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Bishop Julius Hall - Members Handbook 2017

A Tradition of Excellence Since 1917

Congratulations on being selected for membership of Bishop Julius Hall.

In our handbook you can read about how we can help you in your first years studying in Christchurch, and how you will fit in with the other residents when you choose to live in this warm, friendly study Hall.

Bishop Julius is like being “at home” away from Home!

We strive to provide an environment that encourages the best for you and that you enjoy yourself with hall and university activities throughout the year.

I am conscious that some of the rules may seem intimidating. However, most of them stress consideration and very few people end up disregarding them.

In 2017 we will be celebrating our Centennial Year. We will be celebrating this throughout the year with events and functions.

Along with the Staff and Residents’ Association Executive, I look forward to welcoming you when you arrive in Christchurch for the 2017 academic year.

Yours Sincerely

***Reverend Michael Welsh
Principal***



Your Welcome

Arriving in Christchurch

As you fly to Christchurch you may be on the plane with many others going to the University of Canterbury. You may even be on the plane with some people coming to Bishop Julius Hall. The airport isn't large by international standards and once you get your baggage, there are airport shuttles waiting to take you to the Hall. The cost of the shuttle is about NZ \$25. All the drivers know the location of Bishop Julius Hall (90 Waimairi Road).

Arriving at Bishop Julius Hall

When you arrive at the Hall the front door is immediately visible. Welfare Staff Members and returning residents will be looking out for you and will help you in with your bags, issue you your keys and take you to your room. They will arrange to show you around the Hall and introduce you to others on your floor. While you will feel homesick, the Welfare Staff will do their best to make you welcome.

Before classes start, the returning students will organise tours around the University so that you know where to go for lectures and to confirm enrolling.

Often second years sell their texts books through the Hall and you can pick up some good bargains. Otherwise, you can buy either second hand or new ones from the University Bookshop. Returners and Welfare Staff will try to show you where places are and where to go for things you want in Christchurch. Being only five minutes from the Bush Inn Shopping Centre and ten minutes from the Westfield Mall Riccarton is quite an advantage.

Hall Orientation

This Hall does not have initiation ceremonies. All the staff, student executive, and returners organise “Start” week events where you meet others in the Hall. Included in the program in the first week are study and survival skills for surviving a University course. Also group interaction, personal safety, health and safety issues, living in community, self-defence, university and a city bus tour, residents input into planning for an opening service and the Adrenalin forest to name a few.

In conjunction with the Halls activities Members are able to participate in the Get Connected Program at the University.

University Orientation

UCSA organises its own orientation events. These are mainly in the evenings and some students choose to go but others stay behind. A few students get tickets for all events in advance but most here seem to buy single tickets for events that they want to attend. For some, the UCSA orientation is great but others find it expensive and prefer something less tiring and a little quieter.



History of the Hall

The Beginnings

Bishop Julius Hall was founded as a result of the vision of Bishop Churchill Julius, the second Anglican Bishop of Christchurch who was convinced that there was a need for a Church teaching order. In order that this dream of his should be realised, he gave up half his stipend for the rest of his life and moved from Bishops court. The Church teaching order didn't eventuate, but, on the 23 August 1917, what was known as "The Bishop's Hostel" came into being for young women bent on Teaching and University work.

Though the family was small (15 in 1918) certain formalities were observed. Not for Students of those early days did washing up duties or serving at tables exist. Starched white tablecloths and a maid in starched cap and apron was the background to formal dining. Leave at night was until 9 o'clock except for one night a week when extra time was allowed for attending movies or a dance. In 1924 the hostel moved to 10 Cranmer Square. Here, during the depression, standards of comfort and service were somewhat different. The years of the Depression and during the Second World War saw a great shortage of domestic staff, so students became involved in cleaning, washing up, preparing meals and helping with the cooking at times. In 1974 the Hall moved to the Ilam campus close to the University.

Eventually, in 1993, the almost inevitable happened, when it was found impossible to fill the Hall with women. That year the Hall opened with 12 men, which increased to 15 during the year.

Bishop Julius has been a co-ed Hall since 1993 and there is an even mix of female and male students. We maintain a close-knit, caring community of people who seek a boutique Hall small in numbers, big on care.



The Crest

The Hall gained permission from the Julius family in 1980 to use the Julius arms, which became a crest that has been used on clothing and publicity materials ever since. The Hall did not adopt the motto but in the 1990's began to use 'Carpe Diem'- seize the day – as the Hall motto.

The Hall

Please remember that Bishop Julius Hall is not a Hostel. A hostel provides bed and breakfast and may or may not provide other meals. A hostel does not provide tutorial facilities and need not employ Welfare Staff with an emphasis on developing the whole person. Bishop Julius Hall is one of three independent Colleges at Canterbury and one of nine in New Zealand. Over the last few years with the increase of tutorials, and the provision of computer facilities the Hall is reclaiming its academic tradition.

The Present

As one of the oldest Residential Halls in the country, Bishop Julius has a proud history. There are three accommodation blocks and an administration block built round a small quadrangle. A new 60 bed accommodation wing was opened for the 2016 Academic year. Each floor has bathroom, toilet and access to laundry facilities, a microwave and coffee making areas. The single study bedrooms are fully furnished, carpeted and centrally heated. Each room has a computer terminal by which you can link your computer through Snap Internet – for more details checkout www.icts.canterbury.ac.nz

There is a television with sky in the front foyer, a recreation room with pool and table tennis and a study centre, used for meetings, social occasions, videos and study. A music practice room is available.



The Hall's Ethos

Statement of Purpose

The Hall exists for its Members and their welfare is its main concern. Through its Welfare Staff, it provides a supportive family atmosphere. Through its tutors and academic facilities, it provides academic help. Through its Residents' Association, it provides companionship, cultural, musical, sporting, and social opportunities. Its modern, warm buildings are the environments within which this takes place. The Hall is a comfortable home with warm rooms, good food, and congenial company. It is a caring environment where individuals do not denigrate the beliefs of others and where no one feels discriminated against by virtue of their gender, race, orientation, or religion.

Selection of Members

Selection of members does not rest on privilege but on a proven application to work and a commitment to helping others. From early in its history the Hall welcomed people from other religions and continues to do so today. The Principal, who considers whether an applicant will contribute to and benefit from Bishop Julius Hall, selects the Members of Hall. The Principal selects returning Members in a similar way. The Principal in addition to looking at academic performance and contribution to the Hall will ensure that there are good students who will assist first year residents. The Principal will also take account of the balance of Students in the Hall and the needs of the Hall. The Principal consults Welfare Staff before selecting returning students.

Hall Expectations

While Members can expect academic, cultural, sporting, and social advantages, the Hall expects certain standards of behaviour of its Members so that others' rights are safeguarded. This handbook outlines those standards. The rules, worked out by past committees of Members and Staff, have as their basis the principles of courtesy and consideration for others and foster the values you live by in your homes. The rules also ensure the safety and security of people and property within the Hall.



Welfare of Members

Living Away from Home

Each year a large number of Members of the Hall are living away from home for the first time. This can be a difficult time, but it can also be an exciting time where Members meet many new people from different parts of the country and throughout the world.

Although new Members often get homesick in the first few weeks, the Hall quickly becomes "home." This can happen because although 169 people live within the Hall, it is divided into smaller homely sections under the care of a Welfare Staff Member. Their primary role is to care for the Members of Hall.

Overseas Members who are homesick are often tempted to socialize within their own ethnic group and converse in their own language. This can limit the opportunity to make new friends and retard their facility with English. Other members of Hall may feel excluded if such languages are used in common areas. Most Members of Hall need a good facility with English for jobs, particularly for professional careers. We hope that people from overseas will always use English in common areas and develop a good proficiency in English.

Climate

Christchurch has a temperate climate and definite seasons. However, being aware of the fact that some new Members come from tropical climates, the Hall authorities ensure that the heating system is fully maintained. More cautious Members are also advised to bring appropriate warm clothing and wet weather gear.



Your Building and Floor

Welfare Staff (known as Residential Assistants [RA's])

These Staff Members are responsible to the Principal for assisting in the smooth running of the Hall. Each Building has a Residential Assistant whose concern is the welfare of the occupants of that Building and the maintenance of Hall standards. Occasionally the Principal or other Staff need to meet students individually or in floor groups about various issues. Please be aware of this and attend these compulsory meetings.

Please discuss problems relating to floor discipline and order with the Residential Assistant in the first instance.

Floor Kitchens

Floor kitchens are available for Members' use. There is a refrigerator for perishable goods (please name your goods) and a microwave and electric jug.

If you use any item from the floor kitchen you are responsible for cleaning it.

Each floor has an ironing board and iron.



Academic

Study Skills Programme

The Hall provides a study skills programme. All Members normally attend the initial sessions and choose what they need after that. This is held over both semesters and is free for all who are eligible. It is designed to help students raise their grade average by learning better study skills and better concentration and relaxation skills. It also deals with essay writing techniques, examination preparation and writing skills. The programme draws on the expertise of the Academic Skills Centre and Residential Assistants.

Tutorials

Where it is possible and where numbers warrant, the Hall provides free tutoring. The Hall particularly encourages those who have not gained good NCEA results to take full advantage of these opportunities. The Hall monitors the effectiveness of its tutorial programme and has Members fill in an attendance sheet for each tutorial. In the past those who have taken advantage of the tutorial programme have performed well in examinations and had good results in selection for professional schools at the University. Members are encouraged to let the Principal or their Residential Assistant know that they are having difficulty with a subject. Sometimes individual help from a Staff Member can remedy this, but sometimes it is a common problem and the Hall may arrange a tutorial.

Help from Staff

The Principal, Residential Assistants, and Tutors are happy to help students who have questions in their own fields of study. Please contact the Staff if you are having study problems.

Release of Grades

As a condition of residence the Hall requires Members to authorise the University to supply the Principal with academic grades for the time they are in residence. This enables the Hall to assist Members, to monitor its tutorial programme, and to select returning Members, who have meet, the benchmark academic requirements of the Hall. (GPA 4 or above).

Computers

The computers are available for Bishop Julius' members enrolled at the University of Canterbury, to help with class assignments and electronic mail. All material on the Hall computers must conform to good taste and be in line with the ethical standards of the Hall and University.

Please do not play games on the Hall computers, as they are required for work.

To preserve the Computers please do not bring any food or drink into the computer room. This room is designated as a quiet area to assist peoples' concentration.

Wireless internet is available in all buildings.

Our Web Site

The Hall has its own web site. The address is: www.bishopjulius.ac.nz .The site has general information about the Hall.

Study Centre

The Margaret Wood Study Centre

The Margaret Wood Study Centre is used for evening tutorials. With permission of the Principal, it may be used for other academic events during the day. When not in use for functions, organised tutorials or classes it is often used for private study.

The Study Centre is a quiet area and members are asked not to take food and drink into it. So do not leave books and other personal material in the Study Centre, or they will be removed. This gives all members of the Hall an equal opportunity to enjoy the study facilities.



HEALTH

Help from Staff

Please do not hesitate to let your floor Residential Assistant know if you are sick or injured. Staff have access to first aid equipment and are trained to use it. The Principal will often be able to inform lecturers or tutors. Where necessary, members were requested to declare health concerns and dietary requirements at the time of their application. Late notification of these may result in the Hall being unable to help.

Help from Kitchen

Floor Residential Assistants will arrange tray meals for those who are unable to get to the dining room. During the "flu" season, the Kitchen will normally make available drinks with high vitamin C content.

Student Health

Student Health provides a full range of subsidised general medical services for all enrolled students, including Medical drop-in clinic every morning or appointments to suit. Free medical consultation with a Community Services Card, Free ACC visits

Dental Treatment: for more information head to:
www.usca.org.nz/support/dental

Influenza Vaccine: With the close living environment students should consider being immunised for seasonal influenza.

Meningitis Vaccine: it is recommended for those living in residential halls to consider being immunised against meningitis.

Location: UCSA Carpark (eastside) phone, 364 2402 (24 hours), on campus extension 6402. When it is possible and necessary Hall staff will assist with transporting Members to hospital or the afterhours clinic.

Counselling Services

Counselling Services provides a full range of psychological / counselling services for all enrolled students. Appointments, both routine and urgent can be made in person or by phone.

Location: In the Student Health building, phone 364 2402, on campus extension 6402

Safety

If staff are concerned that a Member of the Hall is a threat to them or to the safety of others they will require that an appropriate Health Professional carries out evaluations if that person is to remain staying in the Hall. The Hall will normally require that any Member they are concerned about not be resident in the Hall as the Hall is a caring rather than therapeutic community and does not have trained psychological staff.



Cultural Facilities

Inter Hall Cultural Shield

The Margaret Wood Inter Hall Cultural Shield competition is scheduled for the second term each year. Activities included in the competition are: theatre sports, classical music, debating and contemporary music. Bishop Julius is noted for its enthusiasm and creditable performances in all aspects of the competition.

Music Facilities

The Hall has a Music Room with an excellent practice piano and an electric drum set. There is also a piano and an electric keyboard in the Margaret Wood Study Centre.

Practice

The Music Room piano may be used for practice at any time and the Study Centre when free of students. So that individual music students always feel free to practice, the Music Room cannot be used for private academic study or group meetings.

Arts Exhibition

The Residents' Association organises an arts exhibition of student's original work in the third term. All mediums are invited.



Sport

Balls and Frisbees

Balls and Frisbees must not be thrown or played with in the Quad of the Hall or in the other areas because of the danger of broken windows and damage to the gardens. If you must, please frolic in the University Sports Grounds.

Sports Trophies

The Hall has a trophy for Sportswoman of the Year and Sportsman of the Year. The trophy is awarded, based on participation in Sports and Academic endeavour.

Cross Country Trophy

In the 1930's a B.J. student won the cross-country. There was no trophy, the closest item to hand a bath mat was ceremoniously handed to the winner. A new trophy recounts this event and is awarded co-jointly to the first placed male and female B.J. student of the inter Hall's cross-country. There is an award for the first male and female who competes in the cross country event awarded at the Valedictory Dinner.

Pool Competition

The Residents' Association organizes a pool competition within the Hall

Other Sports

The Residents' Association Sports Rep arranges games with other teams. Please see the sports rep or check the notice board for details.

The Sports Science Centre of the University of Canterbury arranges various sporting events with all the University Halls of Residence. These include rugby sevens, athletics, swimming, tennis, and basketball, to name a few. Bishop Julius does well in these events.



Dining in the Hall

Our Aims

The Hall is committed to providing the best possible meals for its Members. The Hall employs qualified Staff and has its menus and operating procedures regularly reviewed by nutritionists. We hope that the variety of our menus and the scope of our salads will enable all Members of the Hall to be happy and well fed

Cooking

The kitchen has two combi-ovens that can cook by convection heat or steam or by a combination of both. Cooking by steam is our preference and where this is not possible, polyunsaturated oil is used in preference to fat or dripping. Because food can be cooked quickly in the different ovens, most food is served within ten minutes of cooking.

Standards

The Hall has qualified Staff. All kitchen hands have the appropriate Food Handling and Hygiene Certificates.

Food Committee

A committee comprising the Principal, a Residential Assistant nominee and a number of students is selected to ensure that different food preferences are represented. This committee meets periodically with the Kitchen to review and discuss the menu and related matters. The names of committee members are posted on the notice board. Members are encouraged to pass on constructive comments to members of the committee.



THE MEALS

Listed below is an outline of what normally happens at meals. We may have to change this based on time of year, the number of members in the Hall and the availability of goods.

Breakfast

This consists of a variety of cereals (at least 6) and different types of bread that Members can toast. There is normally fruit and yoghurt. Each day there is a hot item. On cold days in winter there is porridge. In addition, on Sunday, there is a special cooked brunch where the menu may include a selection of the following: sausages, spaghetti or baked beans, eggs, hash browns.

Cut Lunch

For Members unable to attend lunch during the week there is a facility to make their own lunch. Bread and a variety of fillings, including meat, are normally available. Fruit and baked goods, are provided. People who take a cut lunch are not entitled to come to lunch at the Hall that day. The only exceptions are when a cut lunch is taken to substitute for a late meal. If people request cut lunches on weekends the kitchen staff is normally able to oblige.

Lunch

The main feature is a salad bar with different salads. There is normally one cooked item at lunch, plus rolls or scones and in winter soup is served. Two different types of bread, which Members may toast, are available. In the dining room a variety of fillings are available to use with the Toasted Sandwich Maker to make an alternative lunch. Juice, filtered water and milk is normally available.

Dinner

This is a cooked meal with two main options and at least three vegetables. There is also a dessert. Occasionally there is a salad bar. While the chef tries to estimate there is no guarantee that both options will be available for the whole meal service. There is also a vegetarian option for those who have indicated they are vegetarian.

All Meals

There is a café express machine available as well as instant coffee, tea, and milo. Chilled filtered water is available at the dispenser. A fruit basket is in place.

Meal Times

Introduction

In the past we were able to eat together at meal times. With the variety of courses and lack of common meal times, this is getting increasingly difficult, but we can achieve it at Sunday evenings. Unless a change is posted on the notice board, the following times are the official meal times. Statutory Holidays meal times revert to the Saturday schedule.

Meal	Day	Times
Breakfast	Monday – Friday	7.15 – 9.00am
	Saturday	8.00 – 10.00am
	Sunday	8.00 – 11.30am (continuous breakfast)
Cut Lunches	These will be made after Members have had breakfast and before 9.00am. If people request these on weekends, the kitchen staff are normally able to oblige.	
Lunch	Monday – Friday	11.30 – 12.30pm
	Saturday	11.45 – 12.30pm
Dinner	Monday - Sunday	5:30- 6.30pm
Supper	Exam Time and Study Week	9.00pm

Regrets

It is not possible to extend meal times without a significant cost increase to Members. However, the Hall provides late meals for dinner Monday to Friday when Members have class commitments. Members wishing to make a special case for late meals must do so to the Principal. There are no late meals on Saturday and Sunday. Members may take only one piece of fruit from the Dining Room.

Special Options

Vegetarian

At the beginning of the year, Members should notify the Kitchen if they require a vegetarian meal in the evening or have philosophical or religious reasons for not eating particular meats. People choosing a vegetarian option will keep that option for the entire semester. The vegetarian option is not available for those who have not notified the Kitchen they require special preparation by the Chefs. The evening vegetarian option will not be available for those who regularly do not come to dinner. Members with reasons for regular absences should advise the Kitchen.

Dietary Restrictions

Anyone with allergies to specific food should have indicated this with their application, **must provide medical evidence of their condition before coming to the hall.** Members with such dietary restrictions should make themselves known to the Kitchen staff as soon as they arrive at the Hall.

While some other Colleges are equipped to admit Members with special diets, Bishop Julius is not and normally does not admit Members who require special diets. If an exception is made, it is the responsibility of the people with special diets to get a cut lunch if the food is not suitable. It is the individual Member's responsibility to arrange this. Members are to prepare their own lunches from the selection available at breakfast time. If circumstances change during the course of the year and a special diet is required, Members will be asked to obtain a medical certificate to that effect but it may be left to the Member to work within the limits the menu imposes.

Please note that the Hall is unable to cater for a vegan, Halal or Kosher diet.



Dress in the Dining Room

Special Formal meals

At these meals guests often attend. Members are expected to dress well. The Kitchen Staff put a lot of effort into the preparation of the meal. Sunday Dinner is the Hall's Formal Dinner and guests often attend. You will be notified of these special dinners well in advance and we ask that you match this effort with your own presentation.

All other meals

At other meals a good standard of dress is expected. At all meals please do not enter the Dining Room barefoot, or in bed wear or only in socks. In our culture it is bad manners to wear hats inside a building and they are forbidden in the Dining Room. Similarly hoods should not be up.

Due to space and safety considerations, bags and packs are normally left outside the dining room. For the safety to sight impaired students please do not place bags alongside the doorway.

Please take care around hot surfaces such as the toaster, the toasted sandwich maker and hot water taps.

Special Theme Dinners

The Hall co-operates with the Exec in providing a special dinner for the Hall Theme Dinner evenings once a Term.

Valedictory Dinner

Each year the Hall has an annual dinner for Members of the Hall. At this dinner the Hall hosts Members of the Hall's Board as well as academic Staff from various institutions who have contributed to the Hall during the year.

Barbecues

At the start and end of the year the Kitchen will organise some barbecues. These are weather dependent. Members are able to use the barbecues in accordance to the barbecue rules.



Customs in the Dining Room

Guests at Meals

Members may bring a guest to a meal if they sign the guest book in time beforehand. A meal chit should be purchased from the office during office hours before the meal. Casual visitors are not allowed in the Dining Room. Please introduce your guests to the Principal or Residential Assistant on duty. The dining room has always been a warm social environment to mingle with other Members. To show courtesy and consideration to others please follow the directions listed about clean-up, seconds, grace, guests, and etiquette.

Absences from Meals

Please inform the Office or Kitchen as soon as possible if large numbers are going to be absent from meals. This prevents the wasting of food and enables the Hall to budget for "special" term dinners. The Hall fees are determined in the expectation that not all students will eat all meals, though all are free to do so. No refunds are provided when Members are absent from meals, but the money "saved" goes to special dinners.

Etiquette

Please do not sit on tables in the Dining Room and do not place clothing or hats on these tables, as this is both unhygienic and culturally offensive. Please use the tongs or servers supplied to serve your food.

Crockery and Cutlery

The crockery is costly to replace. The crockery and cutlery can only be removed from the Dining Room when dining under the umbrellas and they must be cleared away and returned to the dining room after the meal. Members of the Hall may not bring their own crockery or cutlery.

Grace

The Principal or Residential Assistant at the evening meal says a Thanksgiving grace, usually 15 minutes after the commencement of the meal. All Members, whatever their religious affiliation or absence thereof, should sit quietly during grace. Dirty dishes are taken to the servery after grace. Unless it is with the Principal's permission, no one leaves the Dining Room until after grace. All people entering the Dining Room in the evening before grace (for whatever reason) must remain until after grace.

Seconds

Second servings are available after all have had a first serving. Second servings are available after 6.00pm or at the Kitchen's staff's discretion. Members should make it easier for Kitchen Staff to do their job and should not ask Kitchen Staff to break Staff guidelines by giving extra food before seconds are available.

Clean-up

Please co-operate with the Staff in the serving of food and by taking your used crockery and glasses to the wash up servery after your meal. Please ensure that all utensils, scraps, and crockery are placed in the correct receptacles.

Principal's Table

Members are welcome to sit at the Principals table at meal times and are encouraged to greet the guests who may be invited for lunches and dinners. Sometimes a reserved sign will be placed on seats other than the Principals to reserve them for guests and Members are asked to respect this.

Notices in the Dining Room

The Staff Member on duty at the meal will normally give Members an opportunity to announce notices. These should be brief, in good taste and about Hall events.



Staff & Members

The Residents' Association

Membership

All Members of the Hall, whether undergraduate or graduate, belong to the Residents' Association. The Staff are ex-officio honorary Members.

Purpose

The Association promotes the life of Bishop Julius Hall, fosters a good relationship, and acts as a liaison group between Members and Staff.

The Executive – Bishop Julius Students' Association

The Executive is comprised of the following: President, Vice-President, Secretary, Treasurer, Food Rep, Social Rep, Cultural Rep, Sports Rep, Internal Affairs Rep, and first year reps. Members elect the second year Members of the Executive at the end of the second semester. The two first year representatives are elected at the start of each year.

The Executive Members have specific areas of responsibility and can act as your representatives to the Principal. Apart from their daily responsibilities, they arrange the Annual Ball, sports events, cultural events, the Bish Bash, the term dinner, and floor competitions. They are responsible for the maintenance of equipment owned by the Association i.e. the pool table, the table tennis table, and a variety of sports and games equipment. The Exec play an important role, as the functions they arrange, bring the Hall together to make Bishop Julius a vibrant group.

Bishop Julius Student's Association Finance

Upon presentation of a satisfactory budget, the Bishop Julius Hall Board normally asks the Students' Association to manage the Amenities Fee. This will fund activities to welcome new Members and fund or subsidise events during the year.

Relationships with Other Organisations

While Members may belong to other student organisations, the Bishop Julius Students' Association is not affiliated with these and exists solely for the well-being of Hall Members. The Student Associations at the University has no authority over the Bishop Julius Hall Students' Association.

The Magazine

Each year Members publish a magazine that is the responsibility of the editor and the Members who write articles. The Hall authorities take no responsibility for the writing, compilation, censoring, or publication of this magazine. The Hall stipulates that authors and editors must write in good taste, conform to the Harassment Policy of the University, and take full personal responsibility for all articles. Individuals have the right to view and approve articles where they are named before the publication of the magazine.



Hall Personnel

A voluntary BOARD sets the Hall's policy and oversees the operation. Its Members are drawn from the Christchurch community. Each Member offers expertise in a specific area. The Board appoints the Principal to administer the Hall. The Principal appoints other Staff Members to assist in this task.

The PRINCIPAL is responsible to the Hall's Board for maintaining the excellence of Bishop Julius Hall. The Principal oversees the administration of the Hall and promotes its good relationship with the wider community. Together with the Staff, the Principal fosters a caring atmosphere and encourages scholastic achievement.

The BURSAR: Helps with the financial administration of the Hall and management of staff, properties and the upkeep of grounds, buildings and equipment in consultation or as directed with the Principal

The ADMINISTRATION OFFICER: assists the Principal provides administrative support, receives fees, distributes Members' mail, answers official telephone calls, deals with inquiries and offers many other services.

The SENIOR TUTOR: In consultation with the principal is responsible for organising academic help for Members. This includes tutorials, mentoring and study skills. The Senior Tutor also has a specific care for the academic progress of Members of Hall and will assist the Principal in this matter.

The RESIDENTIAL ASSISTANTS assist in ensuring the wellbeing of all Members by providing advice and help on personal and academic matters. Residential Assistants are responsible for monitoring standards of behaviour and taking appropriate disciplinary measures. **Senior Residential Assistants** are the contact people for problems in the weekends. There is at least one Residential Assistant in each Building.

The HOUSE MUM SUPERVISOR oversees the House Mums Staff, supervises the issuing of linen, and issues extra bedding.

The HOUSE MUMS STAFF clean and service the common areas of the Hall, as well as individual Member's rooms, floor bathrooms and kitchens.

The HEAD CHEF supervises the Kitchen Staff, prepares the menus, and is responsible for maintaining the high standard of food and hygiene.

The KITCHEN STAFF cook and serve the meals to Members and guests.

The MAINTENANCE STAFF work on minor repairs and in keeping the Hall plant and grounds in good condition.

Confidentiality to Team

Members should be aware that study, behaviour and health matters are not confidential to individuals but to the Staff team. Please do not embarrass individual Residential Assistants and yourself by asking them to keep such matters confidential to themselves. Because the Principal has concern for the whole Hall, the Staff Members must consult with the Principal. The Principal only shares personal or sensitive information on a "need to know basis" with other Staff. Residential Assistants may suggest to Members that it might be more appropriate if some matters are shared with Student Counselling or with the Chaplains.

Evenings and Weekends

Members having difficulties during the evening should contact the duty Residential Assistant. During weekends problems should be referred to the Residential Assistant on duty whose name is posted on the wall of the Administration block inner quadrangle. The duty welfare office Telephone number is 027 BISH RAS (027 247 4727). Residential Assistants have delegated authority from the principal.



The Buildings

Bedroom/Study

Furniture and Fittings

The Hall encourages Members to look upon their bedroom/study as their home.

The rooms are single rooms, not shared

The Hall provides adequate furniture for all rooms and does not allow Members to bring their own furnishings without the prior and express permission of the Principal. Each room is provided with the following minimum furnishings: bed and mattress, desk, desk chair, lounge chair, lamp, mirror, bookshelf, wardrobe. The following is provided: white mattress protector under-blanket, sheets, pillow, pillowcase and two blankets, and a duvet, and a quilt.

Housekeeping Details

Members make their own beds and change linen weekly. Linen (two sheets and a pillow case) is exchanged at posted times. Those who wish to use their own sheets should notify the Cleaning Supervisor at the start of the year. Because the sheets are hired, they may only be washed by the hire firm.

Rooms are cleaned once a week. To help the cleaner, the Hall asks Members to leave their rooms during cleaning, to keep their belongings off the floor, and not to store things under beds. The window ledges are not available for storing empty containers etc.

The cleaners empty the rubbish bin (for paper and dry rubbish) each week when rooms are cleaned. Bottles, tins and wet rubbish can be put in the kitchen bin, but large quantities of rubbish are to be taken to the skip at the Waimairi Service Street entrance.

Recycling: The Hall is committed to recycling. There are bins for: cardboard, paper, cans, bottles and plastics. The quantity of recycling is dependent upon all members' commitment.

Extra Storage: Empty suitcases can be stored in bedrooms. If they are appropriately named, suitcases can be stored in the Floor cupboard, where available.

Posters and Other Materials on Walls

Most members wish to make their rooms more “homely”. **In all rooms tape and pins are not allowed on walls or painted or stained surfaces because of the damage they cause.** Pins may only be used on notice boards. Doors are not to be decorated as this damages the painted surface. If Members are in doubt, please contact the floor Residential Assistant or contact the office.

Room Allocation

When accepting a place in Bishop Julius Hall Members accept the room allocated. While not a normal procedure, the Hall reserves the right to change a Member's room during the course of the year.

Responsibility of Members

The Hall expects Members to keep rooms tidy and to change sheets regularly. Members are responsible for all activities in their own room whether or not they are themselves present. Thus, they are responsible for the safety and care of all Hall property provided in rooms, including furniture, fixtures and fittings, and must make sure that the initial contents of their rooms are presented in the same condition when they leave.

Furniture should not be moved elsewhere or taken from common areas. The Hall asks that the Bursar be notified immediately should any furniture get broken, or for any other inquiries about room fittings or furniture.



Buildings and Property

Common Room

A new common room is to be built at the rear of the Administration Block for the use of residents. This will house the pool table, table tennis table and large screen television with a wonderful outdoor deck area. At present in the evenings the front foyer of the hall becomes a homely common area. The Residents Association provides SKY TV on the wide screen television.

Nancy Sims (Lady Agnes Marian Sims)

Named after a generous benefactor of the Hall, Lady Agnes Sims. Everyone knew her as Nancy or, given her size of four foot eleven inches, the 'little lady'. Lady Sims husband was Sir Arthur Sims, KT, a cricketer, philanthropist and financier. This block is a five-storied building, with the ground level devoted to the Kitchen and Dining Hall. The other four levels are student accommodation.

Mabel Hendrie

Named after the Legendary Mrs Mabel C. Hendrie Principal of Bishop Julius 1928 – 53. This is a three - storied block on the eastern side of the Quad for student accommodation.

Cranmer

Named after the Archbishop of Canterbury at the time of Henry the Eighth, 10 Cranmer Square Christchurch was the former site of Bishop Julius Hall. Cranmer Block was initially let as independent flats. They are fully integrated into the Hall's accommodation.

The Margaret Wood Study Centre

Named after the Reverend Margaret Wood a respected former Principal of the Hall 1979 – 2001.



Safety/Maintenance

Any attempt to open outside fire doors, tamper with fire equipment or signage, or to open locked security doors will result in a Hall fine.

Fire

A Heat alarm system (and combination smoke alarms in the Cranmer, Mable Hendrie and Administration buildings and sprinkler system in The Oaks and Nancy Sims building), fire-hoses, and fire extinguishers safeguard the Hall's buildings. This equipment is only to be used in an emergency by the fire wardens. Fire evacuation drills are held during the year, and Members are expected to co-operate with fire wardens and fire service officers.

Hair Dryers and Hair Straighteners must only be used in the bathroom areas in Cranmer and Mabel Hendrie buildings because they set off fire alarms.

IF YOU DISCOVER A FIRE

Immediately operate the nearest fire alarm

Ring the Fire Brigade – Dial 1 -111

If fire breaks out, the fire alarm bells will sound a warning and all Members must then vacate the building following the instructions posted inside the bedroom. Please make yourself familiar with these instructions when you take up residence.

Electrical Appliances

All electrical appliances brought with you to Bishop Julius Hall must be certified as safe by a registered electrician or equivalent certified personnel and have a test tag as evidence it has been tested.

Security

To protect the Members, their privacy and possessions, the Principal and Staff place great emphasis on the security of the Hall. If uninvited outsiders are seen around the Hall, either challenge them or inform the Principal or Residential Assistants.

After 5.30pm the front door is the only outside door left unlocked.

CCTV: For your protection a number of areas of the building are under 24hour camera surveillance.

Energy Conservation

The Hall is well heated. If a bedroom is too hot the Hall asks that heaters be regulated or turned off before opening windows.

Please turn lights off when leaving bedrooms, and turn off unnecessary lights in bathrooms and kitchens.

As in most houses, the supply of hot water is limited, so please be reasonable in its use.

The Hall appreciates the efforts of the Members in helping to save energy and thereby keeping fees down.

Maintenance

The Hall also needs the Members' assistance in preventing large repair bills. Please let the Staff on duty or the Principal/Bursar know immediately if there is a major problem such as a burst pipe. Write any repair problems in the maintenance book immediately. This is on the Ledge at the foyer at the front office. No member or third party may affect any repair to his room or any of the chattels therein. The Halls contractors or maintenance officer does this work.

Keys

Members are issued with a key to their room and a Proximity Encoder which opens the front doors and access to their accommodation building. A bike shed and a music room key are issued if required. The only people who will have access to your room are the cleaning and maintenance staff (and this normally at your request). Where other staff need to use a key to enter your room for health or safety reasons or in extraordinary circumstances you will be advised. It is important that Members take care of all keys and return them on leaving the Hall for vacations. Members are charged for the room when they fail to return their key. A replacement fee is charged when residents are issued another key. The original and the replacement keys remain the property of the Hall.

Lost keys are a security risk and Members should inform the Bursar immediately in the event that they cannot find their keys. Members are charged for replacement keys, labour cost, and eventual lock replacement the total cost is *approximately* \$250.00.

Fire Wardens

Members who are appointed as fire wardens will undertake a Fire training course. They are also asked to keep themselves conversant with their duties as fire wardens.



Miscellaneous

Transport

The Hall's grounds, car park and driveway, are tow away areas. These are only to be used by Members and families briefly for unloading. Motorcycles are not to be brought into the Hall's grounds.

Buses

The city of Christchurch unlike other New Zealand cities has an excellent bus service; it is recommended that you purchase a Metro card during orientation week to take full advantage of the service and special deals. There are other cheap and convenient services to all of the cities malls.

Car Parks

Car parks are allocated to members with vehicles at the start of the year at a cost of \$100.00 for parking for the academic year. Vehicle Parking is limited and vehicle parks are issued on a first come basis all vehicles parked in the car park must be registered and have a current warrant of fitness. When all Parking Spaces are full members must park their vehicle on the road. Hall Guests must park off site.

Cycles

Only serious cyclists should bring their bicycles often bikes are stored in the cycle sheds to be dusted off at the end of the year. A bike storage area is provided and you will be issued with a bike key. Please ensure your bike is also adequately locked, as the Hall does not take responsibility for security of bikes. Visitors may park bikes in the cycle bay at the rear of the Nancy Sims building. Visitors may not park their cycles overnight and may only park them while they are visiting people in the Hall. They cannot be brought inside the building. Expensive cycles needing daily care and central heating should be left at home. Please do not cycle on the grass.

Laundry

The Hall has its own central Laundry facility, 7 automatic washing machine and 7 tumble-dryers plus an adjacent drying room. There are outside lines for clothes. Members must provide their own washing powder. Providing Members co-operate in keeping outsiders from using the machines, we do not charge for their use.

Washing Machines and Dryers are only for the use of Hall Members. Clotheslines are not to be hung in rooms, and no clothing to be hung on fire sensors or fittings or on the balconies. Please do not use the bathroom basins for soaking, washing or dyeing clothes, as it is both unhygienic and culturally offensive.

Often members purchase a folding clothes drying rack and find it useful. Items of clothing should not be hung to dry on the balconies.

Lost Property

Lost property is usually handed in to the office. Please check with the office in the first instance about lost property. Often there is lost clothing awaiting collection in the laundry.

Telephones

The University has advised that landlines will not be available after 2016. The hall will provide a PABX system that students will have access but not in their particular rooms.

Mail

The mail is cleared and mail placed in pigeonholes by office staff on weekdays or the duty Residential Assistant in weekends. Tampering with mail is a serious offence and the Hall would treat any occurrence seriously.

Outward mail: If this is handed in to the office Staff during normal office hours, it will be sent at the first available opportunity.

Mail should be addressed to

(Name)
c/- Bishop Julius Hall
90 Waimairi Road
Ilam
Christchurch 8041

Newspapers

A copy of The Christchurch Press (Monday – Saturday) and the Sunday Star Times are available in the room adjacent to the main Dining Hall.

Conferences

Purpose of Conferences

Because of our facilities and good service, the Hall has gained a good reputation as a venue for conferences. The income generated by these conferences helps to pay for further renovations and to maintain the quality of the facilities.

Normally conferences are held during the holiday periods so they have little impact on Members. However, some smaller functions are held during the semesters. These usually involve closing some common areas for a few hours. Members are expected to play their part by complying with requests that are made at these times.

Theft

Stealing is an occasional problem and Members are urged to keep doors locked. In the case of theft, a Member should report the matter both to their floor Residential Assistant and to the Police.

Private Possessions

Members are advised to ensure that their personal possessions have private insurance cover. Sometimes a parental Household Contents Policy may cover for the Member's personal possessions at the Hall. The Hall accepts no responsibility for private possessions brought into the Hall. All private possessions must be removed from rooms at the end of the year. The Hall reserves the right to take possession and dispose of any belongings left behind by non-returning Members at the end of the year. Insurance cover is available through Student Safe Kiwi Insurance – please contact Student Services at the University

Vacation/Weekend Arrangements

Members are asked to write a contact address and phone number in the weekend leave book (on the shelf outside the main office) for the weekend or public holidays. This information is useful if you fail to return to the Hall or if we need to contact you in case of a family or other emergency such as fire or an earthquake.

You are requested to tidy your room before departure for holidays to enable the Housekeeping staff to vacuum, dust and change bedding during each holiday break.

Students staying over for holidays must let the Administration Officer know of their intentions for catering purposes. The Hall is alcohol free during the holidays but students can visit licensed premises in Christchurch and return quietly to the Hall.

Groups in the Hall

Although the Hall encourages Members to participate in student activities, the only groups that meet by right within the Hall are those associated with approved tutorial and academic studies.

Pets

No Member may keep an animal pet in a Hall room or on the Hall grounds.



Our 5 Main Rules

The rules

Although a number of rules and customs have been scattered throughout the conditions of Residence Handbook and the Index summary of key Rules there are five main areas we are concerned with. These help make the Hall the good environment it is for study. They are based on the principles of consideration for others.

(1) Observation of Quiet Hours

Quiet hours are set to facilitate an appropriate atmosphere for study. Members are asked to be considerate of others and to curtail noise during these periods. These are:

Sunday to Thursday: 7:00 p.m. to 8:00 a.m. (with a break 9:00 - 9:30)

Friday and Saturday: 10:00 p.m. to 7:00 a.m. Quiet hours are extended during examination preparation time.

The following guidelines may help:

- (i) Radios or stereos should not be heard outside a Members bedroom.
- (ii) Educate your visitors to enter and leave the Hall quietly. Members are responsible for noise made by their visitors.
- (iii) Do not play musical instruments during quiet hours.

If the noise in a Member's room or floor kitchens can be heard in the corridor or in other rooms, quiet hours are violated. (Note Mabel Hendrie and Cranmer kitchen and corridor are combined so residents need to be considerate).

Because sound carries easily within the building it is not possible for students to practice with instruments in their room but approval is often given for Members to use the Music room (a key is available on request) or Study centre during the day for music practice.

Amplification and Drums

Without the Principal's permission students cannot use drums or amplification on musical equipment inside or outside of quiet hours anywhere on the premises. Sound carries easily in the corridors, and it is best for Members to either leave such things as electric guitars or drums at home or find other venues.

Stereos

Stereos are allowed only in Members' rooms upon the following conditions:

Inside Quiet Hours - The stereo should not be heard outside the Member's room.

Outside Quiet Hours Members of each floor and their Residential Assistant are encouraged to develop standards of consideration for others on their own floors, particularly concerning the level of noise considered acceptable out of quiet hours. At all times it is unacceptable to have a stereo blaring with the room door open. It is also unacceptable to have a stereo blaring out the window or to use it anywhere else in the Hall other than a Member's bedroom.

Noise

Members can be fined at any time for noise inside quiet hours. Members can also be fined at any time for a stereo blaring with the door open or blaring out the window. For noise outside quiet hours where the door is not open and the stereo is not blaring out the window, a warning will normally be given for a first offence. However, if a Member has previously been spoken to about their stereo inside or outside of quiet hours a fine will be imposed. If further problems occur inside or outside quiet hours, after a fine has been imposed, the stereo will normally be confiscated.

(2) Be Responsible for your Visitors and Guests

In an ordinary home, certain conventions are observed such as introducing guests to other Members of the household and keeping noise down in consideration for others. The Hall expects Members to observe similar conventions. These are listed below:

Casual Visitors

Visitors are welcome from 8:00 a.m. to 10:00 p.m. Sunday to Thursday and until midnight on Friday and Saturday, but after these times they must leave the building and grounds. While visitors are in Bishop Julius the host Member is responsible for any penalties incurred, damage, or loss caused by visitors, either in the Hall or in the grounds. Visitors are expected to respect Hall customs. All visitors must enter and leave by the main door.

Because we are conscious of security and safety Members of Hall will be fined if visitors are in the Hall beyond the specified times. Members of the Hall not wanting to see particular visitors should advise the duty Staff. If you are being harassed by anyone please see the Principal.

Formal Overnight Guests

If an application is made to the Principal 24 hours beforehand (before noon Friday for Saturday or Sunday visitors) it is possible for Members to have a mattress in their room for out of town guests for a maximum of two nights. There is a \$12 charge that covers an overnight stay with breakfast, lunch \$10, dinner \$15.

The Guest book for this must be filled out and payment made before the guest arrives. Exceptions to the 24-hour notice rule may be made in the case of emergency when a Member has genuinely been unable to give earlier notice. In this case a \$15 emergency charge will be levied.

It should be stressed that the Hall is not a hostel for itinerant people and is primarily for Members. However, when setting fees the Hall presumes that Members will be away from time to time.

A Members guest who occupies a room during the absence of a Member will be charged the normal guest fee.

Restrictions on Guests

The Principal may, in the interests of the Hall, decline requests for overnight guests. Guests are not allowed in the Hall during "closed" Hall functions, (and at any time may be restricted or banned). Overnight guests are restricted on the nights of Hall functions, Formal Dinners and during examination times at the end of each semester. Visitors beyond Christchurch may stay on the weekend of the Hall Ball with the permission of the Principal

No visitors may be in the Dining Room unless they are entered in the guest meal book that is at the reception area of the office.

No outsiders are allowed in the computer room without the Principals permission. We regret that outsiders are not able to use the computers even in the company of Bishop Julius Members or as part of a joint project.

Visitors

If there are problems with visitors a fine may be levied. The Hall also reserves the right to ban particular visitors from entering Hall property. Where a Member of Hall is particularly noisy with visitors, the Hall reserves the right to restrict visitors to the room (either from within or from outside the Hall).

(3) Be Moderate in the use of Alcohol

Alcohol in cans and casks is permitted for quiet entertainment in rooms provided people are moderate in its use and considerate of others, therefore alcohol can only be consumed in the Hall up until 10.00pm. Please limit the number of people to four to avoid disturbing other Members. (More than four is considered a party, which is not allowed and quiet hours should always be observed.) Alcohol in bottles is not permitted for safety reasons.

No alcohol is permitted in Common Rooms, Games Room, TV Rooms, Library, Computer Room, Tutorial Rooms, Study Centre, Lounge/Entrance to Hall, Dining Room, Music Room, Reception Area, Laundry or any corridor. Members returning from outside functions where alcoholic drinks are available must be considerate of others and observe the rules and customs of the Hall.

The balconies and courtyard are there for quiet enjoyment of Members only. The Hall reserves the right to apply the "no party" rule. Under no circumstances are visitors to be entertained with alcohol in these areas. Visitors are not allowed on balconies in the evenings.

ALAC recommends a maximum of four standard drinks for females and six standard drinks for males in one sitting.

Intoxication itself is not seen as a matter for discipline, though it may be a matter for education or pastoral care. Should intoxication lead to unacceptable behaviour, that behaviour is a matter for discipline. The Hall does not regard intoxication as an excuse for breaches of any rule. If alcohol is a factor leading a Member to disregard others rights, the Hall in addition to or instead of a fine may impose an alcohol ban for a specified period.

For particular functions the Principal may vary rules on alcohol.

Drugs Forbidden:

Should anyone be found using, in possession of, or dealing illegal drugs, or suspected of the same, the matter will be put in the hands of the Police.

(4) Responsible Use of Computers

Members only

The I.T. Department at the University of Canterbury operates the computers situated in the Hall. These are available for Bishop Julius' Members enrolled at Canterbury University only. Students enrolled at other Tertiary Institutions, have access to Student Computers at their respective institution. The Computer Software is licensed for use by student and staff of the University only. The Computers are available to help with class assignments and electronic mail. All material on the Hall computers must conform to good taste and be in line with the ethical standards of the Hall and University.

Computer use is governed by the 'Computer Use Policy and Procedures' and the 'Computer Administration Policy and Procedures', copies of which may be obtained from the UC Policy Library at www.canterbury.ac.nz/ucpolicy

Food - Quiet

To preserve the computers please do not bring any food or drink into the computer rooms. These rooms are designated as quiet areas at all times to assist peoples' concentration.

Printer

The printer is not to be used for making multiple copies of the same document, e.g. reports, resumes, or letters please be considerate of others and only print final copies.

Computer bans

If a Member has a visitor in the computer lab, or violates other protocols, they will normally be banned from using the computer lab for a period or for the whole year depending on the seriousness of the violation. Unethical behaviour, such as using the computers to send, store or receive obscene or pornographic material, may make a person subject to University, as well as the Hall's penalties. Repeat offences will normally result in a ban for the remainder of the academic year.

(5) Be Conscious of Safety

Roofs

No one is allowed on any roof; extra pressure on these may open the covering and cause leaks.

Window Security Stays

Stays are there for your own protection and must not be tampered with. They must always remain in the secure position.

Electric Heaters and Other Equipment

Because of the risk of fire, Members are not allowed to use electric heaters, toasters, grills, microwaves, cooking appliances, or electric blankets in their rooms. Naked flames are not permitted e.g. Candles and incense.

Microwave Ovens

While cooking on floors these must not be left unattended because burning food will set off the smoke alarms and result in a false alarm call out, for which you will be charged \$1125 plus the cost of reinstatement of the alarms.

Smoke Doors

Under no circumstances are the smoke doors allowed to be propped open, as this may endanger the lives of fellow residents. The door return on bedroom doors is not to be tampered with.

Firearms and Fireworks

No firearms, air rifles, slug guns, BB guns, imitation firearms or the likes are permitted in the Hall. No fireworks or rockets are permitted in the Hall buildings or grounds. No weapon of any sort (e.g. knife/sword) may be brought onto the site.

Water Pistols

Because these damage interior furnishings they are not allowed in the Hall.

Smoking

In line with Official University policy, the Hall buildings and grounds are smoke free. Members are encouraged to attend non-smoking courses.

Misuse of safety Equipment

The Hall takes a serious view of any misuse of safety equipment. All false alarms and misuse of equipment will result in a general fine to all occupants unless the individual concerned is identified. A false alarm costs about \$1150.00 Watch for outsiders who might cause YOU to be fined by their stupidity or carelessness. An attempt, whether a failure or not, to set off or damage the fire alarms will attract a minimum fine of \$300. If the fire brigade is called out on a false alarm an additional \$1150.00 at least would be levied. All consequential damage will be a further charged.

Discipline

While the Hall expects its Members to voluntarily respect the rights of others, the Hall has the right to discipline Members who infringe on others rights or who violate the Hall's guidelines and customs. Depending on severity, the Hall reserves the right to fine suspend or expel Members from the Hall (or impose a lesser penalty or equivalent penalty to any one of these). Most people respect the rights of others and never have to be spoken to about discipline matters. Non-observance of Hall rules or customs or breaches of the required standards of behaviour set down in the handbook make a Member liable to fines, suspension or termination of residence.

Fines

Where fines are levied they must be paid within 24 hours or a further charge will be incurred. It is the individual's responsibility to pay, and no reminders are given. All fines are receipted and the money is put towards student amenities.



General Behaviour

In Hall premises, or while representing the Hall, or on any trip or at any function organised by the Hall, or at any event organised by the Student Executive, Members will conduct themselves in such a manner that is not detrimental to the reputation of the Hall and does not violate New Zealand law or endanger the safety of any person or any property, and does not interfere with any other person's rights or enjoyment of their property and is in keeping with the standards maintained at the Hall.

Unjust Treatment

If students at any time feel unjustly treated, they should see the Principal, or if they would like someone to speak on their behalf they should contact the Student President or Residential Assistant. Members of Hall are also welcome to contact the Student Unions in their respective institutions for advice or assistance.

Suggestions and Complaints

Suggestions regarding the organisation of the Hall should be addressed to the Principal. Any complaints regarding the organisation of the Hall or the conduct of staff should be addressed to the Principal.



Ethical Behaviour Policy

Sexual Harassment

This is unwanted attention of a sexually oriented nature, which is objectionable to the recipient, and which the person responsible for the harassment knew or ought to have known was unwelcome or unwanted by the recipient. Harassment may have the effect of creating an offensive, intimidating or hostile... environment and may unreasonably interfere with the recipient's ... performance.

(From the University Policy)

Racial Harassment

This is behaviour, which is based on colour, race, national or ethnic origin and is of such a significant nature that it detrimentally affects the person against whom it is directed. Behaviour may be racial harassment even though this was not the intention of the person responsible for the behaviour. (From the University Policy)

Discrimination

This is different treatment of a person or group of persons which results in less favourable treatment or creates a less favourable environment. It may arise from omissions as well as actions and may arise from policy and official decisions as well as personal statements and behaviour.

Complaints

The Hall Board endorses the policy of the University of Canterbury and designates the Residential Assistants as contact persons to fulfil the same role as the University contact persons. However, if a formal complaint is made about a Staff Member, it should be submitted to the Principal or a Member of the Board within six months after the occurrence of the alleged breach of conduct. The Board has the option of referring such a formal complaint to the University Grievance Committee, and may request a copy off the report from the Committee.

Scope of the Ethical Behaviour Policy

The Hall is committed to providing a safe environment for all who live and work in the Hall, whether they are Staff or Members. The Hall also hosts visiting Guests who are informed of the Halls policy. Members are urged to be aware of their rights with other members of the Hall and with visitors. If in doubt, Members are asked to contact a Staff Member. The complete University Policy may be obtained from the University Website.

Calendar 2017 Provisional

PLEASE NOTE: Some of these dates may change. You should consult the University webpage before finalising your travel arrangements.



JANUARY

18 Fees for Bishop Julius Students due -1st Instalment

FEBRUARY

15 Students arrive. Continuous tea / coffee /juice / finger food available for parents and students in the dining room 10am -3:30pm

17 – 19 “Start week” at Bishop Julius.

19 Opening Service – gather in quad at 11:00am

20 Lectures start

APRIL

7 Lectures end

10 - 30 First semester break

11 & 13 Graduation

25 Anzac Day

26 Fees for Bishop Julius Students due -2nd Instalment

30 Return to Bishop Julius Hall

MAY

1 Lectures Resume

JUNE

2 Lectures end

5 Queen’s Birthday (University closed)

5 - 9 Study Break

12 – 24 Mid-year examinations

26 - 16 July July break

JULY

- 7 Exam results released
- 16 Return to Hall
- 17 Second semester begins

AUGUST

- 16 Fees for Bishop Julius Students due – 3rd instalment
- 25 Lectures end
- 28 - 10 Sept Aug / Sept Break

SEPTEMBER

- 10 Return to Hall
- 11 Lectures resume

OCTOBER

- 20 Lectures end
- 23 - 27 Study Break
- 23 Labour Day (University Closed)
- 30 Examinations commence

NOVEMBER

- 16 Examinations end (Students to leave the Hall 24 hours after their last exam – this is non negotiable)
- 17 Canterbury Show Day (University Closed)

DECEMBER

- 1 Exam results released (date to be advised)
- 13 & 15 Graduation



Handbook: the key rules

1) Alcohol

Alcohol is not permitted in common areas. Visitors are not to be entertained with alcohol on the balconies or in the courtyard, grounds or river bank.

2) Dining Room

No visitors, no alcohol, no stereos, no mess, no crockery, cutlery, or food leaves the dining room (with the exception of dining under the umbrellas).

3) Balls etc.

These are not to be thrown in the courtyard of the Hall, or inside the building.

4) Bedroom

Members should change their bed sheet weekly. Members do not bring their own furniture or electrical appliances. Members do not share bedrooms as they are single study bedrooms. Due to Health and Safety regulations the position of furniture in the rooms should not be altered

The bedroom doors in Mable Hendrie and Cranmer block are fire doors. They should remain in the closed position to halt the spread of fire and not be propped open or the door tampered with.

- 4a. Please use only drawing pins or map pins to put Posters on your notice Board. Notice Boards cost between \$160 and \$260 to replace, plus installation. A Bedspread will cost between \$200 and \$300 to replace if marked or torn. Marked/stained chairs will cost approximately \$100 to re-cover. Beware of hair dyes etc. – if the carpet is stained you will be charged for its cleaning or replacement

5) Cars

The Hall's grounds, driveways, and car park are tow-away areas. Car parks are not to be used without authorisation. The Charge for parking during the academic year is \$100.00.

6) Common Room/Foyer

Outside groups or Hall interest groups are not allowed meetings in the Common Room / Foyer without the permission of the Principal. Stereos are not permitted in the Common Rooms.

7) Computers

Non-Members are forbidden to be in the Computer Room.

Games must not be played on the computers. Members must not have food and drink in the Computer Room. The Computer Room is designated as a quiet area.

8) Cycles

Cycles should be placed in cycle sheds and locked. No cycles on verandas, no cycles inside the buildings. Visitors may park cycles in the cycle bays at the rear of Nancy Sims Building. Visitors may not park their cycles overnight and may only park them while they are visiting people in the Hall.

9) Damage

Members are responsible for damage to their rooms, their floor, or to the Hall. The Contingency Fee is levied for damage. Charges are made for Staff time in the case of vandalism. All damage must be reported to the Bursar or Principal.

10) Drugs

Use of illegal drugs is a matter for the Christchurch Police

11) Fines

These must be paid within **24 hours**. All Residential Assistants have authority to fine.

12) Fire and Safety

Misuse of safety equipment is a serious offence. Fireworks are not permitted in the Hall building or grounds. Electric heaters and electric blankets are not allowed. Specified electrical appliances are not allowed. Candles and incense or naked flames are not allowed. Security and fire doors and signage must not be interfered with.

13) Roofs

No one is allowed on any roof. Any extra pressure on these may open the covering and cause leaks. Climbing on the outside of the buildings or roofs is strictly forbidden.

14) Window Stays

Are there for your own protection and must not be tampered with and must be maintained in the fixed position.

15) Guests

Members are responsible for their guests. Visitors enter and leave by the main door. Quiet hours extend to the Hall grounds. Members may not receive after-hours visitors. Overnight guests are permitted for a charge. A limit of two nights is usually imposed for guests. Guests are not permitted on certain specified nights or weekends.

16) Illness

Residential Assistants should be informed.

17) Keys

A charge of approximately \$200 is levied to replace keys. The Hall retains ownership of all keys. Misplaced or lost keys must be reported.

18) Kitchens

Members must keep these clean.

19) Laundry

Only Members and registered guests are allowed to use the laundry facilities. Room radiators are not to be used to dry dripping clothes.

20) Main Foyer

Do not take food and drink into this area.

21) Mail

Members do not distribute the mail. This is restricted to Staff only.

22) Meals

Late meals are only provided for classes and not for social commitments. Members wishing to make a special case for late meals must do so to the Principal. Food is not to be taken from the Dining Room (except one piece of fruit). Guests must be signed in for meals. A meal chit should be purchased from the office during office hours before the meal. Casual visitors are not allowed in the Dining Room. Members must not leave before grace at the evening meal. Members must not return dishes before grace. Members must follow the appropriate dress codes for relevant meals. Members must not take crockery and cutlery from the Dining Room (with the exception of dining under the umbrellas). Second servings are available after 6:00 p.m. or at the Kitchens staff's discretion at the evening meal.

23) Meetings

Members must come to meetings called by the Principal or other Staff.

24) Noise

Should not be heard outside the room during quiet hours. No warning need be given for noise fines during quiet hours and stereos may be confiscated. Members should be considerate of others outside quiet hours. After a prior warning Members are fined for noise outside quiet hours. After a noise fine outside quiet hours, a stereo may be confiscated. Amplification is not to be used on musical equipment inside or outside of quiet hours.

25) Parties

Parties are not allowed. More than four is a party.

26) Pianos

The Music Room piano is available to members most hours. The Margaret Wood Study Room piano cannot be used in quiet hours.

27) Quiet Hours

Sunday to Thursday 7:00 p.m. to 8:00 a.m. Friday and Saturday: 10:00 p.m. to 7.00 a.m. The Hall should be quiet for people to sleep or study. Quiet hours include buildings and grounds.

28) Skateboards, Rollerblades and Scooters

These may not be used in the Hall buildings or grounds.

29) Smoking

Smoking is forbidden in the Hall grounds and buildings.

30) Televisions

These may not be moved without approval from a Residential Assistant. The volume should always be such that it is not heard outside the room. They are not to be used for video games or play stations.

31) Tutorials

These are the only groups that meet by right within the Hall.

32) Vacation Arrangements

Guests – We are unavailable to accept guests during the holiday period.

Departure - Members must leave 24 hours after the last exam at the end of the year.

33) Litter, Gardens and Wildlife

Members must dispose of litter and rubbish in the appropriate bins. Avoid stepping in the garden beds. The wildlife has the protection of the law.

34) Firearms and Weapons

No firearm or weapon of any description may be brought on site. This includes air rifles, stun guns, slug guns, knives, swords and the like.

35) Warnings

These are usually quiet words asking Members to be considerate or quiet.



Fees Payment

FEES

Initial Fee \$800 (paid upon acceptance of a place)

Comprising of:

\$300 Non-refundable application fee

\$300 Contingency

Refunded (less any deductions incurred) upon the Member leaving the Hall at the end of their last full year of residence.

Refundable to New Members upon withdrawal before 12 noon, Tuesday January 17th 2017.

Not refundable to any Member who leaves before the end of the year.

\$200 Student Association Fee

Refundable upon withdrawal before 12 noon, Tuesday Jan 17th 2017

2017 Accommodation Fees

Fees are paid in three instalments

Base yearly rate	\$16,580*
Two equal instalments (due in January & April)	\$ 6,632
Last instalment (due in August)	\$ 3,316

Payment due dates are 18th January, 26th April and 16th August 2017.

Charges apply where fees are paid after the relevant due dates - please see the section Finance - Late Fee Charges in the Handbook for more information.

Residential Dates

The fees above cover accommodation for the period Wednesday 15th February 2017, to 24 hours after the student's last exam (this is non negotiable).

International Students

International Students pay their full year's accommodation fees in advance.

Payment Method

All amounts are in New Zealand dollar and are payable by direct credit

StudyLink

StudyLink is a service of the Ministry of Social Development, administering Student Allowances, Student Loans and assisting students to get the finance and support they are entitled to. For more information about entitlements and what is currently provided, please refer to:

www.studylink.govt.nz or phone **0800 88 99 00**

Late Payments

To be fair to those who pay on time, normal bank overdraft interest will be added to each week or part of a week that the fees are outstanding. The costs of legal fees or other collection costs will be added to the debt. In some cases the Hall can also request the University to withhold examination results.

Semester Dates

Fees cover the semester dates published at the end of this Handbook from when a student signs into the Hall until 24 hours after their last examination.

Loans and Allowances

While Members may apply for government loans and allowances to cover accommodation, the fee must be paid personally by the Members. The government or the University will not pay the fees. You will be loaned money to assist with paying the fees but **please be aware that the accommodation loan is not sufficient to cover the year's fees**, and that the first payment date for fees is before loans and allowances are paid. Please also be aware to fill in the accommodation loan application correctly and completely, as while the people administering the system at Work and Income are there to help, any problems with details will delay payment.

Responsibilities of Members who leave during the year

Members who choose to leave the Hall during the academic year are liable for the entire year's fees, or until a suitable replacement takes up residence. Fees are only refundable at the discretion of the Bishop Julius Board and any such applications must be made in writing to the Principal. Where a Member leaves for other accommodation in Christchurch, the Hall will normally forbid such a Member from returning to visit people at the Hall. In the unfortunate event that a Member is asked to leave the Hall, the Member is still liable for the year's fees.

Financial Difficulties

Prospective Members of Hall who know they will have financial difficulties must contact the Principal before their arrival.

Damage to Property

All damage to Hall property, whether wilful or accidental, is to be reported to the Bursar or Principal in writing - preferably by the person(s) who caused it, but otherwise by concerned Members. Repairs can be arranged by also reporting the damage in the maintenance book in the foyer. The Bursar will decide what action, besides repairing the damage, is required. Damage that is not reported is regarded as vandalism, making individuals, floors, or all Hall Members liable for extra charges.

Contingency Fee

The contingency fee is used at the end of the year to pay for any loss or damage to a Member's room, a Member's floor, or the Hall's common areas. The contingency fee is also levied for all crockery and cutlery missing from the Dining Room at the end of the year. These charges can include Staff time involved. The contingency fees are also used to pay for any other charges that have not been settled before departure, such as fines. Because Members and their guests usually take good care of the Hall and its property, we hope to be able to refund most of the fee. These fees are refunded in December.

Refund of Fees after Exam Times

The Hall does not refund fees if Members absent themselves for study periods during semesters nor if Members are asked to leave because they are too noisy or otherwise disruptive. Members pay a set fee from their start date to 24 hours after their final examination at which point Members must leave the Hall. This enables a quiet atmosphere to be maintained for those still studying. Please remain quiet during the day after your last examination and organise your travel plans accordingly. If there is any difficulty with travel plans please approach the Principal before bookings are made. End of examination parties are not held in the Hall.

Residential Dates for University Students

Semester 1:

1st Half, Wednesday 15th February - Saturday 8th April.

2nd Half, Sunday 30th April - Saturday 24th June.

Semester 2:

1st Half, Sunday 16th July - Saturday 26th August.

2nd Half, Sunday 10th September - Thursday 16th November.

Residential Dates for College of Education and Christchurch Polytechnic Students

Because different courses within these institutions have different dates, we send out a form with the appropriate dates as soon as we know the courses that people are enrolled for. In the case of the Christchurch Polytechnic, we ask students to supply these dates in advance, as we do not have access to them. Rebates are not given for course work or teaching sections done out of Christchurch.



WHAT TO BRING

Necessities

- towels
- tea towels
- washing powder
- cup/mug
- spoon
- bowl
- glasses
- can opener
- snack food coffee, tea, milo, etc.
- sensible rough weather gear – jacket or parka, maybe an umbrella
- coat hangers – the ones we supply always vanish.
- headphones if you have a radio/stereo
- map pins / drawing pins FOR NOTICE BOARDS
- another blanket or duvet if you think you will be cold
- washing basket / bag

Emergency Pack – kept in a small backpack / bag

- Whistle
- Small battery powered radio
- Flashlight plus spare
- Spare batteries for flashlight and radio
- Water (replenish on a regular basis)
- Snack food (replenish on a regular basis)
- Warm jacket
- Sturdy shoes

KEEP YOUR MEDICATION / GLASSES / CONTACT LENSES IN A HANDY LOCATION

Optional

While you may wish to bring your own, the Hall supplies duvets, pillows, and all other bedding.

Things not to bring

- toasters
- heaters
- grills
- electric blankets.

The Hall is heated and these items are banned from rooms for safety reasons. Students have access to tea/coffee making facilities, microwaves and fridges.

BEGINNING OF YEAR CHECK LIST



PLEASE CHECK THAT YOU HAVE THE FOLLOWING IN YOUR ROOM

- | | |
|--|---|
| <input type="checkbox"/> Mattress | <input type="checkbox"/> Desk |
| <input type="checkbox"/> Bed Base | <input type="checkbox"/> Lamp |
| <input type="checkbox"/> White Mattress Protector | <input type="checkbox"/> Lampshade |
| <input type="checkbox"/> Under blanket | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> 2 Blankets | <input type="checkbox"/> Telephone Books |
| <input type="checkbox"/> Continental Blanket | <input type="checkbox"/> Extension Cord
(some rooms in MH only) |
| <input type="checkbox"/> Bedspread | <input type="checkbox"/> Heater (Cranmer only) |
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Patch Cable |
| <input type="checkbox"/> 2 Chairs (1 desk, 1 lounge) | <input type="checkbox"/> Window Security Stays |
| <input type="checkbox"/> Notice Boards | <input type="checkbox"/> Bedroom Door (In/Out) |
| <input type="checkbox"/> Mirror | <input type="checkbox"/> Door Return / Stops
(Cranmer / Mable Hendrie) |
| <input type="checkbox"/> Rubbish Container | |

This check is very important. At the end of the year your room will be checked and you will be financially responsible for anything that is missing.

If you do not wish to use the bedding provided, please advise your cleaner. Please do not lend bedding to other students.

There is a \$50.00 cleaning cost if you vacate your room and leave it in an untidy state, rubbish is to be cleared away and your room vacuumed.

NOTE: In the centre of your ceiling you will find a fire detector. Please do not use it to hang things on – the wire that sets off the alarm is very sensitive and false alarms are a very costly happening (costly to the person responsible).

I have checked everything really carefully and have found it all to be in good condition without mark or stain.