# Contents

## Accommodation Staff Welcome
- Page 1

## Introduction to the Halls
- Page 1

## Accommodation Services Personnel
- Staff 4
- Residential Support Staff 5

## Leadership Opportunities
- Hall Residents’ Committee 6
- Community service opportunities 6
- ‘Mates Across Countries’ 6
- The Inter-Hall Challenge 6

## General Information
- Absence from the Halls 7
- Accommodation office 7
- After hours contact 7
- Bedding 7
- Catering 7
- Computer facilities 8
- Conferences 9
- Energy conservation 10
- Feedback on the Halls 10
- International Student Advisor 10
- Illness or accident 10
- Laundries 10
- Mail 11
- Maintenance 11
- Room allocation 11
- Accidental damage 11
- Safety 11
- Storage 11
- Student Health and Support 12
- Other important information 13
  - To enrol 13
  - Aegrotat assessments 13
  - University Chaplaincy 13
  - Supermarkets 13
  - Recreation Centre 14
  - Telephones 14
  - Campus Map 15

# Fees
- Payment of fees 18
- Vacation periods 19
- Contingency fee 19
- Withdrawal Policy 19

## Community Standards
- General 20
- Account statements 20
- Alcohol 20
- Behaviour 21
- Bedrooms 21
- Contact/personal details 22
- Dining Hall 22
- Electrical 23
- Exam periods 24
- Firearms 24
- Fire orders 24
- Furniture 25
- Halls meetings 25
- Harassment 25
- Noise 26
- Notices 26
- Personal property 26
- Pets 26
- Smoking and drugs 26
- Vehicles 26
- Visitors/overnight guests 27

## Student Management
- Misconduct 28
- End of year flat references 29
- Complaint procedures 29

## Appendix
- Telephone numbers 30
- 2014 Academic Year 31

---

Please note: the contents of this Handbook was correct at the time of printing and is subject to change at any time.

We are currently updating our IT systems. Some changes will be made to our processes. We will notify you with any updates.
Welcome from the Accommodation Team

Welcome to the Lincoln University Halls of Residence.

Please read the contents of this Handbook, it provides you with information on the staff members that you will meet over the coming year, the leadership opportunities you will have as a resident, the information you need to understand how the Halls work, what community standards we have and what the consequences of any breaches of those community standards are.

Our primary aim is to create an unforgettable community that is focused on successful academic achievement and the development of individual leadership potential. To achieve this we have a comprehensive community programme that features social, sporting, informational and cultural activities, community standards that enhance Halls life for everyone and well trained and enthusiastic residential staff.

We have been working over the summer to get things ready for a fantastic fun filled year and now it is up to you to take up the challenge of being an active and valued member of our community. We have a great orientation planned for your arrival and a fantastic residential team here to help you with the year at Lincoln University. We wish you all safe travels to Lincoln and we look forward to meeting you upon your arrival.

Introduction to the Halls

The Halls of Residence (incorporating the self-catered flats in Farm Road and The Crescent) are administered by Accommodation Services, housing 580 students. Please be considerate of others and see your experience in the Halls as an opportunity to observe the customs of different cultures and to establish friendships that cross international boundaries.

The breakdown of resident numbers per Hall is:

**Fully catered halls**
- Colombo Hall 80
- Hudson Hall 74
- Lowrie Hall 80
- Southland Hall 48
- Stevens Hall 50
- Centennial Hall one 24

*Centennial Hall is flexible and can be a catered, semi-catered or self-catered hall depending on demand.*

**Self-catered flats**
- Farm Road 72
- The Crescent 64

**Semi-catered**
- Centennial Hall two – five 87*

*Depending on demand.*
Hudson Hall
Hudson Hall was opened in 1953. From 2002 Hudson Hall has housed 74 residential students in the west wing plus the offices and teaching space for Lincoln University Foundation Studies and English Language.

Stevens Hall
Stevens Hall opened in 1970 through funding from the Ministry of Agriculture when accommodation was required for meat inspector courses.

Lowrie Hall and Colombo Hall
Lowrie Hall and Colombo Hall were also completed in 1970. Funding for these Halls was boosted by a significant contribution from the Department of External Affairs in recognition of the service Lincoln College (as it was then named) provided to foreign students.

Southland Hall
Southland Hall, originally named New Hall, was opened in 1993.
Centennial Hall, as the name suggests, was opened in the centenary year of the College (1978).

Self-catered flats:
The majority of the self-catered units in Farm Road were built in 1975, with some of the funding coming from donations from previous students of Lincoln College, as it was then named. In 1990 Units 11 and 12 were built. Farm Road 13-18 was built in 2009 ready for students in 2010.

The building of the self-catered units in The Crescent was completed by 1972, providing 64 students with the first self-catered alternative.

Accommodation Services Personnel

Jan Buckland  
Accommodation Manager

Carol Greenwood and Amy Rosvall  
Accommodation Administrators

Aileen Taylor  
Community Development Co-ordinator

Sharon McCartin  
Facilities Administrator

Trevor Costain  
Community Manager

Jamie Threadwell  
Off Campus Accommodation Liaison

Residential Assistants
You will be introduced to your Residential Assistant at your hall meeting on your day of arrival.
Residential Support Staff

Support of the residents in the Halls is the concern of the Manager of Accommodation Services, the Community Manager and a team of Residential Assistants (RAs).

Duties and responsibilities of support staff include looking after student welfare, community development and ensuring that members of the Halls community live in an environment that is both conducive to academic work and provides a positive social experience.

The Manager of Accommodation Services wants to make sure that all our students have a great experience during their time at Lincoln University. This is balanced by ensuring that a positive and supportive environment is provided so that students can achieve their academic goals. The Manager provides support to the Residential Team and the Administration Team. To ensure all students and staffs needs are met we require disclosure of all medical and mental health information and any criminal proceedings from all students. Failure to do so could result in the students place in the accommodation being terminated.

Residential Assistants (or RAs) are full-time students who live in Flats or in the Halls. They are available to assist with problems residents may be having and also organise a variety of sporting and social events to promote Halls spirit. RAs are the first point of call for any issues that may arise in and around the Halls during the course of the year. They also have a mentoring role for all first year residents.

In the evenings and on the weekends, students should approach their RA or whoever is on duty for help with any problems that may arise.

The Residential Assistants are required to plan a number of activities per term, in past years these have ranged from bus trips, BBQs, rugby matches, awards nights, and everything in between. If you have any ideas for an activity or would like assistance in planning an activity please contact your RA.

Residential Assistants are appointed on the basis of their familiarity with the requirements of university study and the operations of the campus, coupled with their enthusiasm to assist in the development of the social and academic well-being of others. Residential Assistants play an important role in your day to day living and they strive to make the Halls a great place to live.

The Community Development Co-ordinator is assisted by the Residential Assistants in providing an active events and activities programme.

Inter-Hall challenge event
Leadership Opportunities

Halls Residents’ Committee
The Halls Residents’ Committee (or HRC) is a volunteer student group developed to allow residents to assist in the organisation of cultural, social and sporting activities and to provide students with a common voice in residential matters.

Residential Assistants will nominate people for the HRC (and if you are interested please see your RA in the first couple of weeks). Once nominations are made, if needed, Halls will be able to vote on who will best represent them.

The HRC offers you a chance for pro-active involvement in building a healthy, balanced Halls community.

Community service opportunities
There are many community projects in progress in and around Canterbury; and local Lincoln Community projects. In an effort to give students some experience in local projects and extra experiences to put on CVs and scholarship applications, we offer a points based incentive and assistance in getting involved in community projects. Support and reward will be offered to those who participate in ongoing community service such as the Lincoln Volunteer Fire Service, the NZ Army Territorial Force or the St Johns Volunteers. Information about these opportunities will be available throughout the year and if you have any ideas about projects please contact the Community Development Co-ordinator.

‘Mates Across Countries’ - International/Domestic Student Buddy System
Many of our students have made fantastic international connections through being in the Halls of Residence. We know of people who have had places to stay on their OE in America, Europe and Asia. We are developing a programme in which international students become buddies with domestic students in an effort to learn more about New Zealand and other countries.

If you volunteer to buddy an international student or a domestic student you will be provided with a range of structured (meals out, trips around Christchurch, etc) opportunities to interact with people from different cultures. Participation in this programme in addition to making some interesting friends also reflects well in your CV. During the first week of classes of each semester information will be available for those interested in participating.

The Inter-Hall Challenge
For 2014, there will be a GIANT inter-hall challenge running, there will be different prizes at different times of the year and points can be gained through a number of activities. Throughout the year there will be challenges that involve the Recreation Centre, community work, attendance at activities and weekly Halls Sports. Other things that will gain Hall points include, Quiz Night participation and the Hall with the lowest percentage of energy consumption.
General Information

We will provide students with another opportunity to gain points through the Positive Incident Reports that staff are able to submit about any resident, these reports include information about students or a student who has helped out, who may have assisted another student or who has overcome some difficult times. These reports will be considered by senior staff members and rewards could include Hall points.

There are also times when points will be deducted from students; this could be if there is any vandalism in the Hall or if people are not complying with the recycling requirements. A running total of the points will be kept on the notice board above the mailboxes beside the Accommodation Office.

Absence from the Halls

No refund, or reduction in Halls fees shall be made in any cases of absence unless a resident is excluded from the Halls by the Manager of Accommodation Services due to illness. Please notify your RA if you are going to be absent from the Hall for an extended period of time, it is important we have this information in case of an emergency.

Accommodation office

Office staff are available to assist you with any of the following:

- Any problems with your accommodation
- Maintenance issues
- Bus timetables
- Issues with your account.

After hours contact

If you require assistance with an emergency or you need assistance from a staff member after 4.30pm week days or on the weekend please call 423 0999 or extn 30999.

Bedding

Students are supplied with bedding. Bedding packs (includes mattress protector, two sheets, pillow, pillowcase, duvet, towel and bath mat). This belongs to the student at end of stay.

Catering

For residents of the Catered Halls, breakfast, lunch and dinner on Monday-Friday and brunch and dinner on Saturdays and Sundays and on statutory holidays are available on presentation of your University ID card. These cards are not transferable. Replacement cards cost $15.00.

These meals can be purchased on a cash basis by residents of the Self-Catered Halls.

There are no refunds given for meals not taken at the Dining Hall during term time.

The exceptions to this are where a student is required to be absent from the campus on:

a) An official field trip and the lecturer in charge of the field trip has notified the Manager of Accommodation and Support Services in writing 48 hours before the trip commences

b) On medical grounds, corroborated by a certificate from a registered medical practitioner

c) Sports scholars on sporting trips (corroborated by the team coach) in writing at least 48hrs before the trip commences.

Stevens Hall
Dining hall hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Lunch</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Brunch</td>
<td>Saturday</td>
</tr>
<tr>
<td>Brunch</td>
<td>Sunday</td>
</tr>
<tr>
<td>Dinner</td>
<td>Monday to Sunday</td>
</tr>
</tbody>
</table>

- Plated meals are saved for residents attending late tests and sports practices providing a late meal request is filled in at the Dining Hall prior to lunchtime (abuse of the system will see its removal).
- Milk and bread are available for purchase during dinner.
- Non-residents (students, staff, guests etc) may purchase meals from the Dining Hall on a cash basis.

Cafeteria hours

<table>
<thead>
<tr>
<th>Place</th>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs O’s</td>
<td>8.00am - 1.00pm</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Main Café</td>
<td>8.30am - 4.30pm</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Bar/Café</td>
<td>11.00am - 10.00pm</td>
<td>Monday to Saturday</td>
</tr>
<tr>
<td>Bar/Café</td>
<td>12noon - 9.00pm</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

For student events and functions the Bar/Café will be open later

Food for Thought on the Run

9.30am - 1.30pm Monday to Friday

All these hours are based on term time only

Computer facilities in Halls

All Halls have access to the internet. The solution available depends on which area you are in.

The majority of Lincoln’s accommodation areas are serviced by a commercial Internet Service Provider (ISP) SNAP. Services to other areas range from the free wireless internet service, Lincoln Hotspot, through to no service provided.

Please check the table below regarding what is available and where:

<table>
<thead>
<tr>
<th></th>
<th>SNAP prepay</th>
<th>LincolnHotspot</th>
<th>3rd party ISP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halls</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Farm Rd Flats</td>
<td>Yes</td>
<td>No**</td>
<td>No</td>
</tr>
<tr>
<td>Crescent Flats</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Houses</td>
<td>Yes</td>
<td>No**</td>
<td>Yes*</td>
</tr>
</tbody>
</table>

* You may elect to arrange third party ISP for internet at YOUR expense.
** LincolnHotspot (free) service may be accessible however NOT supported.
### 3rd party ISP

<table>
<thead>
<tr>
<th>Cost</th>
<th>depends on contract with ISP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>houses.</td>
</tr>
<tr>
<td>Performance</td>
<td>depends on contract with ISP.</td>
</tr>
<tr>
<td>Support</td>
<td>3rd party ISP (Whomever your internet provider is).</td>
</tr>
</tbody>
</table>

### Lincoln Hotspot

<table>
<thead>
<tr>
<th>Cost</th>
<th>FREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>On campus; in various locations, notably the Commerce, Stewart and Landscape Architecture buildings, library, Recreation Centre and LUSA building.</td>
</tr>
<tr>
<td>Performance</td>
<td>Free Wireless service – cover and capacity variable.</td>
</tr>
<tr>
<td>Support</td>
<td>On campus ➔ Information Technology Services.</td>
</tr>
</tbody>
</table>

### SNAP Prepay

<table>
<thead>
<tr>
<th>Cost</th>
<th>5 GB FREE every 60 days via voucher. PrePay for top-ups once 5GB consumed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover</td>
<td>Halls including Farm Road and Crescent Flats. (Hudson, Stevens, Colombo, Lowrie, Centennial, Southland.)</td>
</tr>
<tr>
<td>Performance</td>
<td>Comparable to standard ADSL.</td>
</tr>
<tr>
<td>Support</td>
<td>SNAP <a href="http://prepay.snap.net.nz/">http://prepay.snap.net.nz/</a> 0800 276 232</td>
</tr>
</tbody>
</table>

The University complement the services in the Halls by providing free access through Hotspot which is located in and around: the Library, Recreation Centre, LUSA building and Landscape computer labs which are accessible until late evening.

Please note: As with all service providers, internet access cannot be guaranteed and is subject to many external support systems.

### Conferences

In addition to providing residential accommodation for students during the academic year, some Halls are used for conferences during vacation periods.

The revenue generated is used to pay for the overall costs of running the Halls of Residence. This significantly reduces the amount students are required to pay in residential fees. It should be noted that conference guests pay up to $100 per day to stay in residence and use University facilities.

As such, students may be required to make their rooms available for conference guests to use during vacation periods, if so they are asked to leave their rooms in a tidy condition and adhere to the times for moving out and back into residence (with one cupboard left empty, the desk cleared and all items removed from the walls and pin board except suitable posters). You will receive further information on the vacation periods shortly after your arrival.
Energy conservation

Energy costs for the Halls are considerable and any saving in the energy bill will be of direct benefit to residents. You are encouraged to help conserve energy by turning lights/stereos off when you leave the room, not spending excessive time in the shower, using the laundry facilities for full loads only and turning the television off when you are last to leave the lounges. Throughout 2014 there will be a per term competition amongst the Halls for the best energy conservers, this will involve inter-Hall Competition points being awarded to the best Hall.

Feedback on the Halls

Resident feedback on all services provided in the Halls is welcomed. Constructive suggestions are of great benefit to Halls management and all suggestions will receive a reply. A Hall-wide survey will be conducted on the Halls, the results of this feedback will be available to all residents. Your HRC representatives will also be able to take your feedback to meetings to be addressed; you should expect regular updates from them and the RAs.

International Student Advisor

Lincoln University recognises that living and studying in an unfamiliar environment can give rise to unforeseen challenges. The International Student Advisor (Denise Pelvin) can advocate on your behalf where appropriate or may advise you on where you can best access assistance. International students are welcome to call into Denise’s office, up the stairs directly above the Student Health Centre in the Hudson Building, between 8:30am and 4:30pm Monday - Friday. Alternatively, to make an appointment:

Contact:
Denise Pelvin
International Student Advisor
denise.pelvin@lincoln.ac.nz
Phone: 423 0086, extn 30086

Illness or accident

Cases of illness or accident should be reported immediately to your Residential Assistant or the Student Health Centre. Where necessary, a medical practitioner will be contacted by Halls staff. Meals can be arranged to be taken to a sick person in their room. If you require after-hours care please contact your RA or phone Student Health and Support on 03 325 3835.

Laundries

Each Hall/Unit is provided with a laundry for washing personal clothes and is for the exclusive use of residents of that Hall/Unit. The laundries contain washing machines, dryers, irons and ironing boards. Clothes lines are also provided in some Halls. For security reasons laundries are locked and can be opened using your room key. It is recommended that you mark all clothing and personal possessions clearly.

The laundries in the Halls are currently free, please be considerate of others when using these facilities as there are limited numbers of machines.

If you are not sure of how to use any of the machines please contact your RA or cleaner, they are here to help with these situations.

Residents are not permitted to air clothes by hanging them from their windows or rigging temporary clothes lines in rooms.

Bedroom
Mail
Residents can collect their mail from the pigeon holes located outside the Accommodation Office. Mail should be addressed as follows:

Name
Hall and Room No
PO Box No
Lincoln University
Christchurch 7647
New Zealand

Note:
PO Box addresses are allocated alphabetically according to the first letter of your surname.

For example John Townes PO Box 85144.

<table>
<thead>
<tr>
<th>Surnames</th>
<th>PO Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
<td>85123</td>
</tr>
<tr>
<td>E-G</td>
<td>85124</td>
</tr>
<tr>
<td>H-L</td>
<td>85126</td>
</tr>
<tr>
<td>M-Q</td>
<td>85133</td>
</tr>
<tr>
<td>R-S</td>
<td>85134</td>
</tr>
<tr>
<td>T-Z</td>
<td>85144</td>
</tr>
</tbody>
</table>

Courier
Name
Room number
Lincoln University
Cnr Springs Road and Ellesmere Junction Road
Lincoln
Christchurch 7647

Maintenance
Any item of maintenance must be reported as soon as possible so that it can be dealt with quickly and to avoid small problems escalating into large ones. Maintenance requests are available from the Residential Assistants or the Accommodation Office.

Room allocations
During vacation times we may require students who are departing campus to release their rooms for conference guests. Should this happen you will be partially reimbursed for the nights your room is occupied.

Accidental damage
Students who admit liability will be treated with consideration and in return any repairs or remedial costs will be kept to a minimum. Damage not reported, and for which liability is not admitted, may result in individuals, pods, floors or Halls being levied either out of the students’ bond at the end of the residence or invoiced at the end of each term where possible.

Safety
To ensure the safety of yourself and other residents please:

- Lock your bedroom door
- Do not let people into your Hall after hours if you do not know them or they are not your guest, contact your RA for assistance
- Stay in control by not becoming intoxicated
- Ensuring you or someone else is a sober driver
- Reporting any suspicious behaviour to a member of the residential management team e.g. a Residential Assistant or Security.

Storage
A limited amount of storage is available for personal items such as suitcases, boxes, etc. Please contact the Accommodation Office for more information.
Student Health and Support

Opening Hours: 8.30am–4.30pm  
(Monday–Friday) Term time

Phone: 03 325 3835

Location: Ground floor of the north end of Hudson Hall


Student Health and Support is here to take care of all of your health and support needs and they will refer you on to other health care professionals as and when required.

Consultations are available for the same reasons that you would see your usual health provider at home. These reasons may include:

- Health assessments for illness, injury, sports medicine or disability
- Health advice and education
- Medicals, including immigration medicals
- Childhood immunisations
- Sexual health/contraception
- Mental health/counselling
- Dietary advice
- Sleep disturbance
- Mole checks/minor surgery and liquid nitrogen
- Travel medicine/vaccinations.

Additional support is available and covers:

- International student advice
- Support strategies (for learning and assessments).

The team

- The Nurses and Doctor offer a broad range of primary health care clinical skills. They work collaboratively with other members of the team to support your health and well-being whilst living on-campus.
- The Clinical Psychologist and Mental Health Nurse are both experienced at providing support, guidance and counselling for all kinds of issues that may arise during the year. These might include coping with life on campus and in a new country, balancing home, work or study ...along with everything in between!
- We acknowledge that living in a new environment presents unexpected challenges so the International Student Advisor is employed to offer practical support for any complex issue that is of concern. This may relate to insurance claims, visa issues, accommodation or other personal situations.
- The Inclusive Education staff offer support strategies to lessen the impact of any illness, injury or disability which may affect your learning or formal assessments during your course of study.
Other important information

To enrol
As Student Health and Support belongs to a PHC (Partnership Health Canterbury) it is significantly cheaper for those Kiwi students who make the choice to enrol with Student Health and Support. To do this you need to....

- Fill out the ‘New Patient Registration Form’
- Drop the form into Student Health and Support Reception
- If you have any questions, call in, phone: 03 423 0076 or email healthsupport@lincoln.ac.nz.

Aegrotat assessments
These are available through Student Health and Support for tests, assignments and exams for those students who have experienced impaired performance or missed a deadline due to unforeseen circumstances.

Lifeline support
Lifeline Support offer a free 24 hour telephone and email counselling service.

Phone: 0800 543 354
Website: www.lifeline.co.nz

Lincoln University Chaplaincy
We’re here to provide spiritual support and guidance, pray with you, and provide services such as weddings, house blessings, funerals, memorial services.

You do not have to be religious to talk with us.

Contact them on 03 423 0515 or email:
Catholic Chaplain
ani.kartikasari@lincoln.ac.nz

Rev. Glenda Hicks
Senior Chaplain
Hudson 101 and 102
Lincoln University
PO Box 85084
Lincoln 7647
Phone: 03 423 0514
glenda.hicks@lincoln.ac.nz

Supermarkets
There are a small number of shops in the Lincoln Village, including a New World supermarket, chemist, hairdressers, video shop, butcher, hardware, takeaways and cafés. There is a larger shopping centre at Hornby, including a movie complex, fast food outlets and retail shops. This can easily be reached by car or the local bus service.
Recreation Centre

Student Membership 2014

Your student membership entitles you to:
• Full access to gym facilities
• Group exercise (all Les Mills classes integrated into our timetable)
• Including awesome RPM cycle classes
• An orientation and subsidised personal training
• Access to Sports Hall and Squash Courts
• Basketball/Soccer/Volleyball/Rugby/Netball/Badminton hire
• Access to Boxing Studio including free glove hire.

Services:
• Personal Training
• Massage Therapist.

What is not included:
• Squash Balls - $9.50 to purchase
• Squash and Tennis racquet hire
  Tennis - $5.00, Squash - $10.00
• Shuttle Cocks - $4.50 to purchase.

Also available:
• Tennis courts
• Fitness Track.

Hours of operation
Mon, Tues, Weds and Thurs  6.00am to 10.00pm
Friday                   6.00am to 8.00pm
Saturday                 8.15am to 4.00pm
Sunday                   9.00am to 5.00pm

Telephones
Several options are available for residents who need to make toll calls (either national or international):
• Telecom/Clear calling cards
• Mobile phone ‘prepay’ connections with either Telecom, Vodafone. This is a highly recommended option as it will allow others to call and leave messages and also give the residents the freedom to talk for as long as they like.

For residents who wish to use the card phones, telephone cards can be purchased from the Bookshop, and Lincoln University Students’ Association (LUSA).

Students are not permitted to connect their computer through Lincoln Hospitality Limited or University telephone lines.

Campus Map
This campus map (overpage) can be detached from this booklet for use. Further copies are available from www.lincoln.ac.nz or Accommodation Office.

Fitness centre
A student intending to withdraw from their course of study at the University, prior to the end of the contract period, shall provide the Accommodation Manager with not less than seven days notice in writing of such intention, or pay seven days Halls fees in lieu of notice. Written evidence from the University of withdrawal from study is required to ensure that liability for accommodation fees ceases.

The Accommodation Manager may waive or reduce the accommodation fees liability of a student if there are substantiated medical or personal grounds for doing so. Otherwise, no refund or reduction in Halls fees shall be made in any cases of absence.

Students allocated a room in the Halls are required to pay all residential fees in accordance with the approved schedule of fees.

If students are experiencing difficulty in making a payment they should discuss the matter with the Accommodation Manager prior to the date payment is due in order to avoid a late payment fee of NZD$50.00. Accommodation Services and the University reserve the right to take disciplinary action if payments are not made in accordance with the schedule, or may place overdue fees in the hands of a debt-collacting agency. Such disciplinary action might involve exclusion from residence, withholding of exam results and the deferment of the awarding of any certificate, diploma or degree to which the student is entitled. Any fees incurred by Accommodation Services from a debt-collacting agency will be recovered from the student concerned.

Queries on an invoice must be dealt with within one month of the invoice date.

The 2014 residential fees will vary according to the type of accommodation you are allocated as follows:

**Catered halls**
A total of $NZ11,470.00 (excluding the $400 contingency fee). These fees cover from 26 February to last exam in November (including all vacation periods).

When vacating rooms, students are required to leave their room in a clean and tidy state. Any additional cleaning required will be charged to the student.

**Semi-catered**
A total of $NZ8,880.00 (excluding the $400 contingency fee). These fees cover from 26 February to last exam in November (including all vacation periods).

When vacating rooms, students are required to leave their room in a clean and tidy state. Any additional cleaning required will be charged to the student.

**Self-catered**
A total of $NZ6,475.00 (excluding the $400 contingency fee). These fees cover from 26 February to last exam in November (including all vacation periods).

When vacating rooms, students are required to leave their room in a clean and tidy state. Any additional cleaning required will be charged to the student.

**Payment of fees**
If a payment to Accommodation Services is missed we can contact the next of kin, withhold exam results or the receipt of any awards, take special disciplinary action, expel from the Halls of Residence, or lodge the debt with a collection agency. The student will be responsible for the debt collection agency fee, current rate is 25% of the outstanding balance.
Provided there is space available, a student wishing to come into residence before the start of the academic year, may do so. An additional charge on top of the semester residential fees will be made based on a daily rate for board. Details are available on request.

**Vacation periods**
During the academic year there are three vacation periods. In April and August there are Mid-Semester Breaks. In June there is a Mid-Year Break.

**Contingency fee**
A contingency fee is paid as an acceptance of the offer of placement by the Accommodation Services. The $400 confirms the room will be held for the student and after arrival to campus and keys issued the fee is a form of security to ensure that residents will leave their rooms and Hall or Flat in a satisfactory condition at the end of their residence. The contingency fee is held for the duration of the contract and is only refundable if a resident remains in residence for the entire period of their contract (or other specified period as negotiated with the Accommodation Manager).

The Contingency fee will only be refunded to applicants who withdraw their application to the Halls by 1st February for Semester One or full year students, or 1st June for Semester Two. The contingency fee is refunded to a resident less:

- Costs incurred by Accommodation Services to repair any damages that cannot be attributed to a resident or group of residents (the cost of repair or replacement is attributed equally to all those residents living in Hall/Flat at the time the loss or damage was reported)
- Charges for unreturned keys and any necessary rekeying costs
- The replacement cost of any items missing from a residents room/unit
- The cost of any special cleaning required in a residents room/unit/Hall
- The contingency fee is not refunded to any resident who is expelled from the Halls due to a serious breach of the Halls Rules and Regulations
- The contingency fee is processed within 4-6 weeks of departure form being completed with correct details.

**Withdrawal Policy**
Any resident wishing to leave before the end of the contract term will be liable for the fees to the end of that Semester plus an additional 25% of the fees due for the remainder of the contract period, or shall remain liable for fees until such time as another applicant (selected by the Manager of LHL Accommodation Services) takes up residence, whichever is the lesser amount.

If, after signing this Contract, the prospective resident withdraws after 1 February 2014, the $400 contingency fee will not be refunded unless the prospective resident has been unsuccessful in being admitted to a course of study.
General
The rules that apply in the Halls are based on many years of experience in managing students in residence. They are designed to ensure that the community life in the Hall is maintained and an environment exists that is conducive to study, sleep and positive social experiences.

The underlying principle in Accommodation is consideration for others, particularly with regard to noise levels. Most other rules stem from this principle. Activities or behaviour that disrupt other residents and prevent them from studying, sleeping or socialising in a positive manner are not tolerated. Similarly, harassment, discrimination and activities that endanger residents (or University property) will not be tolerated.

The Accommodation Manager is empowered by the Vice-Chancellor to discipline students and has the right (acting reasonably) to determine whether any behaviour breaches the Rules of the University Discipline Regulations and the Accommodation Community Standards and Student Management Policy, which are to be adhered to at all times. They have the discretion to impose such penalty or take such action as they consider reasonably appropriate given the breach and taking into account the rights of other residents. Infringements of the rules may lead to a student having to do community service tasks, placed on a behaviour contract, tasks, fined and/or suspended or expelled from the Halls. Where there is concern with an individual, management may choose to involve other agencies and/or parents/guardians.

The consumption of alcohol is permitted in the communal lounge and kitchen areas only. Alcohol is NOT to be consumed in bedrooms, pods or hallways. This means that in all other parts on the University, such as University grounds including areas around the Halls, Student Union, Library, Lecture Theatres etc., the consumption of alcohol is strictly prohibited, except when the relevant authority has granted permission.

The consumption of alcohol within the Halls environment is a privilege and must be treated as such. A disregard for the General Rules and Community Standards may result in the loss of this privilege. We request that respect is shown to all fellow residents and the Halls environment.

Note: Supplying Alcohol to under 18’s – unless you are their parent or guardian is illegal. You could be fined $2000 (Sale of Liquor Act 1989). Students are advised of the penalties should their purchase (alcohol, cigarettes, party pills) end up in the possession of under age or intoxicated persons.

Alcohol
Our alcohol policy facilitates a quiet, social drinking environment where moderation is the key. The excessive consumption of alcohol can lead to disruptive behaviour. The University is determined to maintain an acceptable living environment for residents and the following rules and guidelines have been developed to maintain positive community standards. Infringement of the rules listed below will be viewed very seriously and may lead to alcohol being confiscated, residents being required to do community service, placed on a behaviour contract, tasks, fined and/or suspended or expelled from the Halls. Where there is concern with an individual, management may choose to involve other agencies and/or parents/guardians.

The consumption of alcohol is permitted in the communal lounge and kitchen areas only. Alcohol is NOT to be consumed in bedrooms, pods or hallways. This means that in all other parts on the University, such as University grounds including areas around the Halls, Student Union, Library, Lecture Theatres etc., the consumption of alcohol is strictly prohibited, except when the relevant authority has granted permission.

The consumption of alcohol within the Halls environment is a privilege and must be treated as such. A disregard for the General Rules and Community Standards may result in the loss of this privilege. We request that respect is shown to all fellow residents and the Halls environment.

Note: Supplying Alcohol to under 18’s – unless you are their parent or guardian is illegal. You could be fined $2000 (Sale of Liquor Act 1989). Students are advised of the penalties should their purchase (alcohol, cigarettes, party pills) end up in the possession of under age or intoxicated persons.

Account statements
Statements will be printed on request at the Accommodation office.
Note: Residents in the self-catered flats are permitted to consume wine and canned beer in their flats.

- Drinking of alcohol is not permitted before 5.30pm and after 9.00pm on any night or day. Management reserves the right to ban/restrict the drinking of alcohol on any night including evenings where a Halls social function is being held
- Drinking games of any type are not permitted
- The storage of more than the equivalent of one-dozen cans of beer or a cask of wine in a student’s room is not permitted (however we would not expect a 12 pack or cask would be consumed in one evening)
- Any inconsiderate behaviour could result in staff confiscating alcohol or residents being asked to leave an area or room
- Kegs, crates, home-brewing equipment and drinking apparatus are banned from campus
- Social functions/parties are not permitted in residents’ rooms/areas at any time of the day or night (no more than four people in a bedroom or area). Those hosting gatherings are responsible at all times
- Bottles of spirits are not permitted in the Halls at any time, they will be confiscated
- Glass alcohol bottles are not allowed in the Halls at any time, they will be confiscated
- Ready to Drink – RTD’s, in cans only, to a maximum of six cans per person, are permitted in the Halls
- No coloured drinks are allowed at anytime.

Note: Confiscation of alcohol doesn’t guarantee right of return.

**Behaviour**

- Any inappropriate behaviour that is exhibited will result in disciplinary action. Such behaviour may include an individual:
  - Being noisy and/or abusive
  - Being obstructive to staff or others in the carrying out of their duties
  - Being obstructive to any other student
  - Placing herself/himself or others at risk in some way through their actions
  - Damaging or being likely to damage (because of her/his actions or condition), the property of others or the Hall
  - Being in such a condition that they will not or cannot respond to the instructions they are being given by staff
  - Causing a mess that needs to be cleaned up by the resident or by others.

Note: This is not an exhaustive list; staff will use their discretion to determine inappropriate behaviour.

Residents who are party to infringing these regulations can expect disciplinary action. Maturity and moderation is the key to having positive social experiences that includes the consumption of alcohol.

**Bedrooms**

Residents are personally responsible for the furniture and fittings in the room allocated to them. Residents must therefore lock their doors at all times that they are not in their room. Any damage that occurs must be reported to your Residential Assistant and the Accommodation Office at the earliest convenience, so that repairs can be undertaken quickly. All damage is repaired by the Property Management Dept. (Lincworks) of the University and repair costs charged to the occupant of the room (unless it is fair wear and tear). Residents are responsible for their areas and are held responsible for any gatherings that are held in or around their...
rooms. No more than 4 people may gather in or around a room at any time. At the beginning of the year, all residents are given a damage report form on which to note any damage already existing in their room when they move in. If a student fails to fill in the form and return it to their Residential Assistant within a week of taking up residence, it will be assumed that the room is in perfect order.

Residents are required to keep their room in a neat and tidy condition at all times. Vacuum cleaners and cloths are available from the student cleaning cupboards. Rooms are inspected on a regular basis. If a room/hall is found to be excessively unclean or untidy, the resident/s concerned will be spoken to by senior Halls staff and will be given 24 hours to rectify the state of the room. The room will be revisited to ensure that improvement has been made. Failure to do so may result in a cleaning fee of $50.00 (minimum) being charged.

Common space areas in the self-catered flats are cleaned fortnightly. Residents are required to keep their unit in a neat and tidy condition at all times. This includes the kitchen and bathroom being kept clean at all times. If you are unsure of the standard of cleanliness that we require please speak to your RA or housekeeper. Vacuum cleaners and cleaning cloths are available.

Common areas in the catered halls such as TV lounges and pods must be kept clean at all times. If an area is found to be excessively unclean or untidy the residents concerned will be given 24 hours to rectify the situation. If they do not do so there will be a deduction of hall points and a cleaning fee of $50.00 (minimum) and removal of drinking privileges.

Domestic staff may enter resident’s rooms between 9.00 am and 5.00pm daily. The Night Manager and Staff, Residential Assistants, Accommodation Manager, and Accommodation Staff have the right of access to rooms at any time: if they think it constitutes a health and safety hazard, there is concern that Community standards are being compromised, any time on the grounds of Health and Safety, Student Welfare and Community Standards.

Residents are permitted to personalise their rooms to a limited extent by attaching posters to the pin boards only. We request that you do not attach any items directly to the walls or to the ceilings. Experience has shown that the walls are easily damaged – any such damage will result in the resident being subsequently charged for repainting the walls. In other words, the use of drawing pins (except in the pin board provided), nails, adhesive tape of any kind, or any other means of attachment, is forbidden. Attaching hooks or screwing hooks into the wood is also forbidden.

The burning of candles and incense is not permitted in bedroom and communal areas.

Room maintenance inspections are carried out each semester. Residents will be advised when they are to occur.

Residents are responsible for the safe-keeping of their room keys. To maintain security, locks are changed each time a key is lost – this costs in excess of $120 and is payable by the resident.

**Contact/personal details**

Students are required to keep all contact and personal details, medical information, vehicle registrations and any other information that is required by Lincoln Hospitality Ltd updated at the Accommodation Office and Lincoln University at all times.

**Dining Hall**

Students are required to maintain an acceptable standard of behaviour and dress while in the Dining Hall. As such the following rules apply:

- For health and safety reasons students must wear socks, jandals or shoes (bare feet, gumboots, football boots or similar are not permitted)
- Noisy, disruptive or intoxicated behaviour is not tolerated in the Dining Hall
• No food is to be removed from the Dining Hall without permission of the Catering Manager. This permission will only be given where meals are required for someone who is unwell.

The Dining Hall has been designated for the consumption of a moderate amount of alcohol – beer and wine only, with meals. Alcohol must be purchased from Mrs O’s bar or another bar operated by Catering Services on these premises. Residents and their guests consuming alcohol in this area must be 18 years of age or over. The Residential Management team and/or any duly authorised agent of Catering Services reserves the right to ask for up to two forms of verification of age. This designated area and the amount of alcohol available/consumed will be monitored by the duly authorised agents of Catering Services so as to ensure that acceptable standards of behaviour are met. They reserve the right to:

• Preclude specific individuals (including guests) from enjoying this initiative
• Suspend temporarily, for whatever time period deemed appropriate, the use of this designated area for this purpose.

Students are required to swipe their ID card at each meal. If students do not have their ID card they will be required to purchase their meal.

Note: Students breaking the above rules may be asked to leave the Dining Hall, and required to do Dining Hall duties, Community Service or fined. Any damage or mess left in the dining hall will be charged collectively to all present in the dining hall for that meal unless the culprit/s can be identified.

Electrical

Small stereos may be used provided the volume is always sufficiently low that it cannot be heard from outside the room or in neighbouring rooms.

The power points in bedrooms are wired to carry only light loadings, such as radios, electrical shavers, or extension lights. The use of televisions, private electrical apparatus for heating, cooking or toasting, or the use of electric blankets is prohibited. Any such apparatus found in rooms will be confiscated and the resident may be fined.

Note: the smoke / heat detectors are very sensitive. Hair straighteners / deodorant etc can set them off so Residents are reminded to keep their doors closed while using anything that may activate an alarm.

Residents may not:

• Interfere with, extend or alter in any way, University electrical circuits, fittings or apparatus
• Use any electrical heater
• Install any outside radio aerial
• Interfere with fuses.

Note: Personal fridges are not permitted in residents rooms – unless for medical reasons and must be authorised by the Manager of Accommodation Services before being installed. No televisions.
Exam periods
Up to two weeks prior to the University exam periods the Accommodation Manager reserves the right to instigate tougher conditions of Residence and consequence. These additional conditions will include noise and alcohol restrictions/bans and a “no visitor” policy until the end of the exam period. If a resident/s breaks these restrictions the resident will be suspended for the period of the study break and the exam period. Students are required to vacate their rooms within 24hrs of their last exam. An extension may be applied for which could require proof.

Firearms
The storage of firearms or ammunition (including rifles, shotguns, spear guns, air rifles, BB guns, paintball guns, etc.) in the Halls of Residence, or in any motor vehicle on campus, or in any part of the University (with the exception of the University Armoury) is strictly prohibited. The armoury is located in the Recreation Centre and firearms can be deposited or collected at the times listed below.

No firearm may be discharged on the property owned/occupied by Lincoln University, except with the express permission of the Vice-Chancellor (this includes BB guns and air rifles, paintball guns or rifles).

The discovery of illegal or unregistered firearms on the University Campus will be viewed most seriously, and offenders may be expelled from the Halls and/or reported to the Police.

The Recreation Centre Firearms collection and deposit times are listed below:
- Monday – Friday: 11.00am – 12.00pm, 5.30pm – 7.00pm
- Saturday – Sunday: 10.00am – 11.00am, 2.30pm – 3.30pm

Fire orders
Emergency evacuation procedures are detailed on the back of each bedroom door in the Halls. Please read this notice and be familiar with the instructions.

If the fire alarm sounds, the building must be evacuated immediately and all people must proceed to the appropriate assembly area. If there is no immediate danger, all windows and doors should be closed to inhibit the spread of the fire.

If a student discovers a fire, he/she must shout ‘FIRE’ loudly and continuously, break the nearest alarm switch and evacuate the building. Only if there is no danger to life should anyone attempt to fight the fire with hoses or other extinguishers.

The local Fire Brigade is a voluntary organisation, so any person who sets off a malicious false alarm will be charged NZD$1,125.00 (2013 rate) to cover their cost, plus a fine levied by the New Zealand Fire Service. Fines or community service will also be levied against anyone who does not exit a building when the fire alarm sounds or who, through negligence, activates the fire alarms (e.g. burning food or not turning equipment off after use or not ensuring sufficient ventilation or opening windows while cooking). The alarms need to be reset after all activations and this charge will be forwarded to the Students/Hall, unless the alarm is found to be faulty.

Each bedroom/common area has a smoke detector that will be activated if tampered with. The smoke detectors are very sensitive and care is required. These must be kept clear at all times.

The whole of the interior of each Hall/Unit are totally non-smoking areas. Anyone who wishes to smoke must do so at least 10 metres away from any doorway or window.
Furniture

Student rooms and foyer areas are fully furnished, so students are not permitted to bring additional items into these areas of the Halls. However, small items, such as bean bags, may be brought to help personalise rooms.

Residents wishing to decorate and furnish communal TV lounges and make them more homely should visit the RA with their suggestions. Failure to request permission to decorate, or furnishings deemed inappropriate by Management, will be removed. Pods and hallways are to be kept clear of furniture at all times.

Under no circumstances may University furniture be removed from communal areas for use either in bedrooms or outside the buildings. The hall/flat concerned will receive a $100 fine for any furniture/chair found outside.

Hall meetings

These are called to keep Residents up to date with happenings. These must be attended. If you were/are unable to make the meeting you must excuse yourself to your RA prior to the meeting, or at the very earliest convenience after the meeting, to be updated.

Harassment

Although Accommodation Services staff will not intrude into the personal relationships freely entered into by students, we do have a responsibility to ensure that proper standards of conduct are maintained and that residents feel safe. Harassment has no place within the Halls and residential management have a proper concern where the behaviour of students towards other students may constitute harassment.

Harassment includes:

- Creating an on-going intimidating, hostile, offensive or distressing environment
- Adversely affecting the academic work performance of individuals, or groups of students
- Undermining residents morale or causes distress leading to physical or emotional distress
- Leading to physical or emotional distress which may force a student to take leave to cope with the behaviour or to leave the Halls
- Such behaviour may take the following forms (but is not limited to):
  - Coercive (pressuring others) behaviour
  - Offensive jokes, suggestions or derogatory comments about another person
  - Expressing stereotyping (assumptions about an individual’s behaviour, values or culture based on a group they belong to)
  - Derogatory or offensive material sent through the mail including electronic mail systems
  - Physical contact
  - Intimidation, abuse or assault.

Harassment cannot be tolerated or condoned because it is denial of equality.

What should you do if you believe that you are being harassed within the Halls?

Seek advice immediately. Support and advice can be sought from the Manager or from trained harassment contacts on campus (Residential Assistants and the Lincoln University Students’ Association office have a list of the people who are harassment contacts).

Refer to website: www.reportit.org.nz
Noise
The Halls are a place for study, so excessive noise which disturbs residents and prevents them from sleeping or studying must be avoided at all times. In particular, unreasonable or excessive noise from residents’ bedrooms or areas or from amplified sound from sources such as radios, stereos, ipods, laptops is not permitted. Furthermore, the use of amplified musical instruments (e.g. electric guitars) is specifically forbidden in Halls. Gatherings are not permitted in rooms, pods or hallways.

Activities such as skate boarding, touch rugby, and kicking/throwing sports balls are not permitted in or around the Halls due to the potential to disturb residents who are studying or sleeping. This is considered a serious offence and a fine and/or consequences will be given to the person/s doing the disturbing or the hall collectively if no one individual or group can be identified.

Notices
Notices, posters or advertisements must not be put up in the Halls unless Management has given permission.

Personal property
Students are strongly advised to insure all the possessions which they bring to the University, as the University and Lincoln Hospitality Ltd do not accept any responsibility for loss or damage to personal property. Simple safeguards, such as naming all items of clothing, keeping bedroom doors locked and not having money or valuables lying around, can be very effective in acting as a deterrent to theft.

You should make sure that your insurance policy covers not only those possessions stored in your allocated room but also any possessions stored elsewhere on campus.

As the Halls are in use for conference guests during vacation periods, it is the responsibility of residents to arrange for safe custody of their possessions during this time. Limited storage within the Halls is available for residents belongings during vacation periods.

Lincoln Hospitality Ltd accepts no responsibility for any items left in bedrooms during vacations.

Pets
Health Regulations prevent pets of all descriptions from being allowed in or around Halls and Units. Any pets found will be removed and taken to the SPCA.

Smoking and drugs
The whole of the interior of each Hall/Flat is a totally non-smoking area. Please note that if you currently are (or become) a smoker, this will not jeopardise your opportunity to reside in the Halls.

The possession, cultivation, use or sale of any non-prescribed or illegal drugs in or around the Halls and elsewhere on campus is strictly forbidden. Residents found or suspected of using illegal drugs may be fined and/or suspended or expelled from the Halls without warning and reported to the New Zealand Police Department. Any information Accommodation Services holds about you may be passed to the New Zealand Police Department.

Vehicles
Students bringing motor vehicles to the University must register them with the Traffic Warden and the Accommodation Office at the commencement of each year (during Course Registration procedures) and when ownership changes. Residents are issued with a special sticker for their car at registration so they may park in residential car parks. All cars parked are solely the responsibility of the owners. Cars, motorcycles and bicycles must be left in areas approved for student vehicle parking. Failure to comply with restrictions on parking may result in the owners having their vehicles removed or being fined. Bicycles must not be stored inside Halls/Flats.
The numerous entrances into the University and many crossroads and intersections within the built-up areas make cautious driving absolutely essential. The speed limit anywhere on campus roads is 20km/h and this must be adhered to at all times of the day/night.

Note: Reckless or dangerous driving is considered totally unacceptable and will lead to a fine of up to $500.00 for a first offence and a referral to the Police.

The storage of petrol or related fuels in any of the residential buildings constitutes a fire risk and is absolutely prohibited.

Lockable motorcycle and bicycle sheds are provided for the use of students resident in the Halls. Keys can be obtained at the Accommodation Office. A deposit of $20.00 is taken which is refunded upon return of the key.

No motor vehicle or bicycle may be driven, ridden or parked inside any University buildings or in any other part of the University grounds other than roadways or officially recognised parking areas. There will be an instant fine invoiced to your account of at least $50.00 minimum for any bicycle found stored in the Halls/Flats/Units.

The driving of vehicles on University paths, lawns and playing fields will be viewed most seriously. Owners of such vehicles may be fined up to $500.00 for an offence, and have to pay for any damage caused to grass areas.

Visitors/overnight guests

In the interests of safety and security, all Residents must provide details of their guest at the Accommodation Office. The host resident must complete a declaration form, giving the guest’s name and mobile number. Guests will be issued with a visitors card entitling them to stay up to a maximum of two consecutive nights. This card must be returned on the day of departure.

If you live in a self-catered flat, you must also seek signed agreement from all other flat occupants to have a guest stay and hand a copy into the Accommodation Office prior to your guest staying overnight.

During weekends and public holidays when the Accommodation Office is closed, guests can be registered with the Night Staff and Residential Assistants during meal times only.

Guests will be charged $2.00 per night for their visit. If a mattress is required, a $20.00 refundable deposit must also be paid. Upon return of the mattress in an undamaged state, the $20.00 will be refunded. A charge of $100.00 will be made for any unreturned mattress.

Failure to register an overnight guest may result in disciplinary action by way of a $200.00 fine, the $2.00 per night charge, and the guest being evicted.

Residents are responsible for the behaviour of their guests and will be held accountable if their guests cause problems. Lincoln Hospitality Ltd is entitled to deduct/claim compensation from a Student/Resident for the recovery of the cost of compensation for any loss or damage caused by misconduct by the Resident or guests of the resident. Guests are to adhere to the University and Halls of Residence Rules and Regulations. Any infringement of these may lead to a guest being evicted any time.

Guests are not permitted to stay for longer than two consecutive nights unless the Accommodation Manager gives special exemption to the policy in writing.

No overnight guests will be permitted during the final week of lectures in each Semester through until the end of the University exam period. No visitors (day and overnight) will be permitted to be in or around the Halls during the 24hrs of the day Garden Party is held.
Student Management

The management of student behaviour in the Halls and Flats is, in the first instance, left to the individual. All residents are expected to behave in a considerate manner towards other residents.

Anyone party to a breach of the University Discipline Regulations, Halls rules and Community Standards will be held liable.

Most residents quickly learn that living in a large community means that consideration for others is paramount, particularly with regard to noise levels. For the large majority of residents this works well and Halls Management have little or no need to become involved in discipline issues. Unfortunately a small number of residents lack sufficient maturity or self-discipline and consideration for others: this often results in Halls Management becoming involved in disciplining these students in order to maintain the community life on behalf of the majority of students in the Halls. Those empowered by the Vice-Chancellor (via the University Discipline Regulations) to formally discipline residents for transgressing the rules of the Halls are the Accommodation Management team.

Process:
In general, the following process is followed when an alleged misconduct occurs:

1. The Duty staff investigates the misconduct and decides whether or not to refer the incident
2. If the Accommodation Manager decides to proceed the student is requested to come to the office at a designated time
3. The student is then confronted with the alleged offence and given the opportunity to present his/her view
4. The appropriate form of discipline (if any) is then selected
5. The student is then given the consequence notice which must be completed within a specified time period and signed off by the appropriate staff member as being completed then a copy given to the Accommodation Manager
6. A copy of the fine notice will be then kept on file for reference in any potential future incidents
7. A referral to the Accommodation Disciplinary Committee or the University Proctor may be made for significant or repetitive breaches.

Misconduct includes:
The breach of any provision of the Halls Community Standards, the University Discipline Regulations or any rule made by the Accommodation Manager under these standards.

- Wilful creation of any nuisance
- Wilful obstruction of any officer or member of the University, or any person employed/engaged by the University and Lincoln Hospitality Ltd in the due performance of functions of their work
- Failing to comply with any reasonable direction given by a person in authority on Halls or University premises
- Verbal, written or physical harassment of fellow residents or any officers or employees of the Halls or the University
- Other acts of misconduct as identified in the University Discipline Regulations.

Consequences:
The ranges of consequences for student misconduct available to the Accommodation Manager include:

- Warning
- Confiscation
- Community Service both Lincoln University based and Lincoln Community based
- Fines ranging from $25-$1,250.00
• Requiring reparations of costs incurred
• Placing students on a behaviour contract
• Making specific areas alcohol free
• Referring matters to the Police, Ambulance or Fire Services
• Referring matters to the University Proctors
• Suspension from the Halls of Residence
• Expulsion from the Halls of Residence
• For more serious or repetitive breaches of the Halls Rules and Community Standards, a referral to the Accommodation Disciplinary Committee or University Proctor will be made
• Referral to outside agencies
• Contacting family/guardians.

Notes: Students suspended from the Halls for a period of time will not have their Halls fees refunded for that period. Students expelled from the Halls will be liable for: their fees to the end of the current Semester, plus an additional 25% of the remainder of the fees for their contact period and all charges on the Students account.

The night staff has been empowered by the Accommodation Manager to issue consequences to students breaching the community standards, particularly if the breach is repeated. If any student does not agree with the consequence distributed by the staff they are to appeal to the Accommodation Manager within seven days of the consequence.

**End of year flat references**

Please remember that landlords or real estate agents often ring the Accommodation Staff to ask for information about the suitability of anyone applying for a flat or house. We will base our comments on:

• Any breaches of conduct
• Fee payments
• Room reports
• Incident reports.

**Complaint procedures**

Living in a Halls community requires consideration and understanding towards others. There will be occasions when individuals are not considerate of others, and as such will disrupt the community environment. If a resident wishes to lodge a complaint about the actions (noise, harassment or other situation which causes them offence) of another resident, that person should bring their complaint to the attention of either a Residential Assistant or Accommodation Manager.

• Where a Halls resident wishes to lodge a complaint about a member of the catering or cleaning staff, a Residential Assistant or any other staff member, that person should bring their complaint to the Accommodation Manager

• All complaints will be investigated and followed up. The complainant will be informed of the action taken and has the right to appeal if not satisfied with the outcome

• Where a Halls resident wishes to forward suggestions for service improvement (related to accommodation or catering) they should forward the suggestions in writing or visit the Accommodation Manager or lodge it in the suggestion box at Accommodation Reception

• Residents who do not agree with the discipline measures that have been handed down may appeal in writing to the University’s Disciplinary Committee within seven days. (The full discipline regulations of the University are set out in the University Calendar).
Appendix

Telephone numbers

Catered Halls

<table>
<thead>
<tr>
<th>Hall</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colombo</td>
<td>03 423 0395</td>
</tr>
<tr>
<td>Lowrie</td>
<td>03 423 0396</td>
</tr>
<tr>
<td>Stevens</td>
<td>03 423 0397</td>
</tr>
<tr>
<td>Hudson</td>
<td>03 423 0394</td>
</tr>
<tr>
<td>Southland</td>
<td>03 423 0398</td>
</tr>
<tr>
<td>Centennial</td>
<td>03 423 0399</td>
</tr>
</tbody>
</table>

Accommodation Services Staff

The University's automated switchboard number is 325 3838.

Staff extension numbers are as follows:

Accommodation Office (Amy Rosvall 30527, Carol Greenwood 30526)

All Accommodation Services Staff can also be contacted on 423 0525.

Other numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Centre</td>
<td>325 3835</td>
</tr>
<tr>
<td>University Counsellors</td>
<td>423 0082</td>
</tr>
<tr>
<td>University Chaplain</td>
<td>423 0515</td>
</tr>
<tr>
<td>Recreation Centre</td>
<td>423 0550</td>
</tr>
<tr>
<td>Bealey Avenue 24hr Clinic</td>
<td>365 7777</td>
</tr>
<tr>
<td>Lincoln Police</td>
<td>325 2800</td>
</tr>
<tr>
<td>Emergency (Police/Fire/Ambulance)</td>
<td>111</td>
</tr>
<tr>
<td>LUSA</td>
<td>325 3660</td>
</tr>
</tbody>
</table>
## 2014 Academic Year Timetable

### Semester One

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students move in to residence</td>
<td>26 February</td>
</tr>
<tr>
<td>Semester One lectures begin</td>
<td>3 March</td>
</tr>
<tr>
<td>Lectures end</td>
<td>11 April</td>
</tr>
<tr>
<td>Lectures resume</td>
<td>28 April</td>
</tr>
<tr>
<td>Semester One lectures end</td>
<td>6 June</td>
</tr>
<tr>
<td>Semester One exams start</td>
<td>12 June</td>
</tr>
<tr>
<td>Semester One ends</td>
<td>26 June</td>
</tr>
<tr>
<td>Mid-Semester break</td>
<td>27 June – 13 July</td>
</tr>
</tbody>
</table>

### Semester Two

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students move in to residence</td>
<td>9 July</td>
</tr>
<tr>
<td>Semester Two registration</td>
<td>10 and 11 July</td>
</tr>
<tr>
<td>Semester Two begins</td>
<td>14 July</td>
</tr>
<tr>
<td>Mid-Semester break</td>
<td>25 August</td>
</tr>
<tr>
<td>Lectures resume</td>
<td>8 September</td>
</tr>
<tr>
<td>Semester Two lectures end</td>
<td>17 October</td>
</tr>
<tr>
<td>Semester Two exams start</td>
<td>23 October</td>
</tr>
<tr>
<td>Semester Two exams end</td>
<td>6 November</td>
</tr>
<tr>
<td>Students move out of residence</td>
<td>24 hours after last exam</td>
</tr>
</tbody>
</table>

Clubs day
Want to find out more about?
Scholarships
Accommodation options
Enrolment and Semester dates
Fees
And more ...

www.lincoln.ac.nz
0800 10 60 10 in New Zealand
+64 3 325 2811 international