, Accommodation has security cameras at entrances/exits, key thoroughfares and external areas. These cameras are monitored by University Security where the University owns the property or by the landlord of the property for University leased properties.

Security services contact details
City Campus:
Security Control Room (24-hour)
24 Symonds Street
Phone: +64 9 373 7599 ext 85000
Freephone: 0800 373 7550
Email: city.security@auckland.ac.nz

General Library:
12 Grafton Road (Reception Desk level 1)

Grafton Campus:
Boyle Building
5 Park Road (Main Lobby)
Phone: +64 9 373 7599 ext 86081

Health & safety on campus
The University is committed to providing a safe place to live and study. You are responsible for your own personal safety and making sure you do not put yourself or others at risk. For simple tips and contact details to help you stay safe on campus, visit: auckland.ac.nz/en/health-safety-wellbeing.html

Reporting concerns, accidents, near misses
Your Resident Manager is the designated Health and Safety officer for your Hall. If you see any behaviour that you think is unsafe, witness a near miss or an accident please report it to them. You can also report online any Health and Safety Campus or Hall incident by visiting: auckland.ac.nz/en/health-safety-wellbeing/report-concerns-hazards.html

Healthcare, accidents and first aid
If you are ill, you should report this promptly to a member of the Accommodation team. They will assist you where appropriate, especially if you might need medical attention. It is important to seek assistance for medical conditions before they become too serious, as illnesses can spread very quickly in a group living situation.

Accidents, injuries and first aid
If you are involved in any form of accident or injury onsite, you must let a member of the Accommodation team know promptly. Each Accommodation staff member has undergone first aid training and, if present, can help with injuries on-site.

After the event you will be required to fill out an incident report, which is forwarded to the University Health and Safety department. This is an Occupational Health and Safety requirement.

If you call an ambulance for any reason, inform a staff member immediately so that they can ensure paramedics have access to the building and can be directed to the right area.

The University of Auckland’s Health and Counselling service is also available to you Monday-Thursday 8:30am - 6:00pm, Friday 8:30am - 4:00pm during the academic year. Summer hours will vary slightly. Please note that students must be registered to use this service so be sure to sign up before you move in.

Outside of these hours, for 24-hour help, residents are advised to visit:

White Cross – Ascot 24/7
90 Greenlane Road East
Greendale, Auckland
Mon – Sun: open 24 hours
(09) 520 9555

First aid kits
First aid kits are located at Reception. Every Resident Adviser also has a first aid kit in their bedrooms for emergencies.

Healthcare
If you’re feeling unwell, let your Accommodation team know so that we can keep an eye on you and give you any assistance you might need. The University’s Student Health and Counselling service is located on level 3 of the Kate Edgar Information Commons (building 315 on the City Campus map) on campus. The friendly team at reception can help you make an appointment with either a nurse, doctor or counsellor. The University provides Health and Counselling services across all of its Auckland campuses. You can find more information about the other campuses here: auckland.ac.nz/en/on-campus/student-support/personal-support/student-health-counselling.html

We also have physiotherapists on campus. They are located next to our University Health and Counselling service on level 3 of Kate Edgar. Please email info@universityphysio.co.nz, see their website universityphysio.co.nz or call +64 9 379 4717 for more info.

If you are an International student you have compulsory StudentSafe health and travel insurance from the Vero insurance company. It’s a good idea to download the StudentSafe insurance policy (visit auckland.ac.nz/en/on-campus/student-support/personal-support/international-student-support/health-and-travel-insurance/studentsafe-university-policy.html) and read it carefully. It is useful to know what you are entitled to. For example, if you hire a car for a short trip, StudentSafe insures you.

Supporting you through health issues
Accommodation cares deeply about your health and wellbeing. If you present with health issues while you are living on campus, Accommodation will support you in assessing the issue and determining the best way forward in partnership with you and assist you in making those appropriate connections you need to get well.

The support we can offer ranges from ensuring that you have meals in your room to connecting you with external support or calling an ambulance. There are times where it is not possible for Accommodation staff to join you on your way to a health provider, but where possible we will contact a nominated person and see if they will support you.

Hygiene and hand washing
It is important we all maintain excellent hygiene practices when we are living in communal environments. Hand hygiene is particularly important. We have a number of hand sanitizer stations located around our Hall. The Ministry of Health also recommends the following practice for Hand washing: Wash hands for 20 seconds. Dry hands for 20 seconds.

Steps for clean hands:
1. Wet your hands under clean running water.
2. Use warm water if available.
3. Put soap on your hands and wash for 20 seconds.
4. Rub hands together until the soap makes bubbles.
5. Rub on both sides of both hands...
6. In and between fingers and thumbs...
7. Rinse all the soap off under clean running water.
8. Use warm water if available.
9. Dry your hands all over for 20 seconds. Using a paper towel is best (or, if at home, a dry clean towel).

Always wash and dry your hands ...

BEFORE:
• Eating or preparing food.

AFTER:
• Sneezing, coughing or blowing your nose (or wiping children’s noses)
• Gardening (or playing outside for children)
• Having contact with animals
• Going to the toilet or changing nappies
• Looking after sick people.

Cover coughs and sneezes
Some infectious diseases can be transferred in the air when an infected person coughs or sneezes. Examples include influenza, measles and chicken pox.

If you are unwell, avoid close contact with other people. Cover your coughs and sneezes to stop spreading the illness to other people.

• Cover your mouth and nose with a tissue when you cough or sneeze - then put the tissue in a bin.
• If you do not have a tissue, cough or sneeze into your elbow.
• Clean your hands after you cover a cough or sneeze.
Student Disability Services
Ratonga Hauatanga Tauira | Student Disability Services (SDS) provides support tailored to your needs. This includes advice and advocacy, as well as help with digital and physical access to the University. We also have a range of resources available to students in our dedicated study spaces. Contact us early so we can confidentially help you.

disability.auckland.ac.nz

Te Papa Manaaki | Campus Care
The team works with students to better understand their concerns and needs, streamlining interactions with campus services, and developing a plan that works in the best interests of each individual.

Students are assigned a single case manager or mental health case manager (dependent on your particular circumstances) who remains in contact and guides them through internal and external services that can support their needs. Students can be referred by others or reach out directly to seek advice.
auckland.ac.nz/campus-care

Student Wellbeing
Be Well offers a range of tools and information to help you care for your physical, emotional and spiritual well-being, so you can thrive during your time at University.

Our focus is on proactive and preventative measures that promote health, reduce stress and enhance a sense of community and belonging - particularly through events and training sessions led by our Student Wellbeing Ambassadors.
auckland.ac.nz/be-well

Student Hub
The Students Hubs are gateway to Waipapa Taumata Rau | the University of Auckland. They can provide guidance on a wide range of information and services including programme and course advice, navigating the University, library services, support options, and more.

Student Hub online
Student Hub Online has answers to questions about the University — 24 hours a day, 7 days a week. You can search for the answer to your question, or browse the most common questions.
poa.custhelp.com

Student Hub City Campus
Student Hub, City Campus is located at Te Herenga Mātauranga Whānui | General Library 15 Alfred Street, building 109 on the City Campus Map. It is open Monday-Friday 8am-8pm, Saturday and Sunday 9am-5pm.

Visit Student Hub, City Campus now, or simply see the University website for more information on the support and services the University offers.
auckland.ac.nz/en/students/student-hubs.html

Sustainable living

We are committed to being a sustainable campus and supporting you in being environmentally friendly. Accommodation has worked hard over the years to ensure our buildings are as efficient as possible, and you have a living environment that supports responsible environmental and sustainable practices. This requires everyone to work in partnership, so we need your help.

Sustainability tips
Below are some tips on how you can work with us to be environmentally responsible.

Sustainable study:

- Think before you print, and print only if it is essential
- Use electronic rather than paper-based filing systems for all projects
- Design documents to minimise paper use by reducing the size of the margins
- Collect single-sided paper and re-use it for notes and drafts
- Use double-sided printing and photocopying modes wherever possible
- Recycle paper that has been used on both sides

Conserve energy:

- Turn off the lights that aren’t needed in your room and flat, especially when you leave
- Turn off computer screens that are not in use, make sure that energy-saving modes are operating on all types of electronic equipment.
- Make sure appliances (such as TVs) are turned off when not in use

Transport & reducing your carbon footprint:

- You’re living on campus! Take the opportunity to get some exercise by walking, jogging or cycling to and from the University.
- Support public transport by catching a bus, train or ferry, wherever possible.
- If you have no choice but to use a car try sharing a ride with friends and family
- Take part in tree planting activities - get a group of friends together and set up your own group or join an existing one to help plant and nurture native plants

Save water:

- Use a cold water wash cycle whenever possible.
- Try showering for four minutes or less
- Put in the plug in the sink when you want to rinse something.
- Turn the tap off when you are soaping your hands.
- Turn the tap off when you brush your teeth.
- Make sure you do full loads of laundry in the washing machine
- If there is a leaky tap - tell an Accommodation staff member who will organise for maintenance to fix it.
Reduce your waste sent to the landfill:

- Think before you buy, use or waste and re-use whatever you can, avoid unnecessary consumption.
- Choose products that are more durable, have recyclable or compostable packaging, and have fewer environmental impacts.
- Think about your everyday habits, can you carry with you a keep cup, drink bottle or other reusable item?
- Can you carry reusable shopping bags with you?
- Choose products with minimal, recyclable packaging.
- Avoid highly packaged foods and beverages.
- Avoid replacing products that are still functional.
- Repair, rather than replace, repairable items.
- Reduce your food waste, compost where you can and don’t make or purchase more than you can finish.
- Ensure you recycle effectively - do not contaminate the recycling bins with incorrect items.

If you have other tips and tricks, please let your Accommodation team know, otherwise you can learn more about what the University is doing on our website: auckland.ac.nz/en/about-us/about-the-university/the-university/sustainability-and-environment.html

Working in Auckland

The Career Development and Employment Services team (CDES) can help you look for a job. CDES manage CareerHub, a great resource for finding work, and they can help you with CV writing, and working on interview skills. We encourage all students to become familiar with this great University service. You can find them at auckland.ac.nz/en/students/student-support/career-development-and-employability-services.html

Student Job Search is also a good way to find jobs during semester and over the summer. To register with them you need your current student ID card and your passport. Find out more at sjs.co.nz

International students may be able to work up to 20 hours a week during the academic year. In order to work, you must have a “Variation of Conditions” on your Student Visa or Permit. You can ask more about your Student Permit at the International Office on campus. Some Study Abroad or Scholarship students are not allowed to work during their time here so please remember to check before you apply for any jobs.

United Nations Sustainable Development Goals

The University of Auckland supports the United Nation Sustainable Development Goals (SDGs). Throughout the year Accommodation and the wider university will be providing further information and programmes on how you can support and get involved with the SDGs. This is in conjunction with our Waka of Wellbeing framework. If you would like to get involved and organize opportunities for your fellow Residents to learn more about the SDGs please let your Resident Coordinator know or the Residential Experience Officer.

For more information on the SDGs, visit sdgs.un.org/goals

Staying active in Auckland

University recreation

Accommodation charges include a membership to the University Recreation Centre. To activate your pre-loaded membership head straight to the Recreation Centre with your Campus Card. The University gym is located at 70 Stanley Street, and offers an expansive gym floor with modern and functional equipment, group fitness classes and a cycle studio. We have qualified fitness instructors available to support your fitness journey no matter what level or ability you are. The Mind and Body studio located on Level 2 is home to yoga, barre and reformer classes as well as low impact cardio and weights equipment. Additional programmes and services are also available such as dance, Boxfit, self-defence, personalised programmes and much more.

The interim sports courts are located on Wynyard Street. These courts will home to University sport while the new Sport and Recreation Centre is being built at 17 Symonds Street.

The University also has an amazing sports programme, featuring social sports, interfaculty sports, tertiary sports and support for high performance athletes.

Please see the Sport and Recreation website for further information auckland.ac.nz/en/on-campus/facilities-and-services/sport-and-recreation.html
Recreational Activities

All of our residences are located within walking distance of the Auckland CBD and Viaduct which offers dining alongside beautiful views of the Waitemata Harbour and entertainment courtesy of Holeys Moly. There is also a mall on Queen Street which offers arcade style entertainment and a movie theatre. Grafton Hall & Student Flats are located within walking distance of the University of Auckland and Westfield Mall which offers a variety of retail stores and restaurants. There are also plenty of food, arts and craft markets on weekends scattered around the wider Auckland area. There is also plenty to do in the wider Auckland region if you want to explore your weekends. The tourism page for inspiration: aucklandzn.com/visit.

Eateries in Auckland

Grafton Hall & Student Flats are located within walking distance of the Auckland CBD and Viaduct which offers dining alongside beautiful views of the Waitemata Harbour and entertainment courtesy of Holeys Moly. There is also a mall on Queen Street which offers arcade style entertainment and a movie theatre. Grafton Hall & Student Flats are located within walking distance of the University of Auckland and Westfield Mall which offers a variety of retail stores and restaurants. There are also plenty of food, arts and craft markets on weekends scattered around the wider Auckland area. There is also plenty to do in the wider Auckland region if you want to explore your weekends. The tourism page for inspiration: aucklandzn.com/visit.

Insurance for students

Students should remember that they are not covered by any University insurance policy. Consider taking out contents insurance and ensure your property is stored safely and securely at all times. Remember to always lock your door. In New Zealand, ACC (accident compensation corporation) covers all injuries sustained in an accident, but you should still consider taking out medical insurance as ACC won’t cover any medical problems not caused by an accident. We strongly recommend that international students take out travel insurance to ensure peace of mind during their time here. As stated in the Rules and Regulations, “the University expressly disclaims any liability for loss or damage to the property of a resident, or the property of any guests of a resident.”

Personal safety

New Zealand has an international reputation as a safe and friendly country, but you should still take all the security precautions you would take anywhere in the world.

Emergency services

The number for the emergency services (police, fire and ambulance staff) is 111. Only use 111 to call the police when a crime is being committed or if life is at risk. Please also inform Administration staff if you have done this. For non-emergency calls (such as when a burglary has already been committed and the burglar has gone), call 105.

Places of worship

There are many different places to worship in Auckland if you are religious. Search the University website (auckland.ac.nz) or look through the International Student Handbook for a comprehensive list of various religious and spiritual centres in the region.

Shopping in Auckland

Grocery shopping

Auckland has a wide range of supermarkets such as New World, Countdown and Pak’n’Save that stock everyday groceries. For those with kosher or Halal dietary needs, there is information available online: ahc.org.nz/kosher-kiwi or search “Halal” in the search bar of the University website (auckland.ac.nz).

There are two Countdown supermarkets near our University residences. The first, Countdown on Quay Street is open 24 hours - you can catch the Inner Link Bus to get to it. The second is inside the Westfield Mall in Newmarket (open 7am – 10pm daily). Again, you can take the Inner Link or Outer Link bus to get there.

Around the city there are Asian food supermarkets (such as Tai Ping on Beach Road or Lim Chour on K Road), which are great places to buy cheap produce and specialty goods. There is also a market on the corner of Grafton and Carlton Gore Roads every Saturday morning, as well as a French market in Parnell on Saturdays and Sundays.

Dairies are small convenience stores. There are many dairies close to the Residences. While they also sell a range of things, including essential items, they generally are more expensive than supermarkets.

The tap water in Auckland is safe to drink, which eliminates the need to buy bottled water.

Retail shopping

Auckland has a wide variety of shopping centres and stores to satisfy all your retail therapy needs. Within walking distance of the University residences is the newly developed Commencing Bay precinct, which has a range of stores that stock both basics and luxury garments. Newmarket is just a short bus or train ride away and also offers a wide range of retail shops in addition to rooftop dining options.

Other major shopping centres within bus or train distance include Sylvia Park and Westfield Malls in Newmarket and St. Lukes. These offer a huge range of stores, from specialist goods to essentials such as The Warehouse and Kmart. Normal business hours in New Zealand are 9am – 5.30pm Monday to Friday. Most shops are also open over the weekends.

You will need to carry around your passport or other forms of legal ID as proof of age if you want to enter bars or buy alcohol. Alternatively (and a lot more safely), you can also get 18+ ID cards by applying through the Post Office. They cost $20 and you will need to get your signature witnessed by a) a justice of the Peace.

Transport

Public transport is managed by Auckland Transport, an Auckland Council controlled organisation. Train, bus and ferry services are called AT Metro. AT Metro train and bus services depart from Britomart Transportation Station and Bus Terminal, located on the corner of Customs Road and Queen Street Downtown, as well as on Symonds Street.

The Inner and Outer Link buses stop on Symonds St near the K Road intersection. This service provides transport to many main attractions, shopping areas and entertainment venues around central Auckland. Downloading the AT Mobile app is a good idea as it has useful updates about transport options and traffic in and around Auckland.

The City, Grafton, and Newton campuses of the University of Auckland are within a 10 – 15 minute walk of the Residence. Public e-bicycle and e-scooter sharing services are very popular and used widely around Central Auckland. If you choose to use these services please follow all health and safety guidelines outlined in the app and ensure that you leave any bikes or scooters outside of Accommodation property so that they remain accessible to non-residents using the service. Only registered, personal bicycles and scooters can be stored in Accommodation designated bicycle storage areas. At no time can battery operated transport be inside any University buildings as this poses a safety and security risk.
Departures

At the end of your Residential Agreement you will need to depart the residence. To prepare for your departure you will need to work closely with your Accommodation team to make sure that all of the correct steps are followed.

Generally you will need to provide a departure date, arrange for a room inspection, tidy and clean your room, settle your account and hand back your keys. More information will be given to you at least one month prior to departure from the Hall.

Planning for your departure is as easy as 6 easy steps:

1. Let us know your departure information
2. Make sure your Accommodation account is at $0.00 balance.
3. Update your contact information with your next address
   (SSO, Banks, Studylink etc)
4. Prepare for your departure
   - Leave behind all University provided items
   - Remove all personal items
   - Dispose or donate any unwanted items
   - Clean your flat (self-catered only)
5. Complete your room inspection & hand in key(s)
6. Say “E noho ra / Goodbye” to your friends and Accommodation team!

Check out on the last day of your Residential Agreement needs to be completed by 10:00am, unless otherwise arranged.

End of year accommodation references

Accommodation does not provide written flatting references for you. If you would like Accommodation to be a verbal reference for you when applying for private accommodation, please do let your Administrator, Resident Coordinator or Resident Manager know before putting their name and number down.

Comments, complaints and compliments

Introduction

We are always committed to providing you with the highest quality service and continual improvement in best practices that relate to student accommodation. We want you to be satisfied and feel supported with our service and we want to know what you think about us. We are also focused on being complaint with all legislative frameworks that apply to Accommodation | Ngā Wharenoho. If you have a suggestion on how we can improve, or believe we have breached any standards, then please tell us. If you’re happy about any part of our service, we’d like to hear about that too!

Occasionally things can go wrong. If you are dissatisfied with any aspect of our service, then please do let us know. We take complaints very seriously and will deal with them as quickly as possible. We want to improve our services by building on our successes and learning from our mistakes.

Accommodation compliment and comment management

Accommodation | Ngā Wharenoho welcomes all compliments and general comments on our service. When compliments and/or comments are received the staff member who receives it will pass it onto the team or individual that it is about. Our staff will be celebrated for their successes.

How to provide and compliment or comment

It is hoped that most compliments and comments can be provided informally directly to the member of staff or team involved. If you would like to email through your feedback you can email accom@auckland.ac.nz or the individual team/residence.

Accommodation complaint management

All complaints received are taken very seriously and will be dealt with immediately where possible. We empower all Accommodation | Ngā Wharenoho staff and our partners to attempt to resolve most complaints. If your complaint cannot be resolved at this stage, it will be forwarded to a senior member of the Accommodation | Ngā Wharenoho Leadership team.

When investigating a complaint, a staff member will:
- gather and analyse all relevant information, clarifying any confusion which may have occurred
- decide on appropriate action to resolve the complaint
- where possible discuss the issue with the member in an informal setting
- when necessary regularly update the student on progress of an investigation until the matter is finalised/resolved
- Report back/up to any related Government body or their delegated agency

How to make a complaint

It is hoped that most complaints can be resolved informally directly with the member of staff or team concerned. If your complaint relates to hall/residence matters (such as pastoral care, events, cleaning, catering or maintenance issues), please contact your Resident Manager in the first instance. Should you have concerns relating to our application process or external accommodation advisory please see the Manager - Accommodation Solutions.

If you are still unsatisfied if you are unable to resolve your issue informally, you should contact accom@auckland.ac.nz so they have a chance to put things right.

Thereafter, if you are still not satisfied with how your complaint has been handled, you can escalate your complaint to the Associate Director (Accommodation) for Campus Life, Aimee MacAskill at accom@auckland.ac.nz

You can report any complaints or possible breaches of the code of practice for pastoral care by completing the form below:

Please note that Accommodation | Ngā Wharenoho is required to keep a log of all complaints/breach of the code of practice for pastoral care.
Further information
For further information you can refer to the below:

University of Auckland:
- Accommodation | Ngā Wharenoho Residential Rules
- University of Auckland Code of Conduct
- University of Auckland bullying, complaints, dispute resolution
- Code of Practice for the Pastoral Care of Tertiary Students

Conduct & Residential Rules

Residential conduct process
Introduction
Members of the University’s Residential Community are responsible for their own actions as well as the actions of their guests. It is the expectation of the University that each resident will respect all other residents and their property and the residential environment. However, some members of the community may, either by error or intent, violate community standards or push/test boundaries. As these situations occur it will be necessary to hold these members accountable for their actions. It is the intent of the University to approach these violations from an educational perspective, when appropriate. However, other sanctions or requirements may be necessary to ensure that the Residential Community continues to be a positive and supportive community, conducive to growth and academic achievement. It is the responsibility of each student to be aware of Residential Rules and expectations the University has for residents.

Conduct process steps
Residents who violate Residential Rules will be subject to a conduct process. The Resident conduct process typically occurs as follows:

1. Incident report or formal complaint
   Incident reports regarding alleged violations of the Residential Rules are submitted by staff members. Any community member may report an incident by submitting a written account of the incident to an Accommodation staff member.

2. Investigation and request for information
   The Resident Manager or Resident Coordinator review the report. After the review, staff will either close the case with no action deemed necessary or conclude that a potential violation may have occurred and a conduct meeting or request for more information is necessary.

The complaint process

Complaint is lodged with Accommodation
Accommodation staff member reviews the complaint
Further information required
Staff member works in partnership with complainant
Response provided

Complaint referred to or escalated to appropriate party
Party reviews complaint
Response provided

Satisfied with response?

No
Appeal can be lodged with the Associate Director, Campus Life or their “one-up”

Yes
Matter is recorded and resolved

Resolved?

Yes

No

Matter is recorded and resolved
Should you still not be satisfied with the University response, you are able to contact NZQA and log a complaint with them.
3. Conduct meeting

If a conduct meeting is necessary, any one of the following may occur:

- The Resident Manager or Resident Coordinator will manage the meeting and process
- Cases involving allegations or serious violations or continued repeated offenses may be referred up to the Head of Operations - Accommodation and/or the Associate Director (Accommodation), Campus Life
- Cases may be reported to the University Proctor
- Cases may be also heard by the University Student Discipline committee, if deemed appropriate by the Associate Director (Accommodation), Campus Life

The appropriate conduct meeting forum is determined by a member of the Accommodation management team.

The Resident will receive notice via email through the student’s preferred email listed in SSO or phone call to their listed cell phone. Notices include information about who will be present at the meeting, a brief outline of the incident, and the date, time and location of the meeting. If a Resident chooses not to attend the meeting, the designated manager will review all of the available information in their absence and determine a response in conjunction with the Head of Operations - Accommodation.

Attendance is important at these meetings, therefore if a Resident cannot attend due to an academic conflict or other significant engagement then they will need to reschedule as soon as possible with the relevant manager.

The conduct meeting will serve as an opportunity for the Resident to share their perspective of the incident and any other relevant information and for staff to engage in a conversation about appropriate community living here at the University of Auckland.

During the conduct meeting the manager will introduce the situation, outline the incident, why a conduct meeting has been called and the relevant Residential Rules that have been broken and asking for the resident’s version of events. The resident is welcome to bring a support person and/or residents that may have been involved in the incident in question but not noted on the report.

After the meeting the manager will go away and think about the evidence given and then make a judgement. The resident will be invited back to hear the decided outcome of the incident and any sanctions that may be issued.

Sanctions

Sanctions that may be issued at the Residence level by a Resident Coordinator include:

- Verbal warning
- Community Service
- Monetary fines or donation to an approved charity up to $100
- Alcohol / Drug education
- Counselling and/or health services evaluation
- Educational project
- Cost recovery

Sanctions that may be issued at the Residence level by a Resident Manager include those of the Resident Coordinator, with the addition of:

- Written warning
- Community Service
- Monetary fines or donation to an approved charity up to $200
- Room reassignment
- Restriction of privileges
- Guest bans
- Behaviour agreements

Sanctions that may be issued at the Residence level by the Head of Operations - Accommodation include those of the Resident Manager, with the addition of:

- Transfer to another University operated or affiliated Residence
- Exclusion from the Residence
- Recommendation for eviction from the Residence to the Associate Director - Accommodation
- Monetary fines or donation to an approved charity up to $1500
- Referral to the Associate Director - Accommodation

Sanctions that may be issued at the Residence level by the Associate Director (Accommodation), Campus Life include those of the Head of Operations - Accommodation, with the addition of:

- Immediate emergency eviction from University accommodation
- Eviction from University accommodation
- Trespass Orders for University accommodation
- Referral to the University disciplinary committee managed by the Proctor

The Head of Operations - Accommodation has the power to take disciplinary action as outlined in the University Statutes (refer: University Statutes / Statute for Student Discipline, clause 3(g)).

Appeal of decisions

A Resident can appeal the outcome of a conduct meeting. However, students wanting to appeal an outcome are encouraged to first speak with the deciding Manager. If a student wishes to have an appeal they must contact the Associate Director (Accommodation) Campus Life in writing within five days of receiving the notification.

Residents may appeal based on one of the following:

- Lack of due process followed
- The severity of the sanction
- New and substantial information, not available at the time of original conduct meeting which is now available

The Associate Director (Accommodation) will review the information and the process undertaken and give a final decision. Where the sanction involves a decision made by the Associate Director (Accommodation) the Director of Campus Life or their nominee will undertake the appeal review.

The residential conduct process

The appeal may result in one of the following:

- All findings and sanctions of the initial conduct meeting are upheld
- Findings and/or sanctions will be modified as deemed appropriate
- Additional sanctions may be enacted in light of new information discovered during the appeal process

Only one appeal of the outcome of a conduct meeting may occur. Residents are not afforded multiple appeals for a decision.
These rules are based on many years of experience in managing student accommodation. They are designed to ensure that the community life in accommodation is maintained and that an environment exists that is conducive for everyone to study, to sleep and to have positive social experiences. The underlying principle is consideration for others, particularly with regard to noise levels.

The Residential Rules form a part of your Residential Agreement. These rules apply to Grafton Hall (including Grafton Student Flats), O’Rorke Hall, University Hall – Towers, Waipārū Hall. By signing the residential agreement, you agree to abide by these rules.

The 2023 Residential rules are in effect from 1 January 2023 through 31 December 2023. If you have any feedback or clarifying questions about the Residential Rules please address these to the Head of Operations - Accommodation and email residentialexperience@auckland.ac.nz.

1. DISCIPLINARY AUTHORITY, FINES AND LEVIES
2. BEHAVIOURAL RULES
3. ALCOHOL, DRUGS AND SMOKING
4. PROPERTY AND BUILDING
5. SAFETY AND SECURITY
6. LEAVING THE RESIDENCE
7. CANCELLING YOUR RESIDENTIAL CONTRACT
8. VISITORS
9. CHANGES TO RULES

1. DISCIPLINARY AUTHORITY, CONDUCT MANAGEMENT PROCESS, FINES AND LEVIES

The rules are formulated with a view to the safety and welfare of residents, consideration for the needs of others, and the protection of property.

The rules are intended to benefit all residents. However, the expectations of you outlined in the rules should not be seen as an exhaustive list. In becoming a resident, you become a member of the residential community and accept the responsibilities and obligations of being a good neighbour and citizen, whether or not they are detailed in the rules.

If you fail to comply with these rules and any updated or variation of them which is notified by management at your residence, it will constitute a failure by you to comply with the provisions of your Residential Agreement and may lead to disciplinary action against you, including termination of your right to reside in the residence.

You must at all times comply with these residential rules, the policies of the University of Auckland and all New Zealand law. This includes additional rules and regulations implemented by the Head of Operations - Accommodation and the members of the Accommodation Management team and/or any duly authorised agent of the University.

The Head of Operations - Accommodation or their designated authority has the power to take disciplinary action as outlined in the University Statutes (refer: University Statutes / Statute for Student Discipline, clause 3(3)).

CONDUCT MANAGEMENT PROCESS

Accommodation will follow a conduct management process should there be a breach of residential rules, or other conduct matters that require attention. You can refer to the Accommodation conduct management process...
right: Accommodation Conduct Process
You can appeal outcomes of a conduct process to the Associate Director, Campus Life (Accommodation) if you believe that you have been unfairly treated or the process has not been followed.
Address all appeals to the Associate Director, Campus Life (Accommodation)
Email: bccom@auckland.ac.nz

DISCIPLINARY FINES
- The Head of Operations - Accommodation, or their delegate, has authority to impose disciplinary fines on you.
- The Head of Operations - Accommodation can impose fines of up to $1500 on you if you breach the rules. You are expected to pay on receiving the notification of the fine, unless you make some other arrangement with the Head of Operations – Accommodation or their delegate person(s).

LEVIES
- You are responsible for your own actions, and you have a collective responsibility to the residential community.
- Levies can be imposed on each resident for costs incurred to repair damages/losses that cannot be attributed to a resident or group of residents, with the cost of repair or replacements attributed equally to those residents on a floor or the residence as a whole. Such levies cover the replacement of stolen or lost property, such as cutlery and crockery from the Dining Hall, and repairs to furniture.
- It is therefore in your own interest to discourage and to report any actions that might lead to cost recovery levies being imposed.

RIGHT OF ENTRY
The Head of Operations - Accommodation, delegated staff or other duly authorised persons (including contractors) may enter your room at any time for any of the following reasons:
- If there is an emergency or there is reason to believe somebody is in clear or imminent danger.
- If there has been a breach of the rules by you or a guest.
- If there is external requirement for maintenance on the facilities.
- To perform maintenance in response to a request from you.
- For the purposes of routine inspection at all reasonable hours of the day.
- Where possible, you will be given at least 24 hours’ notice of any inspection. There may be instances where it is not possible to give notice.
- Unless life safety is at risk, before keying into a room the staff member will knock and announce themselves loudly and wait 20 seconds for a response.

2. BEHAVIOURAL RULES

GENERAL BEHAVIOURAL RULES AND UNIVERSITY CODE OF CONDUCT
- As members of the University of Auckland community, we all agree to behave in ways that make our University community safe, inclusive and equitable for all. The University of Auckland Code of Conduct sets out the University’s expectations of the standards of behaviour of all members of the University community. Refer to: University Code of Conduct
- In line with the code, you must not act in an insulting or threatening manner towards any resident or staff member.
- You are expected to respect the rights of others in the hall community and to act in a supportive, responsible manner.
- You may not enter another resident’s room without their expressed permission.
- If you are party to any offence under these rules committed by another resident or guest, you shall be liable to be charged with the same offence and be subject to the same disciplinary proceedings. (Note: In this clause ‘party’ includes a resident who in any way aids, assists, counsels, procures or encourages another to commit an offence under these rules.)
- As a Residential Agreement signatory, you are responsible not only for your behaviour but that of your partner, children and guests. This includes any actions which may threaten the safety and wellbeing of residents, their guests, staff members, and/or the property, which may result in the termination of your residency.
- Criminal acts will be reported to the Police.

DINING ROOM
- Meal times are an important time for socialising, and your behaviour in the dining room is expected to be of a high standard.
- You are required to wear footwear in the dining room at all times.
- You may not remove any food, accommodation owned crockery, or cutlery from the dining room except for specially provided takeaway lunches or late meals. If you are sick, you can arrange for a friend or your accommodation management team to collect your meal, by obtaining authority from the accommodation management team.
- Only guests approved by the accommodation management team are permitted in the dining room.
- You are not allowed in any university commercial kitchen without permission.
- You are not allowed to tamper with or use any of the food service equipment. This includes Bain Maries.
- After hours use of the dining room is a privilege. Any damage or misuse in the dining room could lead to this privilege being suspended.

MEAL PLANS (Grafton Student Flats)
- If you sign up for one of the optional meal plans you are required to be on that plan until at least the end of the semester.

BULLYING, HARASSMENT AND DISCRIMINATION
Bullying is any repeated unreasonable behaviour that is directed towards a person, or group of people, that can lead to physical or psychological harm. This includes cyberbullying. Harassment is unreasonable or unwelcome conduct that is offensive, humiliating or intimidating to any other person and is either repeated, or of such significant nature that it has a detrimental effect on the person, their performance or their work and study environment. It includes gender-based, racial, and sexual harassment.

Discrimination can occur when a person is treated less favourably than another person, in the same or similar circumstances, because of a prohibited ground such as their sex, colour, religious belief, race, marital status, ethnic or national origins, family status, identity or sexual orientation, political opinion, age, employment status or disability.

Bullying, harassment and discrimination have no place within the University or a residential community.

- You may not behave towards other residents or staff in any way that may constitute harassment, bullying or discrimination.
- Any serious incidents of harassment, bullying or discrimination may lead to the immediate termination of your residency.
- Harassing behaviour may take the following forms (but is not limited to):
  - Offensive jokes
  - Expressing stereotypes (assumptions about an individual’s behaviour/values, identity or perceived identity or culture based on a group they belong to) in an offensive or insensitive manner
  - Derogatory or offensive material sent through the mail, email, by mobile phone text or published on a social media website
  - Unwanted physical contact
  - Intimidation
  - Abuse
  - Assault

If you believe that you are being bullied, harassed or discriminated against, seek support immediately from one of the accommodation management team.

The accommodation management team is available 24 hours a day for all student emergencies.
You also have access to the following support services:
Te Papa Manaaki | Campus Care
University Health and Counselling Service:
Phone: 0800 698 427
University Proctor:
Email: proctor@auckland.ac.nz
Refer to: Prevention of bullying, harassment and discrimination policy

IT ACCEPTABLE USE POLICY
- The University policy for acceptable IT use applies to all residents.
Refer to: IT Acceptable Use Policy

NOISE
- Out of consideration to your fellow residents, you may not make excessive or disruptive noise at any time.
- You must exercise extra restraint between 10.00pm and 7.00am when most other residents are likely to be sleeping. This includes weekends and public holidays.
- You are also expected to take some responsibility for the noise around you, by asking others to be quiet when they are being unreasonable noisy or unintentionally disruptive.
- You must lower your noise level when asked to by other residents.
- If you experience problems with the volume of noise that you cannot solve, contact a member of the accommodation management team.
You are also expected to reside in the immediate or neighbour hood of the residence. This means not causing any unnecessary disturbance or annoyance.

Upon completing end of semester exams, you must show consideration to other residents who are still studying for exams. Any breach of noise curfews during examination periods will be viewed seriously and you will face disciplinary action which may result in a fine and termination of your residency.

PARTIES

Out of consideration to other residents, you may not hold a party in any bedroom or hall common room (except with the express, written permission of the Head of Operations - Accommodation or their delegated authority who will negotiate conditions with those wishing to hold the party). A party is in this context defined as an event that has ten or more guests and that includes alcohol and/or risk of high-volume noise.

Any member of the accommodation management team can close down an unauthorised party.

OBSTRUCTION

You and/or your guests are not permitted to obstruct any accommodation management staff or authorised trades people in the performance of their duties.

You must comply with any reasonable direction given by a person holding such authority on the hall premises.

3. ALCOHOL, DRUGS AND SMOKING

ALCOHOL

The University of Auckland's Accommodation respects the rights of students to consume alcohol in a legal and responsible manner. The University's rules and guidelines concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of New Zealand and support the health and welfare of oneself and others.

Anyone who chooses to consume alcohol will be held fully responsible for his/her behaviour while under the influence of alcohol. If you are in breach of the alcohol rules/guidelines or the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.

Failure to comply with the specifics and spirit of the alcohol guidelines can result in terminating your Residential Agreement.

RESIDENTIAL HANDBOOK 2023

Grafton Hall & Student Flats

Pukapuka Wharenoho

The University of Auckland is a smoke and vape free campus.

You may not smoke or vape anywhere within the residence or grounds of the residence; this includes all smokable products including vapes and e-cigarettes. You may only use e-cigarettes in designated alcohol-free floors. Smoking and vaping is not permitted in any building or grounds controlled by The University of Auckland. The residences are required to comply with the smoking policy of the University.

This rule applies to visitors as well as all residents.

If your bedroom or any communal areas have been contaminated or damaged by smoking, you will be charged, in addition to other possible penalties, for the commercial cleaning of all furnishings such as the bed, bedding, linen, curtains, carpet, and any furniture fabric.

Violating the University Smoke Free Policy will immediately incur fines and repeated violation may lead to eviction.

4. PROPERTY AND BUILDING

SMOKING

You are responsible for your room and its contents.

You will be held responsible for any behaviour which results in the need for replacement, repair or cleaning of your room or common facilities in the residence.

You are responsible for paying for costs involved in cleaning, repairing or repainting your room if you have not maintained it to the standards set or the condition of the room on arrival, fair wear and tear excepted.

Please report any accidental damage. If you admit to causing any accidental damage, we will endeavour to keep any remedial costs to a minimum. However, if no-one reports damage or takes responsibility for any damage, individuals, floors or even all residents will be held liable for extra charges.

You are responsible for the behaviour of your guests while on the premises. Damages caused by your guest(s) will be charged to you accordingly.

You are not permitted to replace or make your own repairs to equipment, fittings or furniture provided in your residence. You must make arrangements with your accommodation management for any repairs.

You may not damage walls with adhesives or similar products.

You cannot take furniture or plants from common areas to a different floor or into your bedroom.

You are expected to promote personal respect for individuals to consume alcohol and welfare of oneself and others.

Personal values and social responsibility, conform to the laws of New Zealand and support the health and welfare of oneself and others.

Alcohol use are intended to promote personal responsibility, in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of New Zealand and support the health and welfare of oneself and others.

The University of Auckland's Accommodation respects the rights of students to consume alcohol in a legal and responsible manner. The University's rules and guidelines concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of New Zealand and support the health and welfare of oneself and others.

Anyone who chooses to consume alcohol will be held fully responsible for his/her behaviour while under the influence of alcohol. If you are in breach of the alcohol rules/guidelines or the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.

Failure to comply with the specifics and spirit of the alcohol guidelines can result in terminating your Residential Agreement.

Responsible Use of Alcohol includes:

- Compliance with statutes regarding alcohol use, possession, and distribution.
- Making informed decisions about whether and/or when to use alcohol
- Knowing your alcohol tolerance limits and not exceeding them.
- Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol.
- Assuming accountability for your actions while under the influence of alcohol.
- Avoiding binge drinking. The Alcohol Advisory Council of New Zealand has defined binge drinking as:
  - For women, drinking four or more standard* alcohol drinks per drinking occasion, for men, drinking six or more standard* alcohol drinks per drinking occasion.
  - The definition of one standard drink is 10 grams of alcohol. If you drink a 330 ml can of beer or a 100 ml glass of table wine or a 30 ml glass of straight spirits, you are drinking approximately 10 grams of alcohol, depending on the alcohol percentage.
  - Not coercing or forcing anyone of any age to consume alcohol.
  - Refraining from engaging or participating in drinking games.
- The Health Promotion Agency (http://www.alcohol.org.nz/) offers information and guidelines for responsible drinking. They also have a number of online self-assessment tools relating to alcohol consumption.

Specific rules for halls consistent with responsible use of alcohol:

- You may keep a moderate amount of alcohol in the privacy of your own bedroom, unless you are under 18 years old. The Head of Operations – Accommodation / Resident Manager may define "moderate" as needed but in no case can it exceed 2 litres at any one time. Permitted types of alcohol are as follows: beer, cider, RTDs or wine. Spirits are not permitted; this is due to associated risky behaviour. Whenever possible it is highly recommended that the alcohol container is not breakable (metal or plastic).
- Consumption of alcohol in your room is not permitted after 10:00 pm.
- On Thursday, Friday and Saturday nights (except during alcohol free periods) you are permitted to responsibly consume alcohol in the Hall’s dining room part of your dinner meal during the dinner period. You may not consume alcohol in any other common area – including balconies, lifts, common rooms, corridors, and all other communal living areas, and within the grounds of the property - unless there is a special event organised with the written permission of the Resident Manager or their delegated authority.

Note: All dining rooms will create an alcohol-free zone when alcohol is permitted in the dining room. The alcohol-free zone should be located so that any student not wanting to be subjected to alcohol can enter the dining room, get their meal, sit and enjoy their meal without having to pass by tables where alcohol is being consumed.
- While everyone may describe "responsibly consume" differently, the intent is to allow you to enjoy a glass of wine (or two), an RTD (or two), a cider (or two) or a beer (or two) with your meal. You run the risk of losing this privilege if you supply or consume an amount that is not consistent with what one might have in a nice restaurant. Students who are intoxicated or behaving inappropriately will be asked to leave the dining hall.
- Boxes/crates, kegs, home-brewing apparatus and drinking paraphernalia (i.e., drinking funnels) are not consistent with the requirements of a moderate amount of alcohol/responsible use and will not be permitted.
- Storing alcohol in communal areas, including refrigeration is prohibited.
- On designated alcohol-free floors alcohol is not permitted to be stored or consumed anywhere on the floor.
- Alcohol-free periods will be in force in the hall at various times during the year. This includes the period leading up to and during examinations at the end of each semester. During these times you may not be in possession of, or consume, alcohol in any part of the hall. This will be at the discretion of the Head of Operations – Accommodation.

DRUGS

- Non-prescribed or illegal drugs are strictly forbidden in the hall.
- You may not possess, cultivate, manufacture, use and/or distribute any non-prescribed or illegal drugs. You may not distribute prescribed drugs.
- Any paraphernalia which assists in the inhalation or consumption of drugs is prohibited, and if found will be confiscated and disposed of immediately.
- If you are discovered possessing, using or selling such substances you face eviction within 24 hours and possible criminal conviction.
- In such cases you will remain liable for all fees for the term of the Residential Agreement.
5. SAFETY AND SECURITY

SAFETY RULES

- You must behave in a responsible manner and ensure your actions do not put yourself or others at risk.
- You may not have or store firearms or other weapons within the property. They are strictly forbidden at all times.
- You must not, under any circumstances throw anything out of windows or from balconies.
- This includes but is not limited to paper, bottles and/or liquids. This is a life safety violation and the first instance will result in fines.
- You cannot burn anything in your room. In particular, you are not allowed to burn/light incense, oil or candles.
- You may not under any circumstances move your bed or any piece of furniture or other item against a heater, as this will cause a fire.
- You cannot interfere with fire door stays or keep fire doors open in any way.
- You may not have or use fireworks in and around the hall. All fireworks are strictly forbidden at all times.
- You may not, under any circumstances whatever, go onto the roof of any residence. Failure to comply may result in immediate eviction from University accommodation.
- Some windows have a security stay fitted. You may not alter or remove these. Doing so will incur heavy penalties.
- If you cause the fire alarms to be activated (either accidentally or maliciously) then you will bear the charge from the Fire NZ for a false, callout. If the person responsible cannot be identified, the charge will be borne by all residents as part of a levy. Tampering, disabling or covering a smoke detector can cause the fire alarm to be activated, for which you will be responsible. At the time of writing, this charge was $1,125 +GST per callout.
- Please take particular care with toasted bread. You should note that burning toast can (and has) set off the smoke alarms and will be considered an accidental callout.
- You may not hang anything outside any window or balcony.
- You may not obstruct any stairway or corridors. Place anything or any obstruction in the corridors. This is a life safety violation and the first instance will result in fines.
- You may not wear or use in-line skates, roller blades and skateboards within any accommodation building, or throw or kick balls anywhere except designated outside courts.
- You may not throw or kick balls inside.

KEYS AND SECURITY TAGS

- You will be given a room key and Campus Card (which is also your access card) on arrival which will also open any ancillary rooms available to you.
- Do not lend your keys or Campus Card to anyone.
- Please always keep your keys and Campus Card with you when you leave your room and look after them.
- Your Campus Card or key will allow you to enter the building through the main entry on a 24-hour basis.
- If you lose or damage your keys or Campus Card or if they are stolen please report this to the accommodation management team immediately. This is for both you and your fellow residents’ safety. You can report a lost or damaged Campus Card on the following link: Campus Card.
- You will be charged by Accommodation the cost of replacing each lost key and the Campus Card office for your replacement Campus Card.
- Your Campus Card can be damaged by putting it next to other swipe cards, mobile phones or other such devices, or by water. If your Campus card is damaged, you will be charged for the replacement as per the Card office.
- Should you lock yourself out of your room, call the on-duty accommodation staff member for assistance. You will get two free lockouts and then will be charged for every subsequent lockout. The fee for this in 2022 is $25.00.
- If you are given an access device for a vehicle gate and you lose this, you will need to pay for the replacement. You may not lend this access device to anyone else.
- If you find a key or Campus Card, please return it to accommodation management or University Security.

EMERGENCY EVACUATION

- Emergency evacuation procedures are detailed in the Resident Handbook and displayed throughout the Hall.
- The evacuation alarm is the continuous sounding of sirens.
- If the fire alarm sounds, the buildings must be evacuated immediately and you must proceed to the assembly area.
- Throughout the year, a number of alarm tests and trial evacuations will take place.
- You must always treat the sounding of an emergency alarm as a real emergency and follow prescribed evacuation procedures.
- You may be disciplined if you ignore emergency alarms, or use routes not designated as emergency exits.
- There are designated fire and evacuation wardens responsible for certain areas. In the event of an emergency you must follow their instructions immediately and without question.
- If you are disabled (even on a temporary basis) please ensure you make sure that your accommodation management team has your name. Working with the management you will have a personal emergency evacuation plan. Your PEEP will be maintained as part of the building evacuation plan.

INSURANCE

- Accommodation expressly disclaim any liability for loss or damage to your property, or the property of any of your guests, even if it is occasioned by the negligence of any of the Accommodation employees or duly authorised agents.
- It is highly recommended that you take out an appropriate insurance cover on your personal effects on your arrival in Auckland.

HEALTH AND SAFETY

In order to minimise risk to health and safety, you must comply with all health and safety requirements and/or restrictions set by the University from time to time and notified to you (including requirements and/or restrictions that may be imposed in response to epidemics or pandemics, such as COVID-19).

CONCERNS ABOUT YOUR SAFETY AND/OR WELLBEING

Accommodation cares about the safety and wellbeing of all our Residents. We have systems and structures in place to help ensure you are looked after.

These include regular meetings with your Accommodation team (including checks on you in your bedroom or living space, where we have given you advance notice), record keeping, and creating safe environments, through a whole of University approach. When the hall is concerned about you due to inactivity the hall will take steps to connect with you.

There may be times when concerns are raised about your safety and/or wellbeing. These concerns could be raised by your friends, whānau, members of the university staff/community or your Accommodation team. When concerns are raised, Accommodation will undertake steps to check on you. These steps include, but are not limited to:
- Accommodation staff will check your bedroom and living spaces.
6. LEAVING THE RESIDENCE

OVERNIGHT/ WEEKEND ABSENCE

- In order to establish your whereabouts in the event of an emergency, we ask you to notify your accommodation management team whenever you are going to be away from the hall overnight, or longer.
- You are not entitled to a refund or reduction of accommodation fees when you are absent.
- If the accommodation management excludes you from the hall because of illness, you will be given the option of terminating your residence (in which case your liability accrues only up to the day of departure).

VACATING YOUR ROOM AT THE END OF YOUR RESIDENTIAL AGREEMENT

- Before leaving at the end of your Residential Agreement, you must clean your bedroom thoroughly and ensure that all common areas are also clean.
- Your room will be inspected by a member of the accommodation management team once you have removed all personal belongings and rubbish. You should be present for the inspection.
- If you finish your residency you must advise the accommodation team of your intended leaving date to arrange a mutually convenient time for a final inspection.
- If, at the time of the final check-out inspection you have not cleaned your bedroom to a satisfactory standard, you will be charged an additional cleaning fee. The cleaning fee starts at a minimum of $50.00.
- You must request an inspection and have the details confirmed at least one week in advance of the date requested. If a mutually convenient time for the final check-out inspection cannot be arranged, or should you vacate your bedroom without requesting a final check-out inspection, the findings of the accommodation management team will be final and binding.
- Before you leave the residence, you must return all keys and security access tags provided for your use, as well as all furnishings provided to you in good condition. Should you not do so, charges will be imposed to replace these items. Should you not return all keys and tags, all corresponding locks will be changed and a new set of keys cut at your cost.
- Departure time is at 10.00am. You may be charged a late departure fee if you depart after this time.

7. CANCELLING YOUR RESIDENTIAL AGREEMENT

If you need to cancel your residential agreement before it ends you must see the Resident Manager. Contract cancellation is approved on an individual basis and may incur substantial cancellation fees, particularly for students who cancel their residential agreement and remain a student at the University.

Refer to: Withdrawing/changing your residential agreement

8. VISITORS

GUESTS

A guest is any person who is not a current resident (in your specific residence) or staff member. This includes all former residents.

The following rules are necessary so that the staff know how many people are in the building for fire and earthquake safety purposes.

- Your guests will not be provided access by members of the accommodation management team, any guests must be escorted through the property and always remain in your company.
- Your guests are not permitted to enter the hall if you are absent unless another resident undertakes full responsibility for the visit and the guest remains in their company until departure.
- You are held fully accountable for your guest’s behaviour and actions from the time the guest is signed in up to the time they leave.

OVERTIME GUESTS

- If a family member or a friend wants to stay for a night or two, they are generally welcome to stay provided you have made arrangements in advance.
- You should discuss this with the accommodation management team who will advise of the terms/conditions for guest accommodation and will usually approve the arrangement. It is likely that visits exceeding 2 nights will be denied.
- Overnight guests must be signed into the guest register.
- Twin-share rooms pose particular difficulties in accommodating overnight guests and thus where a room is twin-share it may not be possible to allow overnight guests.
- You may not have any overnight visitor during study weeks and exam periods.

9. CHANGES TO RULES

- The University reserves the right to amend or add to these rules during the term of residency.
- All current residents will be notified of any amendment or addition to rules before they come into force.
- When possible, residents will be consulted on rules changes in advance.
2023 TURE WHARENHO | RESIDENTIAL RULES
WHARENHO HORAKAI KORE | SELF-CATERED RESIDENCES

These rules are based on many years of experience in managing student accommodation. They are designed to ensure that the community life in accommodation is maintained and that an environment exists that is conducive for everyone to live, study, and have positive social experiences. The underlying principle is consideration for others, particularly with regard to noise levels.

The Residential Rules form a part of your Residential Agreement. These rules apply to 55 Symonds, Carlaw Park particularly with regard to noise levels, to study, to sleep and to have positive social experiences. The underlying principle is consideration for others, particularly with regard to noise levels.

The 2023 Residential rules are in effect from 1 January 2023 through 31 December 2023. If you have any feedback or clarifying questions about the Residential Rules please address these to the Head of Operations – Accommodation and email residentialexperience@auckland.ac.nz.

1. DISCIPLINARY AUTHORITY, CONDUCT MANAGEMENT PROCESS FINES AND LEVIES
2. BEHAVIOURAL RULES
3. ALCOHOL, DRUGS AND SMOKING
4. PROPERTY AND BUILDING
5. SAFETY AND SECURITY
6. LEAVING THE RESIDENCE
7. CANCELLING OR CHANGING YOUR RESIDENTIAL AGREEMENT
8. VISITORS
9. SPECIFIC RESIDENCE RULES
10. CHANGES TO RULES

1. DISCIPLINARY AUTHORITY, CONDUCT MANAGEMENT PROCESS FINES AND LEVIES

The rules are formulated with a view to the safety and welfare of residents, consideration for the needs of others, and the protection of property. The rules are intended to benefit all residents. However, the expectations of you outlined in the rules should not be seen as an exhaustive list. In becoming a resident, you become a member of the residential community and accept the responsibilities and obligations of being a good neighbour and citizen, whether or not they are detailed in the rules.

If you fail to comply with these rules and any updated or variation of them which is notified by management at your residence, it will constitute a failure by you to comply with the provisions of your Residential Agreement and may lead to disciplinary action against you, including termination of your right to reside in the residence. You must at all times comply with these residential rules, the policies of the University of Auckland and all New Zealand law. This includes additional rules and regulations implemented by the Head of Operations - Accommodation and the members of the Accommodation Management team and/or any duly authorised agent of the University.

The Head of Operations - Accommodation or their designated authority has the power to take disciplinary action as outlined in the University Statutes (refer: University Statutes / Statute for Student Discipline, clause 3(g)).

CONDUCT MANAGEMENT PROCESS

Accommodation will follow a conduct management process should there be a breach of residential rules, or other conduct matters that require attention. You can refer to the Accommodation conduct management process here: Accommodation Conduct Process.

You can appeal outcomes of a conduct process to the Associate Director, Campus Life (Accommodation) if you believe that you have been unfairly treated or the process has not been followed.

Address all appeals to the Associate Director, Campus Life (Accommodation)

Email: accom@auckland.ac.nz

2. BEHAVIOURAL RULES

GENERAL BEHAVIOURAL RULES AND UNIVERSITY CODE OF CONDUCT

As members of the University of Auckland community, we all agree to behave in ways that make our University community safe, inclusive and equitable for all. The University of Auckland Code of Conduct sets out the University’s expectations of the standards of behaviour of all members of the University community. Refer to: University Code of Conduct.

In line with the code, you must not act in an insulting or threatening manner towards any resident or staff member.

You are expected to respect the rights of others in the hall community and to act in a supportive, responsible manner.

You may not enter another resident’s room without their expressed permission.

If you are party to any offence under these rules committed by another resident or guest, you shall be liable to be charged with the same offence and be subject to the same disciplinary proceedings. (Note: In this clause ‘party’ includes any resident who in any way aids, assists, consents, procures or encourages another to commit an offence under these rules.)

As a Residential Agreement signatory, you are responsible not only for your behaviour but that of your partner, children and guests. This includes any actions which may threaten the safety and wellbeing of residents, their guests, staff members, and/or the property, which may result in the termination of your residency.

Criminal acts will be reported to the Police.

BULLYING, HARASSMENT AND DISCRIMINATION

Bullying is any repeated unreasonable behaviour that is directed towards a person, or group of people, that can lead to physical or psychological harm. This includes cyberbullying. Harassment is unreasonable or unwelcome conduct that is offensive, humiliating or intimidating to any other person and is either repeated, or of such significant nature that it has a detrimental effect on the person, their performance or their work and study environment. It includes gender-based, racial, and sexual harassment.

Discrimination can occur when a person is treated less favourably than another person, in the same or similar circumstances, because of a prohibited ground such as their sex, colour, religious belief, race, marital status, ethnic or national origins, family status, ethnic belief, sexual orientation, political opinion, age, employment status or disability.

Bullying, harassment and discrimination have no
IT ACCEPTABLE USE POLICY

The University policy for acceptable IT use applies to all residents. Refer to: IT Acceptable Use Policy.

NOISE

Out of consideration to your fellow residents, you may not make excessive or disruptive noise at any time.

You must exercise extra restraint between 10.00pm and 7.00am when most other residents are likely to be sleeping. This includes weekends and public holidays.

o You are also expected to take some responsibility for the noise around you, by asking others to be quiet when they are being unreasonably noisy or unintentionally disruptive.

o You must lower your noise level when asked to by other residents.

o If you experience problems with the volume of noise that you cannot solve, contact a member of the accommodation management team.

o You are also expected to be considerate of residents in the immediate neighbourhood of the residence. This means not causing any unnecessary disturbance or annoyance.

o Upon completing end of semester exams, you must show consideration to other residents who are still studying for exams.

o Any breach of noise curfews during examination periods will be viewed seriously and you will face disciplinary action which may result in a fine and termination of your residency.

PARTIES

You must obtain the prior permission of the Head of Operations – Accommodation or their delegated authority to hold a party in your studio, flat or any other area of the residence. [Note: A party in this context is defined as an event that has ten or more invited guests in a shared apartment ($ or more in a studio) and includes alcohol and/or the potential of high volume noise.]

Any member of the accommodation management team can close down an unauthorized party.

Parties will not be approved during exam and study times.

OBSTRUCTION

You and/or your guests are not permitted to obstruct any accommodation management staff or authorised trades people in the performance of their duties.

You must comply with any reasonable direction given by a person holding such authority on the hall premises.

ALCOHOL, DRUGS AND SMOKING

Alcohol

The University of Auckland's Alcohol Policy respects the rights of individuals to consume alcohol in a legal and responsible manner. The University's rules and guidelines concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstention. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of New Zealand and support the health and welfare of oneself and others.

Anyone who chooses to consume alcohol will be held fully responsible for his/her behaviour while under the influence of alcohol. If you are in breach of the alcohol rules/guidelines or if the accommodation management team has concerns about your use of alcohol, they will intervene and set behaviour expectations for you.

Failure to comply with the specifics and spirit of the alcohol guidelines can result in terminating your Residential Agreement.

Responsible Use of Alcohol includes:

- Compliance with statutes regarding alcohol use, possession, and distribution.
- Making informed decisions about whether and when to use alcohol.
- Knowing your alcohol tolerance limits and not exceeding them.
- Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol.
- Assuming accountability for your actions while under the influence of alcohol.
- Avoiding binge drinking. The alcohol Advisory Council of New Zealand has defined binge drinking as:
  - For women, drinking four or more standard* alcohol drinks per drinking occasion, for men, drinking six or more standard* alcohol drinks per drinking occasion.
  - * The definition of one standard drink is 10 grams of alcohol. If you drink a 330 ml can of beer or a 100 ml glass of table wine or a 30 ml glass of straight spirits, you are drinking approximately 10 grams of alcohol, depending on the alcohol percentage.
- Not coercing or forcing anyone of any age to consume alcohol.
- Refraining from engaging or participating in drinking games.
- The Health Promotion Agency (http://www.alcohol.org.nz/) offers information and guidelines for responsible drinking. They also have a number of online self-assessment tools relating to alcohol consumption.

Specific rules for self-catered accommodation consistent with responsible use of alcohol:

- You and your guests are expected to use alcohol in a responsible manner at all times when on University property
- You and/or your guests may keep and consume a moderate amount of alcohol in the privacy of your own studio, flat or apartment and lounge, as long as you or any guests are over 18.
- In Grafton Student Flats, Goldies Homestead, 55 Symonds and Te Tirohanga o te Tōangaroa, where there is a shared common kitchen and dining area, you are permitted to responsibly consume RTDs, beer, wine or cider in the communal kitchen/dining room as part of your dinner meal while preparing or eating dinner.
- You may not consume alcohol in any other common area – including balconies, lifts, corridors, and communal living areas, or within the grounds of the property - unless there is a special event organised with the written permission of the Resident Manager or his/her delegated authority.
- You may not consume alcohol or have open containers of alcohol on the grounds (outside your studio, flat or apartment) unless there is a special event organised with the written permission of the Resident Manager.
- You are expected to consume alcohol, or the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.
- If you are in breach of the rules relating to alcohol, the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.
- If you breach these rules your residency is subject to review, with the possibility of terminating your Residential Agreement.

DRUGS

- Non-prescribed or illegal drugs are strictly forbidden in the residence.
- You may not possess, cultivate, manufacture, use and/or distribute any non-prescribed or illegal drugs. You may not distribute prescribed drugs.
- If you are found possessing, using or selling such substances you face eviction within 24 hours and possible criminal prosecution.
- In such cases you will remain liable for all fees for the term of the Residential Agreement.

SMOKING

The University of Auckland is a smoke and vape free campus.

- You may not smoke or vape anywhere within the residence or grounds of the residence; this includes all residential products including vapes and e-cigarettes. Smoking and vaping is not permitted in any building or grounds controlled by The University of Auckland. The residences are required to comply with the smoking policy of the University.

ACCOMMODATION

- You are permitted to keep and consume a moderate amount of alcohol in the privacy of your own studio, flat, or apartment and lounge, as long as you or any guests are over 18.
- The University of Auckland is a smoke and vape free campus.
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- You may not consume alcohol or have open containers of alcohol on the grounds (outside your studio, flat or apartment) unless there is a special event organised with the written permission of the Resident Manager.
- You are expected to consume alcohol, or the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.
- If you are in breach of the rules relating to alcohol, the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.
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- You are permitted to keep and consume a moderate amount of alcohol in the privacy of your own studio, flat, or apartment and lounge, as long as you or any guests are over 18.
- In Grafton Student Flats, Goldies Homestead, 55 Symonds and Te Tirohanga o te Tōangaroa, where there is a shared common kitchen and dining area, you are permitted to responsibly consume RTDs, beer, wine or cider in the communal kitchen/dining room as part of your dinner meal while preparing or eating dinner.
- You may not consume alcohol in any other common area – including balconies, lifts, corridors, and communal living areas, or within the grounds of the property - unless there is a special event organised with the written permission of the Resident Manager or his/her delegated authority.
- You may not consume alcohol or have open containers of alcohol on the grounds (outside your studio, flat or apartment) unless there is a special event organised with the written permission of the Resident Manager.
- You are expected to consume alcohol, or the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.
- If you are in breach of the rules relating to alcohol, the accommodation management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you.
- If you breach these rules your residency is subject to review, with the possibility of terminating your Residential Agreement.

SMOKING

The University of Auckland is a smoke and vape free campus.

- You may not smoke or vape anywhere within the residence or grounds of the residence; this includes all residential products including vapes and e-cigarettes. Smoking and vaping is not permitted in any building or grounds controlled by The University of Auckland. The residences are required to comply with the smoking policy of the University.
4. PROPERTY AND BUILDING

DAMAGE

- You are responsible for your room and its contents.
- All flatmates will be liable for any cleaning, repair or replacement costs for the common areas of the flat.
- You will be held responsible for any behaviour which results in the need for replacement, repair or cleaning of your room or common facilities.
- You are responsible for paying for costs involved in cleaning, repairing or repainting your room if you have not maintained it to the standards set or the condition of the room on arrival, fair wear and tear excepted.
- Please report any accidental damage. If you admit to causing any accidental damage, we will endeavour to keep any remedial costs to a minimum. However, if no-one reports damage or takes responsibility for any damage, individuals, floors or even all residents will be held liable for extra charges.
- You are responsible for the behaviour of your guests while on the premises. Damages caused by your guest(s) will be charged to you accordingly.
- You are not permitted to replace or make your own repairs. The fire alarm provided in your residence. You must make arrangements with your accommodation management for any repairs.
- You may not damage walls with adhesives or similar products.
- You cannot take furniture or plants from common areas to a different floor or into your room.
- Please keep your feet off all tables and do not sit on tables. These actions are culturally offensive in New Zealand.

PESTS

- The University has a pest management scheme in plan for Accommodation. Please do not attempt to fumigate your room yourself.
- If the cleanliness and/or hygiene of your living space has caused a pest issue, the University reserves the right to on-charge the resulting pest control costs to you.

PETS

- You must not keep a pet in your room or anywhere else on the premises.
- You may not bring your own additional furniture or appliances into the residence or substitute any of the furnishings without the express written permission of the Resident Manager or their delegated authority.
- Accommodation will not remove or store any provided furnishing that you may not want to keep in your room.
- You are responsible for the correct disposal of recycling and rubbish from your room and shared common area.
- You must dispose of rubbish hygienically and tidily.
- You must not leave rubbish or recycling material in the common area.

CAR PARKS

- There are limited car parks at some of the properties and explicit prior permission to use these must be obtained.
- There is a charge for car parks.
- Unauthorised cars may be towed away at any time and there shall be no right of redress against the University, body corporate or the property owner if this occurs.

STORAGE

- All of your possessions must be removed from the residence at the completion of the term of your residency.

EXCESSIVE ENERGY USE

Utilities including energy for living, heating and lighting are provided as part of your accommodation fee. The quantity allocated assumes your reasonable use through the year. You may be charged for any excessive energy use over and above the reasonable allocation provided for your room. Excessive use will be determined by the accommodation management based on actual usage.

SAFETY AND SECURITY

SAFETY RULES

- You must behave in an appropriate manner and ensure your actions do not put yourself or others at risk.
- You may not have or store firearms or other weapons in the property. They are strictly forbidden at all times.
- You may not, under any circumstances throw anything out of windows or from balconies. This includes but is not limited to paper, bottles and/or liquids. This is a life safety violation, and the first instance will result in fines.
- You cannot burn anything in your room or flat. In particular, you are not allowed to burn/light incense, oil or candles.
- You may not under any circumstances move your bed or any piece of furniture or other item against a heater, as this could cause a fire.
- You cannot interfere with fire doors stay or use during your residency.
- You may not have or use fireworks in and around the residence. Fireworks are strictly forbidden at all times.
- You may under no circumstances whatsoever go onto the roof of any residence. Failure to comply may result in immediate eviction for University accommodation.
- Most windows have a security stay fitted. You may not alter or remove these. Doing so will incur heavy penalties.
- If you cause the fire alarms to be activated (either accidentally or maliciously) then you will bear the charge from the Fire Emergency NZ for a false callout. If the person responsible cannot be identified, the charge will be borne by all resident(s) as part of a levy. Tampering, disabling or covering a smoke detector is not permitted and can cause the fire alarm to be activated, for which you will be responsible. At the time of writing, this charge was $1,125 +GST per callout.
- Please take particular care with toasting bread. You should note that burning toast can (and has) set off the smoke alarms and will be considered an accidental callout.
- You may not hang anything outside any window or balcony.
- You may not obstruct any stairway or corridors, place anything or any obstruction in the corridors. This is a life safety violation and the first instance will result in fines.
- You may not wear or use in-line skates, roller blades and skateboards inside the residences.
- You may not throw or kick balls inside the residences.

KEYS AND SECURITY TAGS

- You will be given a room key and/or a security access device (in some cases your access device will be your Campus Card) on arrival.
- Do not lend your keys, access device or Campus Card to anyone.
- Please keep your keys, access device and/or Campus Card with you at all times when you leave your room and look after them.
- Your Campus Card or key will allow you to enter the building through the main entry on a 24-hour basis.
- If you lose or damage your keys or Campus Card or if they are stolen please report this to the accommodation management team immediately. This is for both you and your fellow residents’ safety. You can report a lost or damaged Campus Card on the following link: Campus Card
- You will be charged by Accommodation the cost of replacing lost key and the Campus Card office for your replacement Campus Card.
- Your Campus Card can be damaged by putting it next to other swipe cards, mobile phones or other such devices, or by water. If your Campus Card is damaged, you will be charged for the replacement as per the Campus Card office.
- Should you lock yourself out of your room, call the on-duty accommodation staff member for assistance. You will be charged for two free lockouts and then will be charged for every subsequent lockout. The fee for this in 2022 is $25.00.
- If you are given an access device for a vehicle gate and you lose this, you will need to pay for the replacement. You may not lend this access device to anyone else.
- If you find a key or Campus Card, please return it to accommodation management or University Security.

EMERGENCY EVACUATION

- Emergency evacuation procedures are detailed in the Resident Handbook and displayed on the inside of each door.
- The evacuation alarm is the continuous sounding of sirens.
- If the fire alarm sounds, the buildings must be evacuated immediately and you must proceed to the assembly area.
- Throughout the year, a number of alarm tests and trial evacuations will take place. You must always treat the sounding of an emergency alarm as a real emergency and follow prescribed evacuation procedures.
- You may be disciplined if you ignore emergency alarms, or use routes not designated as emergency exits.
- If you are for any reason unable to leave the property immediately, please inform your accommodation management team or your campus security officer immediately.
- There are designated fire and evacuation wardens responsible for certain areas. In the event of an emergency, you must follow their instructions immediately and without question.
- Please provide the accommodation management team with your emergency contact details.
- If you are disabled (even on a temporary basis) please make sure that your accommodation management team have your name. Working with the management will have you a personal emergency evacuation plan. Your PEEP will be maintained as part of the building evacuation plan.

INSURANCE

- Accommodation expressly disclaim any liability for loss or damage to your property, or the property of any of your guests, even if it is occasioned by the negligence of any of the
Accommodation employees or duly authorised agents.
- It is highly recommended that you take out an appropriate insurance cover on your personal effects on your arrival in Auckland.

HEALTH AND SAFETY
In order to minimise risk to health and safety, you must comply with health and safety requirements and/or restrictions set by the University from time to time and notified to you (including requirements and/or restrictions that may be imposed in response to epidemics or pandemics, such as COVID-19).

CONCERNS ABOUT YOUR SAFETY AND/OR WELLBEING
Accommodation cares about the safety and wellbeing of all our Residents. We have systems and structures in place to help ensure you are well-being of all our Residents. We have systems

AND/OR WELLBEING CONCERNS ABOUT YOUR SAFETY
There may be times when concerns are raised about your safety and/or wellbeing. These concerns could be raised by your friends, whānau, members of the university staff/community or your Accommodation team. When concerns are raised, Accommodation will undertake steps to check on you. These steps include, but are not limited to:

- Accommodation staff will check your bedroom and living spaces.
- Accommodation staff will check with your friends in the Residence and your Resident Adviser.
- Accommodation staff will look at your access and activity records. These include:
  - Your meal swipe activity
  - Your building access activity
  - Your participation in events and engagement opportunities held by Accommodation and/or the University
  - If needed, your device activity on University of Auckland Wi-Fi and learning management systems
- Where appropriate we will contact your designated emergency contact (and, if you are under 18, your parent/guardian)
- Where appropriate we will contact Te Papa Manaaki/Campus Care, and may take steps to connect you with other relevant support services
- Where appropriate we will also involve the Police and other Emergency services as is applicable to your situation

6. LEAVING THE RESIDENCE

OVERNIGHT/ WEEKEND ABSENCE
- In order to establish your whereabouts in the event of an emergency, we ask you to notify your accommodation management team whenever you are going to be away from the hall overnight, or longer.
- You are not entitled to a refund or reduction of accommodation fees when you are absent.
- If the accommodation management excludes you from the hall because of illness, you will be given the option of terminating your residence (in which case your liability accrues only up to the day of departure).

VACATING YOUR ROOM AT THE END OF YOUR RESIDENTIAL AGREEMENT
- Before leaving at the end of your Residential Agreement, you must clean your bedroom thoroughly and ensure that all common areas of the flat are also clean.
- Your room and flat will be inspected by a member of the accommodation management team once you have removed all personal belongings and rubbish. You should be present for the inspection.
- If, at the time of the final check-out inspection you have not cleaned your bedroom to a satisfactory standard, you will be charged an additional cleaning fee. The cleaning fee starts at a minimum of $50.00.
- You must request an inspection and have the details confirmed at least one week in advance of the date requested. If a mutually convenient time for a final inspection cannot be arranged, or should you vacate your bedroom without requesting a final check-out inspection, the findings of the accommodation management team will be final and binding.
- Before you leave the residence, you must return all keys and security access tags provided for your use, as well as all furnishings provided to you in good condition. Should you not do so, charges will be imposed to replace these items. Should you not return all keys and tags, all corresponding locks will be changed and a new set of keys cut at your cost.
- Departure time is at 10.00am. You may be charged a late departure fee if you depart after this time.

7. CANCELLING OR CHANGING YOUR RESIDENTIAL AGREEMENT

CANCELLATIONS
If you need to cancel your residential agreement before it ends you must see the Resident Manager. Contract cancellation is approved on an individual basis and may incur substantial cancellation fees, particularly for students who cancel their residential agreement and remain a student at the University.

CHANGES TO A RESIDENTIAL PERIOD
- 52 week to 42 week: If you wish to change from a 52 week contract to 42 weeks during the residential period, you will be charged the weekly difference for all weeks completed under the agreement, in addition to $600 change fee as penalty. The 42 week rate takes over from thereafter.
- 42 week to 52 week: If you wish to change from a 42 week period to 52 weeks, the 52 week rate is applied from the date of the newly issued contract.

8. VISITORS

GUESTS
A guest is any person who is not a current resident (in your specific residence) or staff member. This includes all former residents. The following rules are necessary so that the staff know how many people are in the building for fire and earthquake safety purposes.

- Your guests are most welcome to enter the residence provided they are sober, quiet and well-mannered; they behave responsibly while on the premises and they are quiet when they depart.
- Guests and visitors must be met at the front entrance by you, their host and must be signed into the guest register.
- They must remain in your company while on the premises and must leave the property before 1am. You must accompany them to the front entrance when it is time to leave.
- Your visitors are not permitted to enter the residence if you are absent, unless another resident undertakes full responsibility for the visit and the guest remains in their company until departure.
- You are held fully accountable for your guest’s behaviour and actions from the time your guest arrives until the time they leave.

OVERNIGHT GUESTS
If a family member or a friend wants to stay for a night or two, they are generally welcome to stay provided you have made arrangements in advance.

- You should discuss this with the accommodation management team who will advise of the terms/conditions for guest accommodation and will usually approve the arrangement. It is likely that visits exceeding 2 nights will be denied.
- Overnight guests must be signed into the guest register.
- Twin-share rooms pose particular difficulties in accommodating overnight guests and thus when a room is twin-shared it may not be possible to allow overnight guests.
- You may not have any overnight visitor during study weeks and exam periods.

9. SPECIFIC RESIDENCE RULES

Goldies Homestead
The Homestead is on the property of Goldie Estates, an operating vineyard. Goldie Estates hosts commercial events and operates a tasting room.

- Residents are prohibited from interfering with the commercial operation of the vineyard.
- Residents must be mindful of visitors and events hosted at the vineyard.

10. CHANGES TO RULES

- The University reserves the right to amend or add to these rules during the term of residency.
- All current residents will be notified of any amendment or addition to rules before they come into force.
- When possible, residents will be consulted on rules changes in advance.

Grafton Hall & Student Flats
Contacts

Grafton Hall & Student Flats administration
RECEPTION
(09) 373 7599 extn 82221
graftonhall@auckland.ac.nz

Accommodation
Solutions
RECEPTION
(09) 373 7599 extn 87691
Office 214A
Level 2
Kate Edger Information Commons
City Campus, Auckland
accom@auckland.ac.nz

Student Hub
City Campus
For all general enquiries, including admission, enrolment, and course advice queries, contact our student advisers:
Te Herenga Mātauranga Whānui | General Library
Building 10A, 3 Alfred Street, Auckland
HOURS:
Mon - Fri: 8am - 8pm
Sat - Sun: 8am - 5pm
studentinfo@auckland.ac.nz
usa.custhelp.com/app/talk

Career Development &
Employment Services
(09) 923 8727
The Clocktower
Room 113, Level 1
22 Princes Street, Auckland
careers@auckland.ac.nz

Disability Services
(09) 373 7599 ext 82936
The Clocktower
Basement Level, Room 036
22 Princes Street
HOURS: 8am - 4pm
disability@auckland.ac.nz

International Office
(09) 923 1969
Alfred Nathan House
24 Princes Street
Auckland
HOURS: Mon - Fri: 9am - 4pm

Maclaurin Chapel
Services
(09) 932 7732/932 7731
18 Princes Street
City Campus
Weekly Service
Thurs: 12.30 - 12.50pm

Recreation Centre
(09) 923 4788
70 Stanley Street
City Campus
Auckland
HOURS:
Mon - Fri: 8am - 6pm
Sat - Sun: 7am - 7pm

Student Learning Services
(09) 923 8199/923 8378
The Clocktower
Room 113, Level 1
22 Princes Street, Auckland
HOURS: Mon - Fri: 8am - 6pm

Student Job Search
(09) 309 7800
info@sp.co.nz

Campus Care and
Conduct / Proctors Office:
Proctor@auckland.ac.nz
Tepapamanakai@auckland.ac.nz

University Health &
Counselling
(09) 923 7681
Level 3, Kate Edger Building
City Campus, Auckland
HOURS:
Mon - Thurs: 8.30am - 6pm
Fri: 8.30am - 5pm
A registered nurse is available by phone throughout the night, including weekends, public holidays, and at any time our clinic is closed. To call, please phone (09) 923 7681.
Outside of clinic hours, residents are advised to contact one of the following:
WHITE CROSS – ASCOT 24/7
(09) 520 9555
90 Greenlane Road East
Greenlane, Auckland
HOURS: Mon - Sun: open 24 hours
WHITE CROSS – PONEONBY
(09) 376 5555
202 Ponsonby Road
Ponsonby, Auckland
HOURS: Mon - Sun: 7.30am - 8pm