Welcome
As your sons and daughters near the end of their secondary education, they are faced with major decisions about the next steps in their lives. We have produced this guide for parents because we know that you will want to be well informed about the choices that are available to your family.

Every year we welcome nearly 4,500 new students to the University of Otago, most of them from outside Dunedin. We have students from almost every secondary school in the country as well as many from overseas.

Students choose the University of Otago for a number of reasons. First, and foremost, they come here to gain a world-class education. The University of Otago is New Zealand’s most research-intensive University and students are taught by world-recognised leaders in their field of study.

Students also come here because of the high quality of student life. The University of Otago is New Zealand’s only truly residential university. Nowhere else in this country do so many bright young people come together to live and learn. Some students will live in one of our 13 residential colleges, while others will live in flats adjacent to the campus. In addition to our state-of-the-art classrooms, libraries and laboratories, students have access to a wide range of clubs and cultural activities. In 2012, we also opened a new gymnasium with fantastic sporting amenities that is located adjacent to Dunedin’s world-class covered stadium.

At the University of Otago, we are not only training the next generation of accountants, doctors, lawyers, teachers and scientists, we are also educating the next generation of citizens. We take this responsibility very seriously. We continue to provide new and exciting opportunities for students to enhance their sense of social responsibility to the local community, to the country and to the world at large.

Whether your son or daughter chooses to study Humanities, Sciences, Health Sciences, or Commerce, their experience at Otago will represent one of the greatest journeys of their lifetime. We look forward to sharing that journey with them and with you. As always, you are more than welcome to visit our beautiful campus.

Professor Harlene Hayne
Vice-Chancellor
University of Otago
The University Experience
While gaining knowledge is a cornerstone, the university experience is about much more than simply getting a degree. The university years are when young people gain maturity, learn to live and work independently, make new friends, and develop learning, research and analytical skills that will stand them in good stead throughout their lives. University study opens new horizons – and new doors. Graduates have a better chance of gaining employment and, on average, will earn considerably more than non-graduates. Advanced learning builds a set of values and beliefs that influence every way in which graduates live their lives. The University of Otago’s motto speaks for itself: Sapere Aude (Dare to be Wise).

Otago Connection

Otago Connection is a new internet-based newsletter that keeps our students’ friends and families connected with life at Otago. It includes information about events like Orientation and Graduation, and about some of the services we provide, like Student Health and our new gymnasium at University Plaza, Forsyth Barr Stadium. The newsletter is also an opportunity for the University to share some of the amazing things that students are doing as they live and learn here, giving you a glimpse of student life that you won’t get any other way.

http://www.otago.ac.nz/news/otagoconnection/
The University of Otago underpins academic activity at Otago and a strong research culture is fostered across all divisions. As a result, students are taught by those who are among the best in the world in their areas of expertise. This has been highlighted by Otago’s success under the New Zealand Government’s Performance-Based Research Funding (PBRF) scheme, which ranks Otago as New Zealand’s top university for research quality. Otago is also regarded as New Zealand’s most research-intensive university.

Otago offers about 180 courses, is one of two universities in New Zealand with a medical school and the only university offering Dentistry, Surveying, and Radiation Therapy. We also offer a special Otago Bachelor of Applied Science degree.

The University of Otago has a presence in five New Zealand cities – its main campus in Dunedin, the Christchurch School of Medicine and Health Sciences, the Wellington School of Medicine and Health Sciences, the College of Education campus in Invercargill, as well as the Wellington city office and the Auckland Centre.

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The Dunedin campus is unique, with its historic precinct integrated with state-of-the-art buildings on a compact site in North Dunedin. The majority of Otago’s 22,000 students study and also live in this area – within 10-minutes’ walk of the campus and most of Dunedin city’s main facilities. This has created a campus lifestyle and culture of learning which is unique to Otago. It is this Otago campus culture that unites and lives on in Otago alumni around the world.

One of the things that makes the University of Otago special is that it really is the heart of Dunedin in every way. The town and the University campus developed together, so modern Dunedin is now one of just a handful of places worldwide where education is the main activity of the host city.

Students make up almost a fifth of the population during semesters, making Dunedin a vibrant place. The “town/gown” relationship is greatly valued by the University and, in turn, Dunedin has a genuine affection for the University and its students.

Dunedin has a strong cultural focus, with excellent music, shopping and fashion, and museums and libraries ranked amongst the best in New Zealand. There are tramping tracks and coastal hideaways within easy reach of the city centre, and Central Otago is only a few hours’ drive away.

Dunedin has the wealth of amenities and attractions you’d expect from a good-sized city, but is still a friendly, uncrowded and safe place to live.

Find out more about Dunedin at www.cityofdunedin.com www.dunedinNZ.com
Getting There

There are regular non-stop air flights to Dunedin from Auckland, Wellington and Christchurch and good connections from all other New Zealand airports. Considerable savings can be made by booking in advance. You can drive to Dunedin from anywhere in the South Island within a day. Because the campus is contained and close to all of Dunedin’s main amenities, students spend very little on transport once they get here. (The cumulative daily transport costs of travelling to a university closer to home can often be far greater than several air fares to Dunedin each year.)
Otago’s academic year is divided into two semesters – mid February to mid June and early July to mid November. Each semester has 13 teaching weeks and a one-week mid-semester break.

The first year at university can be a roller-coaster ride, for parents as well as new students.

First-year students are typically excited at the start of their year. This is the beginning of a new independent life with new friends and opportunities, and Orientation is the best fun they have ever had!

However, do not be overly alarmed if about four to six weeks into the semester some anxieties set in. These might include concerns about courses and workload, financial and health worries, relationships, even homesickness. This is not uncommon. It does pass and there are plenty of people available at Otago’s residential colleges and on campus to offer help and support.

It is an exciting time for students. University is very different from school and students have to accept responsibility for their own learning. Lectures, labs and tutorials keep new students very busy. So busy, in fact, that within a few weeks most parents notice that contact with home drops off – this is a good sign and generally means that they have settled well into their new lives.

Most students go home for the first time at mid-semester break – usually around Easter. Many find home a bit quiet after the noise and company of the residential colleges. Family will find the students a lot more independent and grown up, and are likely to hear stories of an active and full life back at Otago – a life they are eager to get back to. That’s a clear sign for parents that students are safe, happy and achieving their goals at University.

The second half of the semester leads up to exams, and the intense silence of study envelops colleges as June looms. This can be an anxious time as the exam pressure mounts. Colleges offer tutorials along with other support. Staff work to ensure that this is a time of positive challenges, providing an environment which supports study so students can concentrate on the task at hand.

The end of the first semester and holidays are a welcome relief after the seriousness of exams – but be prepared for exam results which are released late in the holidays: the tension will build.

Second semester is winter in Dunedin. The mountains are a drawcard, and in town there are college and departmental balls to enjoy. There are new courses to start, and by now students are pretty settled and used to the routine of university life.

The stresses and tensions around exam time will resurface and then there is the future to face. The end of the year is an emotional time as the community formed in each college prepares to move on to the next stage – usually flatting – and students say farewell for the summer to the friends they have made over their first year.
Students at Aquinas College
Residential Colleges

Most out-of-town first-year students choose to live in one of the 13 undergraduate residential colleges. Each college functions as a community and parents can be confident that new students are in a safe and relatively structured environment in which they can adjust to university life. An important part of this is the many new friends they will make.

Heads of colleges, staff and senior students ensure the smooth running of the college and are available to help with any problems that may arise. Excellent study facilities, tutorials and support services are available.

Colleges are mostly made up of single rooms, although there are some twin rooms available. The colleges are fully catered (with the exception of Tora College), have a mix of male and female students, and range in size from 136 to more than 500 beds. Single-sex floors are available in some cases – just ask. Some colleges are located right on campus, and the farthest away is a 15-minute walk.

More information about the colleges is available in the University of Otago Undergraduate Prospectus. You are welcome to contact the colleges to book a tour. Contact details are available through www.otago.ac.nz/about/accommodation.

Applying for a place in a college

Apply online through the University’s website www.otago.ac.nz before the end of September for consideration in the first round of offers.

If you made a mistake or want to change or add information, please email us with the changes you want to make, using your full names and Entry ID number. Do not complete a second application if you want to make any changes. Make sure the application is completely filled out, is legible, all the questions have been answered and the reference form has been handed in for completion by the school. Students should also ring the Accommodation Office to check that their application is complete before the end of September.

During October, applicants will receive a letter either offering a place in one of the colleges or advising that their application has been placed on a waiting list. The colleges are popular and competition for places is intense. If a college that is not a student’s first choice makes an offer, it is recommended that this should be accepted due to the very limited places available. When places become available, offers will be made to students on the waiting list, through to the start of semester.

When an offer is made, the colleges require a payment to secure the place. Payment options are explained when an offer is made. For more information please contact the colleges directly.

Flatting

Most students choose to go flatting in their second year of study, although some do opt for a flat in their first year. There are a variety of flats to choose from with many only a few minutes’ walk to the campus – students do not need to spend large amounts of money on transport at Otago.

The large number of flats available for letting helps ensure reasonable rentals and quality accommodation. Before signing a lease students should view the flat, talk to the landlord and/or meet the other tenants.

Other options include homestay accommodation and private boarding.

A list of temporary accommodation close to the campus is available from www.otago.ac.nz/about/accommodation/

Estimates of accommodation costs can be found on page 10.

For more information about all accommodation options please contact:

The Accommodation Office
Tel 03 479 5100
Fax 03 479 8249
Email accommodation@otago.ac.nz
www.otago.ac.nz/about/accommodation
Money Matters: The Cost of University Study

University study incurs many costs – tuition and associated fees, accommodation (for most students) and living expenses. First-year fees depend on the particular course being taken but, generally speaking, range between about $4,600 and $6,700. Textbooks are an additional cost.

**Tuition Fee Bands** (GST inclusive, 2012 figures)

<table>
<thead>
<tr>
<th>Course Classification</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Languages, Theology, Mathematics, Education</td>
<td>$4,806</td>
</tr>
<tr>
<td>Commerce, Teaching</td>
<td>$4,588</td>
</tr>
<tr>
<td>Law (excluding honours)</td>
<td>$5,361</td>
</tr>
<tr>
<td>Computer Science, Design, Geography, Information Science, Music, Sciences</td>
<td>$5,743</td>
</tr>
<tr>
<td>Health Sciences First Year, Pharmacy, Surveying</td>
<td>$6,639</td>
</tr>
</tbody>
</table>

**Accommodation Costs**

There is some variation in the costs, but on average (based on 2012 figures) residential colleges cost $331 per week or $12,578 for the academic year of 38 weeks. Students receiving an offer of accommodation will be required to make a confirmation of place payment. For accommodation in 2012 in a University-managed residential college, this was $724.

**Estimated Costs of Flatting** (per person)

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (average $110 per week for 38 weeks – unfurnished)</td>
<td>$5,720</td>
</tr>
<tr>
<td>Groceries ($65 per week)</td>
<td>$3,380</td>
</tr>
<tr>
<td>Electricity/gas ($20.50 per week)</td>
<td>$1,066</td>
</tr>
<tr>
<td>Telephone rental ($2.95 per week)</td>
<td>$153</td>
</tr>
<tr>
<td>Internet ($3.50 per week)</td>
<td>$182</td>
</tr>
<tr>
<td>Insurance on belongings in flat (on cover of $10,000)</td>
<td>$220</td>
</tr>
<tr>
<td><strong>Total</strong> (based on a 5-bedroom flat)</td>
<td>$10,721</td>
</tr>
</tbody>
</table>

Dunedin rental properties are generally let for 52 weeks. Extra money is needed at the start of the year for refundable bonds on flat, power and telephone. Other living costs students incur include clothes, travel, health, entertainment and incidentals (e.g. postage, toll calls and toiletries).

In weighing up the costs of students moving away to attend University, remember what it costs to keep them at home. Almost all parents notice a marked drop in their food, telephone and petrol bills!
Student Allowances and Loans

Student Allowance

The Student Allowance is a weekly payment that can help students with their living expenses while they study full-time. There are certain criteria they need to meet to qualify. A Student Allowance does not have to be paid back.

Scholarships

Scholarships are a good way to fund study and are open to a wide range of students. Not all scholarships depend on previous academic achievements. Check out the BreakOut section of the Funding Information Service website www.fis.org.nz

Extra help

There are a number of ways that StudyLink can help with extra costs while studying or if the student is on a study break and can’t find work. These include help with accommodation, health, ongoing medical, childcare or emergency costs.

When to apply

It’s important that students apply for their student finance well before their course starts – it takes at least 21 days to process a Student Allowance or Student Loan application. Students can apply even if they’re not sure where or what they’re going to study, they just need to make sure they tell StudyLink once they have decided.

How to apply

The easiest way to apply for student finance is online. When a student applies they can set up a MyStudyLink account which lets them check the status of their applications, view and update their personal details and view their mail online.

StudyLink administers Student Allowances, Student Loans and also extra help with costs while studying. Go to www.studylink.govt.nz to find out more.
Mindful that so many of its students are away from home for the first time, the University of Otago offers a comprehensive range of support services.

The wider Otago campus environment is unique and the support services aim to maintain and improve the quality of the student experience. While first-year students are independent young adults primarily responsible for their own behaviour, the support services are there to help them make good decisions.

Campus Watch provides one of the most public faces of the support services.

Other services available on-campus cover health and counselling, disabilities, learning needs and cultural diversities.

**Campus Watch**

Campus Watch involves 40 people working in the University campus and surrounding suburbs, acting as “walking information booths” on a range of issues – many associated with the transition from residential colleges to flatting.

The team members are dressed in distinctive clothes and are on duty 24 hours a day all year; they are available to see students home safely if they have been studying late on-campus or if they feel at risk after social events.

The Campus Watch teams report to the Proctor. Otago is the only New Zealand university to have a Proctor, whose role it is to act as a “protector” or “guardian” of Otago students – and, when necessary, deal with any matters of behaviour that can arise from youthful excesses and exuberance.

**Career Development Centre**

The Career Development Centre helps students sort out their career goals and build the future that they want: whether it’s checking out papers, considering an international exchange, finding career-related summer jobs, or looking for graduate opportunities. They organise careers fairs, workshops / seminars / presentations by employers, confidential career counselling and online services tailored to Otago students.

Tel 03 479 8244
www.otago.ac.nz/careers
Disability Information and Support

Confidential learning support, advice, advocacy and information are available to students with permanent, recurring or temporary impairments. Our Student Advisers are available to help and will work collaboratively to put together a support plan.

Tel 03 479 8235
Fax 03 479 5873
Email disabilities@otago.ac.nz
www.otago.ac.nz/disabilities

Otago University Students’ Association

The OUSA is run by students for students and is central to the Otago experience. Its services include welfare and advocacy, student representation, sport and recreation and, of course, social activities which begin with Orientation at the start of the first semester and continue throughout the year. Under the OUSA umbrella there are more than 100 clubs and societies which provide an excellent way for students to meet new people.

Tel 03 479 5332
www.ousa.org.nz

Recreation

A wide variety of recreational activities are offered to students studying at Otago.

A comprehensive recreation programme is offered by the Unipol Recreation Centre and Clubs and Societies Centre.

Tel 03 479 5888 (Unipol)
www.unipol.co.nz
Tel 03 479 5960 (Clubs and Societies)

Scholarships

The University of Otago offers a number of scholarships to help students financially. These include the Dux, Academic Excellence, Leaders of Tomorrow, Performance, Alumni and the Māori and Pacific Islands scholarships.

Tel 03 479 4132
www.otago.ac.nz/study/scholarships

Student Health Services

Student Health Services provide high quality, holistic, confidential, primary health services for all enrolled students who have paid the welfare levy.

Our GPs, counsellors and nurses are experienced in the health issues which face students.

The Dunedin Urgent Doctors and Accident Centre is available for after-hours emergencies. Higher consultation fees apply for after-hours services.

More information on the services we provide and the fees charged are available online.

Tel 03 479 8212
www.otago.ac.nz/studenthealth

Student Learning Centre

The Centre’s services include free interactive workshops to help students improve their learning and study skills, individual consultations with learning advisers, online resources, peer learning/support programmes, including PASS (peer assisted study sessions), peer writing support and mentoring.

Tel 03 479 8801
www.otago.ac.nz/slc

Te Huka Mātauraka Māori Centre

Nau Mai, Haere Mai, Tauti Mai.

Otago has a strong whānau base with about 1,600 tauira Māori currently enrolled, representing nearly every iwi. The Māori Centre gives tauira Māori a safe and supportive environment away from home and provides a variety of academic support activities to help students cope with new learning situations, as well as essay writing, study and exam skills. Students can also get help with financial and scholarship advice, health and welfare matters, and social, community and iwi networks.

Tel 03 479 8305
www.otago.ac.nz/maoricentre

University Information Centre

This is your son or daughter’s first point of inquiry about enrolment, course of study (including changes), exams, graduation and all other administrative matters.

Tel 0800 80 80 98 (within New Zealand)
Tel 64 3 479 7000 (international)
Tel 1 800 458 163 (Australia)
www.ask.otago.ac.nz
www.facebook.com/otagouniversity

For a complete list of support services available to Otago students visit
www.otago.ac.nz/services

Pacific Islands Centre

Warm Pacific greetings.

The Pacific Islands Centre offers a home away from home for all Pacific students, both those who are New Zealand born and raised and those who have come directly from the Pacific Islands. The Centre is staffed by three permanent full-time staff (Manager, Pacific Community Liaison Officer and Administrator) and provides academic and pastoral support programmes to help students do well in their studies. Other services include: course advice, extra tutorials, academic mentoring, accommodation, scholarships, legal matters and places of worship. There are over 650 Pacific Islands students at Otago.

Tel 03 479 8278
www.otago.ac.nz/pacific

For a complete list of support services available to Otago students visit
www.otago.ac.nz/services
What Do Students Need to Enrol at Otago?

Age

To enrol at a New Zealand university, students have to be at least 16 years old by 31 December of the year before they begin study.

University Entrance

Via NCEA Level 3

42 credits at Level 3 (or higher) comprising:

• 14 credits in each of two subjects from the approved list and
• 14 credits in no more than two other domains or approved subjects.

Students must also meet the literacy and numeracy requirements:

• 14 credits in Mathematics (or Pangarau) at Level 1 or higher and
• 8 credits in English or Te Reo Māori at Level 2 (or higher), with at least 4 credits in Reading and 4 credits in Writing.

At the beginning of Year 13, check that your son or daughter is taking enough approved subjects at Level 3 and that they have the required literacy and numeracy credits. This can save confusion and disappointment when they come to enrol at university.

Please note: From 2014 there will be a new University Entrance requirement for entry in 2015. Please see the NZQA website for comprehensive details: www.nzqa.govt.nz

Via NCEA Level 2

Students may be considered for Discretionary Entrance if they have 80 credits at Level 2 or higher with:

• a minimum of 16 credits in each of four subjects
• including three from the approved list and
• each subject with some merits/excellence credits.

The UE literacy and numeracy standards must be met and a personal letter of application from the student and a supporting letter from the school (usually the Principal) are also required.

Please note: This letter should verify that the student was not enrolled in Year 13 beyond 1 June in the year prior to admission.

Overseas Examinations (including CIE and IB)

Students who have completed their secondary education in another country, or have a university entrance qualification (including the Cambridge International Examinations and the International Baccalaureate) completed in New Zealand or in another country, will be considered for Admission Ad Eundem Statum at Entrance Level.

Please note: the Health Sciences First Year course cannot be started mid year and must be taken as a block in a single academic year.

Otago’s Enrolment System

The University of Otago system for managing domestic enrolments places caps on all previously open-entry undergraduate degrees*, with the selection of new students based primarily on academic merit.

* Bachelor of Arts, Bachelor of Applied Science, Bachelor of Biomedical Sciences, Bachelor of Commerce, Bachelor of Music, Bachelor of Science (including Health Sciences First Year and other first-year intermediate courses), Bachelor of Theology and Bachelor of Laws (first year).

The key points are:

• a preferential entry pathway for high-calibre students
• a competitive entry pathway in which remaining students will be ranked and admitted according to the availability of places
• an enhanced admission system for Māori and Pacific students.

A full overview of the Entry Pathway system is available at http://www.otago.ac.nz/study/enrolment/entrypathways.html

This system does not apply to international enrolments as these are already subject to limitations. Nor does it apply to these undergraduate programmes which have their own selective entry regulations:

Bachelor of Physical Education, Bachelor of Radiation Therapy, Bachelor of Dental Technology, Bachelor of Oral Health, Bachelor of Teaching and Bachelor of Education Studies.

For further information about entrance requirements and enrolment please contact a University of Otago schools’ liaison officer:

Tel 0800 80 80 98
or visit www.otago.ac.nz/study/

While all reasonable efforts have been made to ensure that the information contained herein is correct at the time of going to press, matters covered by this publication are subject to change. The University reserves the right to introduce changes (including addition, withdrawal or restructuring of papers and programmes) as it may judge to be necessary or desirable, and to establish limitations on enrolment where necessary to restrict student numbers. Places for students in second semester may be further limited due to availability.
What to Study?

All undergraduate degrees have capped entry, based on academic merit. The best advice for prospective students is “take subjects at school which interest you”. And, if they are considering university, ensure that the subjects are approved for university entrance.

While some students already know the path of study they want to pursue, many like to keep their options open, but within a broad area which attracts them.

Health Sciences

If they are considering a career in Health Sciences, Otago offers a comprehensive range of programmes: Medicine, Dentistry, Pharmacy, Medical Laboratory Science, Radiation Therapy, Physiotherapy and the Medical Sciences including Anatomy and Physiology. Useful subjects to study at secondary school would be Biology, Chemistry, Physics, Statistics or Calculus. An Arts subject – such as English, History, Geography, Classics, Art History or Media Studies – is also helpful.

Law

Law is a career path that entices students from a variety of backgrounds, including the sciences and commerce. While there are no recommended subjects, those rich in “language” and requiring essay-writing skills – such as English, History, Classics or Art History – provide a good platform. An interest in debating or performing arts is also useful.

Physical Education

Some students are drawn to the field of Physical Education. If this is the case, Biology and Physical Education are good secondary school subjects to take, but are not compulsory.

Surveying

Budding surveyors will find a background in Physics and Mathematics (particularly Calculus) useful, as well as a familiarity with computers.

Business

Commerce offers students a sound base upon which to pursue any number of career paths. Studying subjects such as Economics, Accounting and Statistics at high school is useful, but not compulsory. Involvement in the Young Enterprise Scheme will provide insight into starting and running a small business.

Humanities

Humanities graduates acquire generic transferable skills that provide a basis for the widest possible range of employment opportunities. Students focused on the Humanities (such as History, English, Anthropology, Languages, Politics, Classics, Performing Arts or Music) should be encouraged to take some of these subjects at school. Studying subjects they enjoy will help students choose a degree that excites them, and will lead into a career they are passionate about.

Sciences

Science and Applied Science are popular choices and offer many avenues including: Botany, Electronics, Food Science, Forensic Analytical Science, Geology, Human Nutrition, Psychology, Clothing and Textile Sciences, Physical Education and Zoology. If a student is considering a degree in science, it is a good idea to take at least two sciences to Year 13: Chemistry, Biology, Physics, Mathematics or Computer Science, depending on the student’s interests.

The University has more than 80 academic departments organised into four divisions – Otago Business School, Health Sciences, Humanities and Sciences.
Enrolling at Otago

Getting Information

The University of Otago Undergraduate Prospectus is an excellent starting point and is available free to every intending student and parent. The Undergraduate Prospectus is distributed to all New Zealand secondary schools at the end of the second school term. It explains how to choose a course, how to structure a degree and how to go about enrolling and finding accommodation.

To have a copy of the Undergraduate Prospectus sent to you Freephone 0800 80 80 98 (New Zealand) or 1 800 458 163 (Australia).

The University’s team of schools’ liaison officers provide skilled professional information and advice on all aspects of studying and general student life at Otago. They visit most New Zealand secondary schools at least once a year. Intending students and parents can also see them by appointment in their offices in Auckland, Wellington and Dunedin, or contact them by telephone or email. (Their contact details are listed on page 19.)

Otago staff attend education, careers expos and information evenings held throughout New Zealand and in some Australian cities. They can provide information and answer questions.
Enrolment is a three-step process:

1. Students need to register online at www.otago.ac.nz/onlinereg by 10 December in the year before beginning university study. Registration packs, including the Guide to Enrolment and other information, are sent to all schools in August of each year. Freephone 0800 80 80 98 or email university@otago.ac.nz for extra copies.

2. Pay fees by 10 February, by cheque or student loan. If students change their courses, their fees will be adjusted accordingly.

3. Complete Course Approval in person at the start of the academic year. Course Approval is a process where students have the opportunity to discuss their course with Advisers of Studies who can provide guidance regarding selection of papers, timetable and workload.

Additional Applications

An additional separate application is necessary for:

- Teacher Education programmes (initial closing date 27 August)
- Music Performance papers (1 September)
- Radiation Therapy (15 September)
- Physical Education (15 August)
- Oral Health (1 November)
- Dental Technology (1 November).

If your son or daughter is accepted into any of these courses, they still have to go through the process of enrolment.

Change of Course

Students can make changes to their course, or even withdraw completely, up to specified cut-off dates. For more information visit: www.otago.ac.nz/study/enrolment/changingcourse.html
The University of Otago is the top-ranked university for research quality in New Zealand.
The Otago bachelor’s degree is most commonly a three-year programme of study which builds towards a specific subject specialisation or “major”. A “minor” is a secondary area of specialisation. Papers are the building blocks of the degree; most are worth 18 points and most are completed in one semester. A full-time course for a first-year student is generally from 54 to 72 points in any one semester, or from 108 to 144 points in a full year. Some degrees such as Laws (LLB), Surveying (BSurv) and Physical Education (BPhEd) and many of the Health Sciences specialisations take more than three years. Detailed information is available in the Undergraduate Prospectus and the Guide to Enrolment. An important advantage of many Otago degrees is their unique flexibility. The cross crediting of papers enables students to undertake two degrees at the same time: it is possible for a student to complete two three-year degrees in four and a half or five years.

Workload

Studying at university is very different from school. It requires an independent approach to learning and self-discipline.

As well as lectures, students must also attend tutorials and/or laboratory sessions, complete assignments and assigned reading. As a general rule, students should expect to work 12 hours a week for each 18-point paper.

Students must understand that, usually, no one will check up on them if they miss a lecture/tutorial or fail to hand in an assignment. They are responsible for their own attendance. They also need to be well organised, keeping track of lecture/tutorial locations and assignment dates, and know where to source information.

However, help is available if needed. Course administrators, tutors, lecturers and course advisers can be consulted during specified office hours.

Schools’ Liaison Officers

Before enrolling, students should talk to one of Otago’s schools’ liaison officers. Schools’ liaison officers visit most New Zealand secondary schools and are also available for one-on-one appointments. They can discuss areas of interest and ability with prospective students, and provide the best information on what courses students should take in order to maximise their talents and achieve their career ambitions.

Contact Details

Auckland
Tel 09 373 9704
Email aucklandliaison@otago.ac.nz

Wellington
Tel 04 460 9805
Email wellington.liaison@otago.ac.nz

Dunedin
Tel 03 479 8247
Email liaison@otago.ac.nz

High standards of teaching are a priority at Otago. Training is provided for new lecturers, with ongoing support in the form of courses, seminars and forums. The success of this is measured through regular student and graduate surveys.
The purpose of the Code of Student Conduct is to promote the University’s academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others’ safety and well-being.

Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.

The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under the University’s Ethical Behaviour Policy processes.

Requirements of Student Conduct

The basic rules of conduct require that no student shall:

(a) disrupt any teaching, study or research or the administration of the University either wilfully or by engaging in conduct which ought reasonably to have been foreseen would cause disruption;

(b) wilfully obstruct any member or employee of the University in academic work or in the performance of duties;

(c) wilfully misuse, damage or deface, steal or wrongfully convert to the student’s own use any property of the University or of any member of the University;

(d) wilfully acquire by theft or deception the benefits of any service provided by the University or any academic advantage;

(e) engage in actions that:
   (i) amount to assault or which result in, or can be reasonably expected to result in, harm to a person or persons; or
   (ii) are unreasonably disruptive to other members of the University or the local community; or
   (iii) result in, or can be reasonably expected to result in, damage to property of any person; or
   (iv) are otherwise unlawful;

(f) threaten, intimidate or harass another person or group;

(g) fail to comply with the proper directives of a University official, including refusing to identify oneself;

(h) lie to, or misrepresent information to, the University or any University official;

(i) fail without good reason to co-operate with the University’s disciplinary procedures;

(j) fail without reasonable cause to comply with any penalty imposed under the Discipline Statute;

(k) be party to or attempt to commit an act of misconduct as set out in the foregoing rules.

Further information can be found at: www.otago.ac.nz/administration/policies/otago029948.html
The University of Otago produces a comprehensive range of publications for prospective and new students. These include:

- Intro to Otago
- Undergraduate Prospectus
- Guide to Enrolment
- Whānau Guide
- Pacificana
- Study Abroad and Exchange Guide
- Otago at a Glance (offers a general overview of the University).

Academic departments also produce information sheets and handbooks with detailed information about their specific programmes.

To obtain copies of these resources please Freephone:
- 0800 80 80 98 (New Zealand)
- 1 800 458 163 (Australia)
- or text 866

The largest and most comprehensive resource is the University’s website

www.otago.ac.nz