

Pasifika Students House (Fale) Policy

Category:	Student Services and Communications
Last Modified:	August 2016
Review Date:	August 2017
Approved By:	
Contact Person:	Pacific Development Team Leader

INTRODUCTION

Overall Objective and Purpose of the Pasifika Students House (Fale)

The University of Canterbury has approved and allocated the use of 45 Creyke Road as the Pasifika Students' House – Fale. This is in line with the University's commitment to support and enhance the transition, cultural, social and academic needs of Pasifika students by providing a culturally welcoming and safe physical space for Pasifika students.

The Pasifika Students' House is primarily a home on campus for Pasifika students where they can easily locate other Pasifika students for support, social and cultural connections, mentoring, study groups and tutorials and hold student meetings.

The Pasifika Students' House was approved in November 2009 and was officially opened in March 2010. The Pacific Development Team is responsible for the oversight and maintenance of this house.



POLICY STATEMENT:

1. General Use of the Pasifika Students' House

Students who use the house will be accountable for keeping the premises clean, tidy and maintained to a standard that supports other student users.

All students are required to:

- Clean up after themselves, their guests, their children and any child in their care;
- Use the bins provided and ensure rubbish is not left on the floor, in the lounge area or on the study tables;
- Ensure dirty or used dishes and utensils are cleaned and put away;
- Respect the needs of other users of this space by keeping noise levels at a minimal level*;
- Ensure personal belongings are not left lying around in the house;
- Lock the windows before exiting the tutorial rooms, bathroom or house;
- Report any damage to the house, equipment or the resources provided to the Pacific Development Team immediately;
- Be respectful of other students and their needs to use the resources provided;
- Treat this space with the utmost care and respect;
- Be welcoming of all students and visitors who enter the house;

****Minimal level of noise** – level of noise deemed minimal is when multiple conversations can be held at the same time without the need to raise one's voice for the other to hear.*

2. Resources and equipment

No item in the Pasifika Students' House can be moved or removed from the house - even if damaged.

Any person known to have taken items from the Pasifika Students' House will have access removed and will be liable for any damages.

No items shall be removed or used from Cleaners cupboard any given time. If cleaning materials or products are needed, please let the Pacific Development Team Administrator know. PDT is responsible for supplying its own cleaning product to maintain the student house.

No item shall be fixed or attached to the walls, floor or ceiling without prior approval by the Pacific Development Team and Facilities Management. Any unauthorized fixtures or attachments will be immediately removed without notice and disposed of.

Policy summary posters for specific areas within the house are attached to this document and will be displayed in the relevant areas within the house.

3. Harassment and Bullying

Harassment or bullying of any kind will **NOT** be tolerated or accepted.

Allegations of harassment and bullying will be taken seriously and may result in a temporary or permanent ban from the house. It could also lead to being excluded from the University.

In accordance with the University's harassment policy, harassment is defined as an *'unwelcome, unsolicited, unreciprocated behaviour by a person or group that may reasonably offend, humiliate or intimidate another, and interferes with a person's right to work or study in a non-threatening environment.*

4. This is a Smoke Free House

The Pasifika Students' House is a smoke-free area in accordance with the University's Smoke Free Policy. www.canterbury.ac.nz/ucpolicy/GetPolicy.aspx?file=Smoke-Free-Policy.pdf

Students, staff and visitors to the house are not permitted to smoke in or around the house, including the driveway. Please do not discard your cigarette butts in the garden.

Those who wish to smoke can do so on the footpath beyond the fence boundary of the house. Please dispose your cigarettes butts in a safe and acceptable manner; and refrain from littering the area you use for smoking.

5. This is an Alcohol and Drug Free House

The Pasifika Students' House is an alcohol and drug free area in accordance with the University's Alcohol Ban Policy.

www.canterbury.ac.nz/ucpolicy/GetPolicy.aspx?file=Campus-Drug-And-Alcohol-Policy.pdf

Incidents of alcohol and/or drug consumption in or around the house must be reported to the Pacific Development Team or to Security immediately.

6. No Overnight Accommodation Permitted

No person will be given permission to sleep overnight under any circumstances.

In the event of a student finding them self's in a situation where they have no accommodation or in need of temporary accommodation, enquiries can be made to the Pacific Development Team or the University Accommodation Office. Every effort will be made to secure students' in this position with temporary accommodation while supporting them in finding a long-term solution.

7. No Personal Belongings can be Stored in the House

This space is not available for students to store any personal possessions. It is essential that this space be as user friendly and uncluttered as possible. Any items left in this space, not belonging to the Pasifika House, will be sent to Security and placed in lost property without notice. The University of Canterbury accepts no responsibility for items that are left in this space overnight or unsupervised.

8. Tea, Coffee, Milo, Sugar and Milk will be provided.

Tea, coffee, sugar and milo will be available throughout the academic year.

A limited amount of milk is provided each week.

No dirty plates, cups or spoons are to be left on or around this area or anywhere else in the Pasifika Students' House. Students are expected to dispose of their rubbish.

Failure to keep this area clean and tidy will result in the provision of these supplies being withdrawn without notice.

9. Microwave and Fridge Use

The microwave and fridge **MUST** be kept clean at all times. Please use the cleaning materials provided to wipe any spills.

No dirty plates are to be left in the microwave and it must be wiped clean after every use.

The microwave must not be moved.

NO food should be stored in the fridge for more than three days.

Failure to keep this equipment clean and tidy will result in the removal of these items from this space without notice.

Any damage or non-operation of this equipment must be reported immediately to the Pacific Development Team Administrator or a staff member from the Pacific Development Team.

10. Kitchen Sink, Counter and Dining Table Use

The kitchen sink, counter and the table in the kitchen area must be kept clear and clean at all times.

Unwashed dishes should be washed and put away neatly on the shelves provided in the kitchen area.

The table should always be wiped after each use and left in a clean state for the next user.



11. Computer and Network Use

Computers are available in this space for use by University of Canterbury students ONLY.

FREE wifi is available and students can connect their laptops to any of the ports in the house. Network cables have been provided.

The computers are to be used for University related work purposes only and users are to comply at all times with the guidelines and procedures as set out in the University's Computer Use Policy and Procedures.

www.canterbury.ac.nz/ucpolicy/GetPolicy.aspx?file=Computer-Use-Policy-And-Procedures.pdf

The computers have been provided for the following core purposes:

- Email
- University course work and assessments
- To source scholarship and employment information
- Internet access to appropriate websites.

These computers have not been provided for playing computer games or music. NO GAMES allowed on these computers between 7am and 5pm.

Please limit your computer use to 30 minutes between 10am and 4pm to allow access to other students.

Students who require the use of a computer for a longer period during these times should use the library or one of the 5 computer labs provided on campus.

Do not leave bags, clothing or other personal belongings on the computer benches or tables.

NO FOOD or **DRINK** will be consumed at or near the computers except in sipper bottles.

12. Usage of the Lounge and Study Area

The lounge and the study areas are to be kept clean and tidy at all times. Any spills made over the couches, seats or carpet must be wiped cleaned immediately.

Ensure that there is no rubbish left on, between or under the couches and study tables at any time.

Do not move or remove any furniture – the couches, tables and chairs must remain where they are.

Noise levels in these areas should be kept at a minimum level from the hours of 7am to 4pm with courtesy given to those using the space to study.

NO music should be played on the computers or on any electronic devices during the hours between 7.00am to 4pm. Music may be played outside of these hours however volume should be kept at a minimum level.

Please report any damaged or missing furniture to the Pacific Development Team immediately.

Minimal level of noise – level of noise deemed minimal is when multiple conversations can be held at the same time without the need to raise one's voice for the other to hear.

13. Usage and Bookings of Tutorial Rooms / Quiet Study Spaces

Two rooms have been allocated as tutorial rooms or quiet study spaces.

These rooms can be **booked before 4pm** for the following:

- 1-2 hour tutorial sessions
- Small group meetings up to 1 hour long

These rooms can be **booked after 4pm** for the following:

- Group meetings
- Cultural practices

14. Booking of the Pasifika Students' House available after 5pm

The lounge area or the whole house can be booked after 5pm for group meetings, social gatherings and cultural activities..

Bookings must be made through the Administrator of the Pacific Development Team, or a staff member from the Pacific Development Team should the Administrator be unavailable.

Three days' notice is required for the booking of the lounge area or the whole house.

Other students not participating in the meeting must respect the needs of those participating in the meeting by keeping noise levels to a minimum.

(For bookings house please refer to instructions below)

How to book the tutorial rooms or the whole Student House – 45 Creyke Road

To book any of the tutorials rooms or the whole house, please do this by downloading the booking [form](#) online, completing it and then emailing to pasifika@canterbury.ac.nz or to a staff member of the Pacific Development Team.

15. Other Resources

The following resources have been provided for student use;

1. A telephone for internal use. To make outside calls, students must have credit on their Canterbury card. Dial 1 before the external number.
2. Bookshelves have been provided for the storage of text books, scholarship information and other resources provided for Pacific students by the University of Canterbury.
3. A pin board has been allocated for student use. Please use this for any notices you may wish to promote.
4. A storage cabinet is provided for the storage and safe keeping of items at the discretion of the Pacific Development Team staff. This will remain locked at all times and is not to be opened without prior approval from a Pacific Development Team staff member.

To enquire about this policy, please contact the Pacific Development Team

pasifika@canterbury.ac.nz or 369 3554

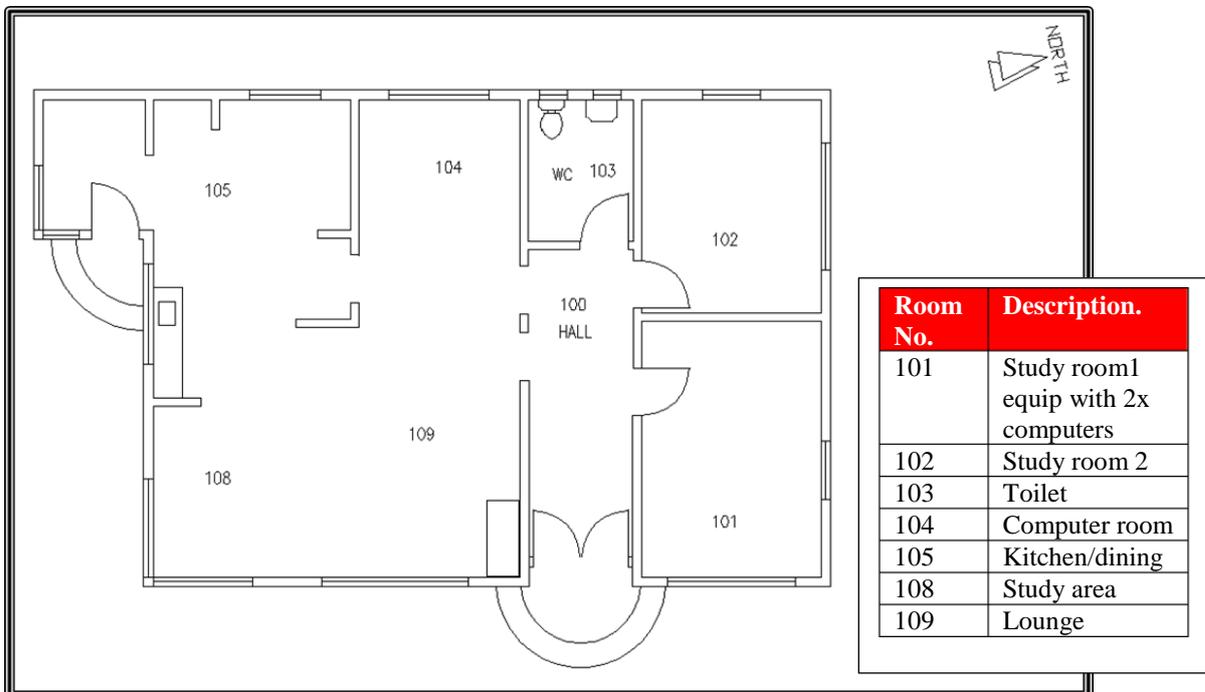


Image: Map - Pacific Student Space (45 Creyke Road)