

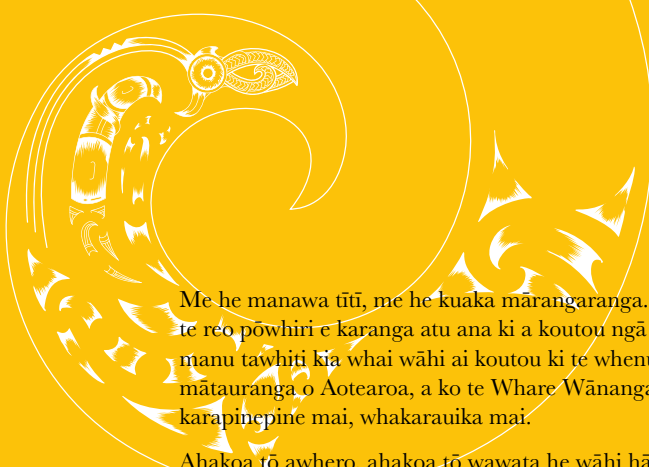


University of Otago

PATHWAY AND ENGLISH LANGUAGE CENTRE

# Student Handbook





Me he manawa tūtī, me he kuaka mārangaranga. Ko te reo rāhiri, ko te reo pōwhiri e karanga atu ana ki a koutou ngā tūtī, ngā kuaka, ngā manu tawhiti kia whai wāhi ai koutou ki te whenua haumako, te ākau mātauranga o Aotearoa, a ko te Whare Wānanga o Ōtāgo. Tēnā, karapinepine mai, whakarauika mai.

Ahakoā tō awhero, ahakoā tō wawata he wāhi hāneanea mōu, he ara whakamua mōu hei whakatutuki i tēnā tāu e hiahia ai. Mēnā ka whai tohu koe ki Te Kete Aronui, ki te Ture, ki te Pūtaiao, ki te Hauora, ki te Tauhokohoko rānei, ahakoā te kaupapa he wāhi mōu, he tohu mōu.

Ko te ringa āwhina ka toro atu ki a koutou, ko ngā pou taunaki ka whakaakoria, ka ārahia, ka tautokona koe ki te rere atu ki ngā karamatamata, ki ngā kōtihitihi o te ngaru mātauranga nei.

Nā reira,

Nau mai, haere mai, tauti mai!

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“A Sooty Shearwater with a stout heart, the Godwit flock rises as one.”

The voice of welcome from the University of Otago calls out to you, to take rest on this rich fertile land, on this coast of knowledge.

As the first university in New Zealand, we welcome you all.

Whatever your dreams or aspirations, they can be realised here. Whether you want to pursue humanities, law, science, medicine or business, there is a place for you here and a qualification to suit your speciality.

At the University of Otago, we have the people to teach, guide and support you to fly to the mountain tops and beyond.

Welcome, welcome, welcome.

# Welcome

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Nau mai ki a Te Huarahi i Otākou Whare Wananga

I welcome you to Pathway | Te Huarahi at the University of Otago with a sense of excitement and anticipation. The excitement is in getting to know you and the anticipation is in finding ways to best support you in this vibrant and diverse community.

You will quickly discover that Te Huarahi is a safe place to learn with dedicated teachers and support staff, a beautiful environment and an overwhelming desire to support you to succeed.

The next few months may be the most important in your life. I encourage you to set goals, work hard, make friends and enjoy developing the skills and knowledge that will shape your future.

Welcome to you all.  
Nō reira tēna koutou.

Garry Chronican  
Director Pathway | Te Huarahi

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Welcome to the English Language Centre and to Dunedin, New Zealand's city of education. Together we will work to take you further along your path to future success.

I am very proud of the quality programmes we run and believe we have some of the best English-language teachers in the country. Not only will your English improve here, but you have the opportunity to discover the New Zealand lifestyle, meet people from all around the world and learn about their cultures, and enjoy the experience of living and studying in another country – memories that will last your lifetime.

Make the most of your time with us; work hard but also take every opportunity to experience all that Dunedin and New Zealand can offer.

Good luck for your time here!

Dr Paul Baker  
Director English Language Centre | Te Puna o te Kī

## Contact us

+64 3 479 5250  
[otago.ac.nz/uolcfy](https://otago.ac.nz/uolcfy)

Admission enquiries: [pathway.admissions@otago.ac.nz](mailto:pathway.admissions@otago.ac.nz)  
All other enquiries: [uoo.pathways@otago.ac.nz](mailto:uoo.pathways@otago.ac.nz)

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# Essential information

## Academic Orientation

New students will attend Academic Orientation; a compulsory introduction to Pathway and English Language Centre programmes. Information sessions are held on-campus and topics include academic procedures, where to access help and support, study and course advice, health and wellbeing, and more. Upon enrolment, extra information and the Academic Orientation schedule will be emailed to you.

## Student ID card

Your University of Otago Student ID card entitles you to discounts at several businesses in Dunedin, as well as discounted travel on local buses. You can use your ID card to borrow books from any library on campus, and to gain access to Unipol Recreation Centre.

To get your Student ID card, go to the ID Card Office (located in the Information Services Building). You will need to take your student ID number and ONE of the following forms of identification with you:

- Full passport
- Preceding year's University of Otago Student ID card, if you were enrolled previously
- New Zealand Driver's Licence
- 18+ Card
- New Zealand Firearms Licence

[otago.ac.nz/student-ID](https://otago.ac.nz/student-ID)

## Policies

There are a number of policies in place that students should be aware of when studying at Pathway and English Language Centre. These include but are not limited to; general University policies, complaints process, fees policy and attendance guidelines.

If you have any questions or concerns about policies, speak to a Student Adviser.

[otago.ac.nz/uolcfy/about/policies](https://otago.ac.nz/uolcfy/about/policies)

## Student Support Services

The Student Support team is here to help provide information, support and advice to all Pathway and English Language Centre students.

We work closely with students to assist them to look after their health and wellbeing, deal with any problems they encounter and enjoy their time at the University of Otago.

You can contact the Student Advisers with any concerns that you have – accommodation worries, homesickness, feelings of stress, personal issues, illness – or if you just want to have a chat. Student Advisers can also provide guidance on visa applications and making insurance claims.

[pathway.support@otago.ac.nz](mailto:pathway.support@otago.ac.nz) or  
[languagecentre.support@otago.ac.nz](mailto:languagecentre.support@otago.ac.nz)

## Student Charter

The Student Charter outlines your rights as one of our students, and your responsibilities in return. Reasonable compliance with this Charter will be expected of all members of the University.

[otago.ac.nz/about/student-charter](https://otago.ac.nz/about/student-charter)

## Student grievances

The University of Otago is committed to providing a safe and fair study environment. Complaints are treated seriously and the University will attempt to resolve them in a timely manner.

If you have concerns about your treatment by the University, a staff member or a student, the first thing you should usually do is try to resolve the problem directly with the person(s) concerned. Wherever possible, issues should be resolved by a process of discussion, co-operation and conciliation.

If a problem cannot be resolved directly, seek help from a Student Adviser. There are also formal University policies that detail processes and authorities for dealing with different types of problems.  
[otago.ac.nz/study/student-grievances](https://otago.ac.nz/study/student-grievances)



**Ange Spears**  
Student Support Leader



**Sabrina Doig**  
Student Adviser



**Shantelle Jackson**  
Student Adviser



**Scott Rātima-Nolan**  
Student Adviser

## The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 ensures that international students are well-informed, safe and cared for properly when they come to New Zealand to study. The Code sets out the minimum standards of advice and care expected of New Zealand education providers to ensure the wellbeing of their domestic and international students.

To learn more: [nzqa.govt.nz/providers-partners/education-code-of-practice](https://nzqa.govt.nz/providers-partners/education-code-of-practice)

## International students under the age of 18

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 requires that the University provide an orientation to international students under the age of 18 (and their parents) when they begin their studies. The code also requires that students under the age of 18 live in approved accommodation.

To learn more: [otago.ac.nz/international/int\\_u18students.html](https://otago.ac.nz/international/int_u18students.html)

## Disability Information and Support Office

Disability Information and Support provides learning support, advice, advocacy and information to all students with disabilities, impairments, medical conditions or injuries that may impact their study. It is important to contact the Disability Information and Support Office to ensure they can meet your specific requirements.

West Lane, Information Services Building  
03 479 8235

[otago.ac.nz/disabilities](https://otago.ac.nz/disabilities)

## AskOtago

AskOtago is your one-stop shop for all questions about studying at Otago. You can find answers instantly using the searchable knowledgebase, or by phone, email or chat. If you're on the Dunedin campus, visit AskOtago at the Central Hub in the Information Services Building, or at one of the smaller hubs around campus. Learn more: [ask.otago.ac.nz](https://ask.otago.ac.nz)

## Independent Learning Centre

The Independent Learning Centre (ILC) is a resource library for Pathway and English Language Centre students. There are many resources to help students succeed in their areas of study and work on assignments. Subject-specific resources are available including material for students to practise their English language skills, study for international English examinations, improve their academic English and prepare for further academic study. The ILC is a welcoming drop in centre with computers, printing and photocopy services, plus self-study spaces. Students can borrow resources using their student ID card.





# Get connected

## IT services

The University of Otago provides a range of IT services to students including:

- study spaces with wireless, printers and computers
- free student webmail and online Office 365
- a student desktop stocked with software, available from anywhere
- an online enrolment system.

[blogs.otago.ac.nz/studentit](https://blogs.otago.ac.nz/studentit)

## Student IT

The Student IT team can provide help with using the student desktop, printing and scanning, student webmail, installing a printer driver, downloading software and general IT troubleshooting. Students can visit Student IT in the Central Library (ISB) for free computing help.

## Student username and password

Your University student username allows you to access various online resources within the University, such as student webmail, eVision, Blackboard and Microsoft 365, including Teams.

## Student webmail

Your student webmail is the main point of contact with the University. You need to check your webmail regularly.

To access your student webmail, go to the University's main webpage: [otago.ac.nz](https://otago.ac.nz)

► For Current Students ► Student Webmail ► Sign In ► Enter your username and password (your username is on your student ID card).



## eVision

eVision is a portal that contains personal and academic details, and other key information for University of Otago students. When you have successfully completed the Foundation Studies Certificate, you will need to use eVision to enrol as an undergraduate at Otago, apply for scholarships, and apply for residential college accommodation.

You can access eVision from the University's main webpage: [otago.ac.nz](https://otago.ac.nz)

► For Current Students ► eVision Student Portal ► Sign In ► Enter your username and password (your username is on your student ID card).

## Blackboard

Blackboard is a learning management system that allows you to access paper information and lecture notes, communicate with your tutor and class members, and submit assignments. Many papers use Blackboard as a part of their teaching resources. To access Blackboard, go to [blackboard.otago.ac.nz](https://blackboard.otago.ac.nz) and log in using your University username and password.

## Microsoft Teams

Your University account includes access to Microsoft Teams, which allows you to access paper information and lecture notes, communicate with your teachers and class members, and submit assignments.

Microsoft Teams is included in Microsoft 365, which you are entitled to as a student at the University of Otago. After you have confirmed your enrolment, you will receive a Student IT guide with instructions for accessing Microsoft 365. IT support will also be covered during Academic Orientation.

## Printing, photocopying and scanning

In order to use the printing services at Otago, you must register your student ID with the printers. Top up your funds online using a credit card or visit Uniprint in the Central Library (ISB).

[blogs.otago.ac.nz/studentit/printing](https://blogs.otago.ac.nz/studentit/printing)

## Internet use

Once you have completed your enrolment, you can access the internet on campus via a wired or wireless connection using your laptop, tablet, phone or other wireless device. To connect to the network, simply select the network (UO\_wifi) and enter your student username and password (the same username found on your ID card).



# Academic support

## Course advice services

Course advice is about ensuring your course of study is right for you and your goals, and it is an opportunity to discuss your choices with the experts. They can ensure your course of study is setting you up to complete your qualification in a timely manner and fits with your career aspirations, and that it will get you where you want to go. Course advice is available throughout the year, and at any time during your studies. Please contact the Student Support Leader for help with course advice.

[plc.supportleader@otago.ac.nz](mailto:plc.supportleader@otago.ac.nz)

## Foundation Studies Certificate

The Foundation Studies Certificate programme comprises two terms of full-time tuition. Students are required to study a total of 10 papers, including two compulsory papers, Academic English 1 and Academic English 2. The other eight required papers should be relevant to your intended undergraduate course of study.

In order to be admitted to the University of Otago, students must be awarded the Foundation Studies Certificate.

[otago.ac.nz/uolcfy/pathway](https://otago.ac.nz/uolcfy/pathway)

## Bridging Programme

The Bridging Programme is a six-week course designed to increase your chances of success in the Foundation Studies Certificate.

[otago.ac.nz/uolcfy/pathway/bridging](https://otago.ac.nz/uolcfy/pathway/bridging)

## English Language Centre

Study at the English Language Centre will improve all aspects of your English and offer you a pathway for further study in the Bridging Programme.

Alternatively, you can sit the IELTS exam to achieve the English language entry requirements.

[otago.ac.nz/uolcfy/language-centre](https://otago.ac.nz/uolcfy/language-centre)

## Academic expectations

On average, students are expected to devote approximately six to eight hours per week to academic work for each paper they take. This includes class time, tutorials and out-of-class study, such as preparing for exams or tests and completing assessments.

## Examinations

Examinations are held at the end of each term. **DO NOT** make travel plans until you know your examination schedule.

### Special Consideration

Special Consideration is the process by which the University determines a fair academic outcome in cases in which a student is significantly impaired in an assessment activity such as a final examination.

For more information about examinations and the Special Consideration process (including application forms) contact a Student Adviser.

## Academic Progress: Pathway

In order to progress from Term 1 to Term 2 for the Foundation Studies Certificate, students must:

- achieve a minimum of 36 points (12 points in at least 3 papers)
- gain a minimum of a C pass in Academic English 1.

A supplementary exam may be available to students who gain C- in Academic English.

Students may be required to complete a third semester in order to meet requirements.

Students who fail to meet these criteria must meet with the Student Support Leader to discuss their options: [plc.supportleader@otago.ac.nz](mailto:plc.supportleader@otago.ac.nz)

## Admission to the University of Otago

In order to be admitted to the University of Otago, students must be awarded the Foundation Studies Certificate (FSC).

In order to be awarded the FSC, a student must:

- study a total of 10 academic papers, including the compulsory papers, Academic English 1 and Academic English 2
- achieve a minimum of 96 points
- achieve a minimum of a Grade C in Academic English 1 and Academic English 2
- achieve a minimum of a Grade C- in at least six other papers.



# Health and wellbeing

## Student Health Services

Student Health has a team of qualified professionals providing healthcare to University of Otago students. The team is comprised of nurses, general practitioners, mental health and wellbeing clinicians, and administrative staff.

Student Health offer routine and urgent appointments in-person and by telehealth Monday to Friday. All services are offered at a well discounted rate for domestic Otago students.

If you are an international student, insured with the Studentsafe or Unicare insurance scheme, Student Health may be able to bill the insurer directly for most of your visits, in accordance with your coverage.

Corner of Walsh and Albany Streets  
Freephone 0800 479 821

[otago.ac.nz/studenthealth](http://otago.ac.nz/studenthealth)

## After-hours medical care

If you need medical care outside Student Health's opening hours, visit the Dunedin Urgent Doctors and Accident Centre.

18 Filleul Street  
03 479 2900

8am–10pm, 7 days a week

[dunedinurgentdoctors.co.nz](http://dunedinurgentdoctors.co.nz)

If there is a medical emergency

## DIAL 111

for an ambulance or go directly to the Emergency Department at the Hospital.

Dunedin Public Hospital.  
201 Great King Street  
03 474 0999



## Need to Talk?

Free call or text 1737 any time for support from a trained counsellor.

[1737.org.nz](http://1737.org.nz)

## Campus Cop

Senior Constable John Woodhouse is the Campus Cop at the University of Otago. He offers advice on safety and security, and deals with complaints regarding thefts and lost property.

03 479 4883

[campus.cop@otago.ac.nz](mailto:campus.cop@otago.ac.nz)

[otago.ac.nz/proctor/campuscop](https://otago.ac.nz/proctor/campuscop)

## Campus Watch

The Campus Watch team offers assistance and advice wherever it is required, 24 hours a day, seven days a week. You'll recognise them by their distinctive uniforms of blue and gold, and fluorescent vests/jackets walking around campus and North Dunedin.

Their role is essentially pastoral – acting as “walking information booths” on a range of issues. Campus Watch is here to help you – whether that is walking you home at night, or picking you up in their safety patrol car to drive you home.

The emergency blue phone network throughout campus will connect you directly to Campus Watch staff when you press and hold the talk button.

03 479 5000 or 03 479 5001

[campus.watch@otago.ac.nz](mailto:campus.watch@otago.ac.nz)

[otago.ac.nz/campus-watch](https://otago.ac.nz/campus-watch)



## Proctor's Office

The Proctor's Office is responsible for a large number of roles throughout the University, with the emphasis on the safety of students and staff and on maintaining a healthy learning environment for all.

[otago.ac.nz/proctor](https://otago.ac.nz/proctor)

## Code of Conduct

The University promotes mutual respect, tolerance and understanding.

The Code of Student Conduct is part of the University Student Conduct Statute 2021 which applies to all students both on and off campus. It is an important document for your student journey.

The University expects that students will not engage in behaviours that endanger their own or others' safety and wellbeing.

All students are encouraged to read and understand the Code of Conduct.

[otago.ac.nz/proctor/codeofconduct](https://otago.ac.nz/proctor/codeofconduct)

## Chaplains

The chaplaincy team provides a range of services including:

- homesickness support, helping with the adjustment to life in a different culture
- prayer and spiritual direction
- visiting your home or residential college for pastoral care
- supporting faith groups on campus
- someone to listen to or journey with during difficult times
- providing information about local churches and faith communities.

24 hour, 7 days a week support:

call 03 479 8497 to speak to a chaplain.

[otago.ac.nz/chaplains](https://otago.ac.nz/chaplains)

## Prayer and meditation space on campus

A multifaith prayer and meditation room, plus a Muslim prayer room, are available on campus. These rooms provide a quiet space to go for prayer, meditation or reflection. They are located upstairs in the University Union Building. To access the multi-faith and meditation room you will need to have swipe card access, using your University ID card.

To obtain security access: [chaplains@otago.ac.nz](mailto:chaplains@otago.ac.nz)



## Sexual Violence Support and Prevention Centre – Te Whare Tāwharau

Te Whare Tāwharau provides support services to those in our campus community impacted by sexual violence. We also provide prevention education through various programmes to students and staff on campus. Our unique structure at Te Whare Tāwharau blends academic research and expertise with best practice for the support of all students and staff.

5 Leithbank

0800 479 379 or text 021 278 3795

[tewharetawharau@otago.ac.nz](mailto:tewharetawharau@otago.ac.nz)

[otago.ac.nz/tewharetawharau](http://otago.ac.nz/tewharetawharau)

## Transition or culture shock

Transition or culture shock describes the impact of moving from a familiar culture or environment to one that is unfamiliar. Even though you may have planned and prepared for your time at Otago, the extent of the change and the effect it has on you may take you by surprise. Transition can be complex and is unique for each individual.

You may find it hard to focus, feel irritable, fatigue easily, or miss home and feel more tearful. Culture shock is entirely normal and there are things you can do that can help. Talk with someone who understands your experience: a class mate, teacher or a Student Adviser.

## Smoke-free campus

The University of Otago is a smoke-free campus. All University of Otago accommodation is also smoke-free. This includes cigarettes, e-cigarettes, e-hookah and any other vaporisers.





## OUSA

The Otago University Students' Association (OUSA) is run by members for members. Each year, 10 students are elected to form the OUSA Executive. OUSA provides members with representation, welfare, advocacy, recreation, fun events and media.

### OUSA Student Support Centre

OUSA provides support for students via its Student Support Centre. The Centre offers a free and confidential service to help you through any issues. The team provides advocacy services as well as a food bank.

If they cannot help you directly, they will point you in the direction of someone who can. OUSA is also home to Queer Support, where you will find non-judgemental support, information and resources.

5 Ethel Benjamin Place  
0800 121023  
[help@ousa.org.nz](mailto:help@ousa.org.nz)  
[ousa.org.nz/support](http://ousa.org.nz/support)  
[ousasupporthub.org.nz](http://ousasupporthub.org.nz)



## OUSA Clubs and Societies

There are over 170 sporting, cultural, political and religious clubs and societies, and they are all 100 per cent student-led. The OUSA recreation programme offers activities including arts and crafts, dance, health and exercise, music and singing, languages, food and beverages, and everything in between.

[ousa.org.nz/clubsandsocs](http://ousa.org.nz/clubsandsocs)

## Unipol Recreation Centre

The Recreation Centre provides a comprehensive recreational programme to ensure students achieve a balanced lifestyle while studying. It includes group fitness classes, social sport, recreational gear hire, information about outdoor providers for day and weekend adventures, exercise programmes, weights rooms, a cardio room and plenty of court space for the casual recreation user. The purpose-built Unipol facility also houses a physiotherapy clinic. Entry into Unipol is free for Otago students with a valid current student ID card.

[otago.ac.nz/recreation](http://otago.ac.nz/recreation)





# Māori and Pacific Support

## Ngāi Tahu – Mana Whenua

Mana whenua refers to the mana held by local people who have “demonstrated authority” over land or territory in a particular area – authority that is derived through whakapapa (genealogical) links to that area. While tangata whenua refers to “people of the land” – our indigenous people (ngā iwi Māori) – mana whenua refers to the people who have local tribal or sub-tribal authority.

Across at least 80 per cent of the whenua (land) in Te Waipounamu, the mana whenua are Ngāi Tahu. Ngāi Tahu is the iwi comprised of Ngāi Tahu whānui: the collective of individuals who descend from the five primary hapū of Ngāi Tahu, Ngāti Māmoe and Waitaha: Kāti Kuri, Ngāti Irakehu, Kāti Huirapa, Ngāi Tūāhuriri and Ngāi Te Ruahikihiki.

Throughout the South Island there are 18 local Papatipu Rūnanga (sub-tribal councils). An elected representative from each rūnanga makes up Te Rūnanga o Ngāi Tahu (tribal authority), the governing body overseeing the tribe’s activities. The three principal Papatipu Rūnanga in the Dunedin area are: Ōtākou Rūnaka, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Moeraki.



## Māori customs, culture and language

For information on Māori customs, culture and language, please visit the following website and scroll through the blue banner on the side: [otago.ac.nz/maori/world/tikanga](https://otago.ac.nz/maori/world/tikanga)



## Māori Centre – Te Huka Mātauraka

The Māori Centre – Te Huka Mātauraka offers a home away from home for students of Māori descent, from pre-enrolment, Turāka Hou – Māori Orientation – through to pre-graduation celebrations, graduation and beyond.

515/519 Castle Street North

03 479 8490

[maori-centre@otago.ac.nz](mailto:maori-centre@otago.ac.nz)

[otago.ac.nz/maoricentre](https://otago.ac.nz/maoricentre)



## Pacific Islands Centre

The Pacific Islands Centre provides support for Pacific students, their families and communities. It can help with academic assistance, scholarship queries, accommodation information, legal and immigration matters and more – in short, with all issues relating to your transition to Otago.

520 Castle Street North

03 479 8278

[pacific@otago.ac.nz](mailto:pacific@otago.ac.nz)

[otago.ac.nz/pacific](https://otago.ac.nz/pacific)



# International students

## Otago International Students Association

The Otago International Students' Association (OISA) serves to represent international students, and domestic students with international backgrounds, studying at the University of Otago. OISA host large social events and run student workshops.

Social events, such as International Food Festival and International Cultural Expo, primarily aim to celebrate the cultural diversity present in the university. These events provide an opportunity for students to have some fun, make new friendships and share experiences with people from different cultural backgrounds.

Student workshops are targeted to students who want to have further discussions to increase their understanding and awareness of international student issues. OISA is an advocate for international students giving feedback at university and national consultations to ensure students are supported and looked after during their time in Dunedin.

Everyone is welcome to be a part of the OISA family regardless of age, gender, level of study, sexuality or religious affiliation. It's free to join, just fill out the membership form online.

[ousa.org.nz/clubsandsocs/clubs/clubs-list/otago-international-students-association](https://ousa.org.nz/clubsandsocs/clubs/clubs-list/otago-international-students-association)

[facebook.com/OtagoInternationalStudentsAssociation](https://facebook.com/OtagoInternationalStudentsAssociation)

## Compliance

The Compliance Services team is available Monday to Friday, 11am–3:30pm, on the ground floor of the Clocktower Building. They provide assistance and support to all international students in the following areas:

### Student visa services

If you need to apply for a new student visa, the team offers an easy and convenient way for most students to apply for the visa on campus.

[student.visa@otago.ac.nz](mailto:student.visa@otago.ac.nz)



## Insurance

You will be charged and insured under the policy Studentsafe Inbound University. They can help you understand your policy cover.

[international.insurance@otago.ac.nz](mailto:international.insurance@otago.ac.nz)

## Student visa

All international students must have a valid visa that allows them to study at the University of Otago.

New students applying for a visa offshore must apply directly to Immigration New Zealand:

[immigration.govt.nz](https://immigration.govt.nz)

Returning students may be eligible to apply on campus to renew their visas:

[otago.ac.nz/international/visas.html](https://otago.ac.nz/international/visas.html)

Visa options to study in New Zealand:

[immigration.govt.nz/new-zealand-visas/options/study/explore-student-visas](https://immigration.govt.nz/new-zealand-visas/options/study/explore-student-visas)

Information on work rights on a student visa:

[immigration.govt.nz/new-zealand-visas/options/study/working-during-after-your-study/working-on-a-student-visa](https://immigration.govt.nz/new-zealand-visas/options/study/working-during-after-your-study/working-on-a-student-visa)

## Working on a student visa

Your work rights are detailed on your student visa. If you are unsure whether you're allowed to work while studying, contact Student Visa Services within the Compliance team at the International Office. For more information:

[immigration.govt.nz/new-zealand-visas/options/study/working-during-after-your-study](https://immigration.govt.nz/new-zealand-visas/options/study/working-during-after-your-study)

## Your employment rights in New Zealand

New Zealand has minimum rights and entitlements that apply by law to all workers. For more information on your basic work rights:

[employment.govt.nz/starting-employment/rights-and-responsibilities/minimum-rights-of-employees](https://employment.govt.nz/starting-employment/rights-and-responsibilities/minimum-rights-of-employees)

## Drugs and alcohol

It is important international students are aware of the laws regarding drugs and alcohol in New Zealand and the associated offences and penalties incurred through the misuse of these substances. For more information on drug and alcohol laws and penalties:

[police.govt.nz/advice/drugs-and-alcohol](https://police.govt.nz/advice/drugs-and-alcohol)

## Keeping safe

New Zealand is considered to be a relatively safe country. However, it is important that you take precautions to keep yourself and your possessions safe.

You can download a safety guide at:

[police.govt.nz/advice/personal-community/keeping-safe/visitors-safety-guide](https://police.govt.nz/advice/personal-community/keeping-safe/visitors-safety-guide)

## Mobile phones (cell phones)

There are four main mobile phone carriers in New Zealand: One NZ, Spark NZ, 2degrees and Skinny Mobile. Each carrier offers a wide variety of mobile phones, and students can choose from different pre-pay plans (“pay as you go” plans). Please visit a local store or their website for more information.

[one.nz](https://one.nz)

[spark.co.nz](https://spark.co.nz)

[2degreesmobile.co.nz](https://2degreesmobile.co.nz)

[skinny.co.nz](https://skinny.co.nz)

## Kiwi Access cards

While in New Zealand, you will be asked for identification (ID) in bars and restaurants, or when purchasing particular items, to show proof that you are at least 18 years old.

Most places will not accept your international driver’s licence as a form of identification. In order to avoid carrying your passport with you, we encourage you to purchase a Kiwi Access card. Applications for a Kiwi Access card can be downloaded at: [kiwiaccess.co.nz](https://kiwiaccess.co.nz)

For further information, contact a Student Adviser.

## Driving in New Zealand

In New Zealand, we drive on the left-hand side of the road. If you are accustomed to driving on the right-hand side, it may take some time adjusting, so when pulling out, make sure the driver is next to the centre line of the road. It is highly recommended that you wait several weeks to adjust to traffic patterns before driving in New Zealand. The Visiting Driver Training Programme is an interactive video that will assess your knowledge and understanding of driving in New Zealand and help you prepare for our road rules and road conditions.

Give it a try at:

[aa.co.nz/travel/rental-vehicles-and-transport/visiting-driver-training-programme](https://aa.co.nz/travel/rental-vehicles-and-transport/visiting-driver-training-programme)

Another useful website is:

[nzta.govt.nz/resources/driving-in-nz](https://nzta.govt.nz/resources/driving-in-nz)



## Buying a car

For tips on buying a car please go to:

[newzealand.com/int/feature/buying-a-car-in-new-zealand](http://newzealand.com/int/feature/buying-a-car-in-new-zealand)

It is in your best interest to take out car insurance when buying a car:

[myinsuranceguide.co.nz/car-insurance](http://myinsuranceguide.co.nz/car-insurance)

## Renting a car or campervan

For tips on renting a car or campervan:

[backpackerguide.nz/guide-to-renting-a-car-campervan-in-new-zealand](http://backpackerguide.nz/guide-to-renting-a-car-campervan-in-new-zealand)

It is in your best interest to take out comprehensive insurance when you rent a vehicle as you will not be covered under your Studentsafe Inbound University insurance policy.

## International driving licences and permits

If you are planning to drive in New Zealand, please consider the following information:

- You can drive for up to 12 months in New Zealand on your current and overseas licence or an International Driving Permit (IDP). You will be required to convert to a New Zealand licence after 12 months.
- If your licence is not in English, you will be required to have it translated or obtain an IDP.
- You must carry your licence on you at all times when driving a vehicle.

For more information:

[nzta.govt.nz/driver-licences/new-residents-and-visitors/driving-on-nz-roads](http://nzta.govt.nz/driver-licences/new-residents-and-visitors/driving-on-nz-roads)



## Medical and travel insurance

Studentsafe Inbound University is our recommended medical and travel policy, designed and supported by all the universities in New Zealand. All international students will be automatically enrolled and charged for this insurance policy unless they have confirmation from the University of Otago that their alternative insurance policy is compliant. To have an alternative policy assessed, please email the policy wording and benefits in English at least six weeks prior to your course start date to: [pathways.admissions@otago.ac.nz](mailto:pathways.admissions@otago.ac.nz)

If you have a **pre-existing** condition, please read the information on our website:

[otago.ac.nz/international/healthcare.html#preexisting](https://otago.ac.nz/international/healthcare.html#preexisting)

You must complete the following Medical Risk Assessment Form: [otago.ac.nz/otago693796.pdf](https://otago.ac.nz/otago693796.pdf)

It is your responsibility to understand and become familiar with the insurance policy terms and conditions. If you have any questions about your insurance cover please contact the insurer directly. You can find the link to the Studentsafe Inbound University policy wording on our website: [otago.ac.nz/international/healthcare.html](https://otago.ac.nz/international/healthcare.html)



## Travel insurance

Your Studentsafe insurance provides you with cover while travelling around New Zealand during your studies. If you are travelling to Australia, Bali, Lombok and the islands of the South Pacific and returning to New Zealand during your studies, you are provided with some cover. Before you book travel please check your eligibility to enter your travel destination and your ability to return to New Zealand in accordance with current border restrictions.

If you are travelling home via another country for a holiday, you are not covered under your Studentsafe Inbound University insurance. Please ensure you arrange alternative cover.

## Studentsafe mobile app

We recommend you download the Studentsafe app: [agaapps.co.nz/sa](https://agaapps.co.nz/sa)

If you have any problems, please contact the help desk on 0800 486 004 or:

[help@insurancesafenz.co.nz](mailto:help@insurancesafenz.co.nz)

## Accident insurance

The Accident Compensation Corporation (ACC) is responsible for administering the country's no-fault accident injury scheme. This covers everyone in New Zealand, including visitors, if you are injured in an accident. This means it doesn't matter what you were doing when you were injured or who was at fault. While in New Zealand, if you have an accident resulting in an injury, visit a doctor and lodge an injury claim. You will be covered as long as the injury falls within the legislation. You may still be able to make a claim through Studentsafe for ongoing treatment.

[acc.co.nz](https://acc.co.nz)

## Medical insurance claims

If you need to see a doctor, nurse, counsellor or psychiatrist at the University's Student Health Services, and you are insured with Studentsafe Inbound University or Uni-Care, Student Health Services will – in most cases – directly bill the insurer for the cost(s) of your care.

If you seek medical attention from another medical centre, urgent doctors or a hospital, you will be required to pay at the time of your consultation. You will then need to make a claim to be reimbursed for those costs. Please keep a copy of your medical notes and your receipt.

To fill out/complete a Studentsafe claim form online: [insurancesafenz.com/claimsportal](https://insurancesafenz.com/claimsportal)

For assistance with a claim, please contact a Student Adviser. Alternatively, email claims and supporting documentation to:

[studentsafeclaims@allianz-assistance.co.nz](mailto:studentsafeclaims@allianz-assistance.co.nz)

International Office Insurance

03 479 8344

[international.insurance@otago.ac.nz](mailto:international.insurance@otago.ac.nz)



# Your future career

## Career Development Centre

University life can be busy and you may not always have time to spare, however putting aside some time to identify your personal and professional development goals will help you to make a smooth transition into the next stage of your career.

The Career Development Centre (CDC) can help you to think about your future. The Centre offers regular workshops and seminars, in-person or online, which are great for encouraging students to keep an open mind about their futures. Staff are available to support students who are considering career ideas and the CDC website is full of important information and resources too.

Information Services Building

03 479 8244

[careers@otago.ac.nz](mailto:careers@otago.ac.nz)

[otago.ac.nz/careers](http://otago.ac.nz/careers)

[facebook.com/otagocareerdevelopmentcentre](https://facebook.com/otagocareerdevelopmentcentre)

## OtagoExtra

The OtagoExtra programme, managed online via the OtagoCareerHub, will give you an advantage in your job search. Build on key skills like communication, collaboration and problem solving, and take advantage of the career workshops, seminars and presentations held throughout the year. These also include sessions with employers, in which you can make valuable industry connections.

[extra@otago.ac.nz](mailto:extra@otago.ac.nz)

[otago.ac.nz/careers/skills/extra](http://otago.ac.nz/careers/skills/extra)



# Change you, change your world

## Social Impact Studio

Otago students care about social issues. Our student-led Social Impact Studio provides volunteering opportunities and leadership programmes that allow students to channel their creativity, vision and insight into projects that have maximum social impact. Opportunities include: mentoring young people, helping in the community, contributing to wellbeing initiatives, empowering young learners through literacy programmes and taking part in global citizenship programmes.

Information Services Building  
03 479 8631  
[volunteer@otago.ac.nz](mailto:volunteer@otago.ac.nz)  
[otago.ac.nz/social-impact-studio](http://otago.ac.nz/social-impact-studio)

Silverline Otago is a creative mental health and wellbeing initiative:

[otago.ac.nz/social-impact-studio/programmes/silverline](http://otago.ac.nz/social-impact-studio/programmes/silverline)

Ignite Consultants help connect students with charities and socially conscious organisations.

[igniteconsultants.co.nz](http://igniteconsultants.co.nz)



## Sze-En Watts

Social Impact Studio Manager

"Doing good looks different these days. I believe that our student community is a powerhouse of vision, energy and creativity. I say we get out of their way and let them get stuck into being the difference they want to see in their world."



# Explore Ōtepoti Dunedin

**NO OTHER CITY** in the country offers the same opportunities to get out and explore. Dunedin is surrounded by fantastic beaches, hills and harbour waters that offer opportunities for a range of activities, from surfing and kayaking to mountain biking and paddleboarding, most within a 10-minute commute.



**St Clair Esplanade**  
10 minutes' drive.  
Great surf spot with cafés and restaurants.



**Tunnel Beach**  
20 minutes' drive.  
Spectacular rocky coastline with cliffs, rock arches and caves.



**Otago Harbour**  
5 minutes' drive.  
Enjoy stunning views, nature cruises and a range of water sports, e.g. kayaking, rowing and windsurfing.

**Dunedin Airport**  
30 minutes' drive.

**Harbour cycleway**



**Otago Peninsula**  
A wonderland of wildlife and scenery.  
At its end, Taiaroa Head (1 hour's drive) has the only mainland breeding colony of northern royal albatross in the world.

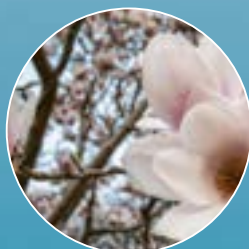


Chinese Garden

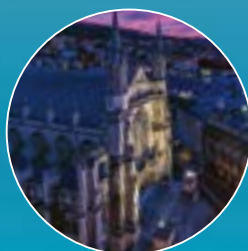


George Street

Dunedin's main thoroughfare,  
with shops, cafés and restaurants.



Dunedin Botanic Garden



The Octagon

15 minutes' walk.  
City centre with cafés, bars,  
restaurants, shopping and  
entertainment.



University of Otago



Forsyth Barr Stadium

5 minutes' walk.  
New Zealand's only  
covered sports arena.

Flagstaff



Museums



Art Galleries

Farmers Market



Port Chalmers, Aramoana,  
Orokonui Ecosanctuary







# Living in Dunedin

## Student Accommodation Centre

The friendly staff at the Student Accommodation Centre can assist you with:

- residential college applications
- applications for University Flats
- rental accommodation solutions
- general accommodation queries.

[accommodation@otago.ac.nz](mailto:accommodation@otago.ac.nz)

[otago.ac.nz/accommodation](https://otago.ac.nz/accommodation)

## Renting

Find out your renting rights and responsibilities: [tenancy.govt.nz](https://tenancy.govt.nz)

You can also access flatting support and guidance from the team at OUSA Student Support:

[ousasupporthub.org.nz/flatting/](https://ousasupporthub.org.nz/flatting/)

## Homestay service

A homestay service is available to international and domestic students studying at Pathway or English Language Centre. We have more than 200 host families, carefully selected to provide a welcoming and supportive environment for students.

Homestay can be arranged to suit each student's personal preferences. Students in homestay are provided with three meals a day, seven days a week. The student's bedroom is well-equipped, and hosts respect the independence of their homestay student to come and go as they please.

[otago.ac.nz/uolcfy/accommodation](https://otago.ac.nz/uolcfy/accommodation)

[homestay@otago.ac.nz](mailto:homestay@otago.ac.nz)



**Mary Powell**  
Accommodation  
Manager

## The cost of living

In order to live comfortably while you are in Dunedin, you will need to have at least \$NZ20,000–24,000 per academic year (40 weeks) available for living costs, above the cost of your tuition. You will need to budget more than this if you are planning to stay for a calendar year, or if you are planning to bring family dependants.

For more information on the cost of living:

[otago.ac.nz/future-students/accommodation/living-costs](https://otago.ac.nz/future-students/accommodation/living-costs)

## Student Loans and Allowances

If you are a domestic student and you cannot pay all your costs yourself, StudyLink can help you arrange a Government Student Loan. The service can also help you apply for a student allowance (conditions apply), and assist with budgeting and other financial advice.

[studylink.govt.nz](https://studylink.govt.nz)

## Electricity connection

If you are staying in a flat and the electricity is not on, you can compare power company prices and then arrange for it to be connected.

[glimp.co.nz](https://glimp.co.nz)

## Living in a cold climate

Houses in New Zealand are typically not centrally heated and accommodation may be much colder than you are accustomed to. If you are not used to living in a cold climate, come and chat with a Student Adviser about clothes for colder weather and useful tips for remaining warm and dry in your flat! There are many second-hand shops where you can purchase inexpensive warm clothing. It is important to note that your power bill will be significantly higher during winter – at least double your summer bill.

## Household goods

Below are places to purchase reasonably-priced bed linen, kitchen appliances, heaters, etc.:

- The Warehouse South Dunedin, 64 Hillside Road.
- Farmers, 150–180 George Street.
- Briscoes, 175 Crawford Street.
- Noel Leeming, 132 Crawford Street.
- Second-hand shops include: SaveMart, Orphans Aid International, Salvation Army Family Stores, Presbyterian Support, the Hospice Shop, Shop on Carroll and Restore.



## City centre

The main shopping area is centred on George Street, between Albany Street and the Octagon. It only takes five to 10 minutes to walk from campus to the main shopping area. There are also smaller shopping areas on King Edward Street in South Dunedin and on North Road just past the Botanic Garden.

## Financial information

The University of Otago is a cash-free campus. All purchases on campus must be made by a Debit or EFTPOS (Electronic Funds Transfer at Point of Sale) card. If you do need to withdraw cash, there are ATMs (Automatic Teller Machines) on and near to campus.

If you are an international student and want to open a bank account in New Zealand, please contact a Student Adviser for assistance:

[languagecentre.support@otago.ac.nz](mailto:languagecentre.support@otago.ac.nz)

[pathway.support@otago.ac.nz](mailto:pathway.support@otago.ac.nz)

## Mail services

The University Mail Room provides a national and international post and courier service. For international students sending personal belongings back home, or anywhere worldwide, the Mail Room offers three delivery options:

- Parcel with no track and trace.
- Standard Courier with full online track and trace.
- Express Courier with full online track and trace.

A free estimation service is available; you will usually get a response within 24 hours with an estimated price for the options you select. EFTPOS and credit card facilities are available – no cash payments.

South end, Clocktower Building

03 479 8205

[otago.ac.nz/mailroom](http://otago.ac.nz/mailroom)

## Public transport

It is very easy to get around the campus and to the city centre on foot, but there is a good public transport system covering the city and all the main suburbs.

The Bee Card is an easy tag-on tag-off bus card that gives you cheaper fares and offers benefits such as setting up an online profile for topping up. Get your Otago Bee Card online or on any Dunedin bus for \$5. The closest top up location to campus is the University Bookshop.

[beecard.co.nz](http://beecard.co.nz)

For information on public transport, including bus timetables:

[orc.govt.nz/public-transport](http://orc.govt.nz/public-transport)

# Aotearoa New Zealand

New Zealand is famous for its great outdoors; however, there are important safety issues you need to consider before you embark on day hikes or longer trips. Due to the maritime climate in New Zealand, the weather is very changeable and presents significant hazards for students in the outdoors.

Important considerations include:

- Research the area you're planning to visit and be prepared to cancel your trip if safety or weather conditions are an issue.
- Bring clothing for all weather conditions (gear can be hired at Unipol).
- Hire a personal locator beacon from Unipol.
- Leave written instructions with a trusted friend, homestay hosts, college wardens or flatmates about where you are going, when you will leave and when you expect to return.
- During your hike, sign hut log books and choose tracks that have bridges, as weather conditions can make streams and rivers hazardous to cross.
- If you become lost, stay together as a group and seek shelter.

Unipol can suggest many outdoor recreational trips and offers a wide range of equipment hire:

[otago.ac.nz/recreation](https://otago.ac.nz/recreation)

For a more comprehensive list of things to check before travelling:

[doc.govt.nz/parks-and-recreation/know-before-you-go/land-safety-code](https://doc.govt.nz/parks-and-recreation/know-before-you-go/land-safety-code)

The New Zealand Mountain Safety Council also provides some useful guides and publications:

[issuu.com/nzmountainsafetycouncil/docs](https://issuu.com/nzmountainsafetycouncil/docs)





\\ Hackett Bungy

1

## Queenstown, Arrowtown and Wanaka

3.5 hours' drive.

Queenstown, the birthplace of bungee, is known as the adventure sports capital of the world. The stunning gorges and lakeside environment provide the perfect setting for skydiving, canyon swinging, jet boating and white-water rafting.



2

## Fiordland

4.5 hours' drive.

Fiordland is one of the most dramatic and beautiful parts of New Zealand, and has three of New Zealand's Great Walks – the Milford, Kepler and Routeburn tracks.



Fraser Gunn

3

## Aoraki Mount Cook

4 hours' drive.

Aoraki Mount Cook National Park is home to New Zealand's highest mountain and longest glacier. Visitors come here to hike, climb, cycle, paddle among icebergs in glacial lakes, and sit and soak up the spectacular views.



4

## The Catlins

1.5 hours' drive.

The Catlins is an area of great contrasts and natural beauty – from magnificent coastal cliffs and long sweeping beaches, to rainforests, hidden waterfalls and rolling farmland.





# AskOtago | Uia Ōtākou

We're here to help. Search our online knowledgebase at [ask.otago.ac.nz](http://ask.otago.ac.nz) or contact us:

Information Services Building  
Tel 0800 80 80 98 from New Zealand  
1800 46 82 46 from Australia  
64 3 479 7000 from outside New Zealand  
Email [university@otago.ac.nz](mailto:university@otago.ac.nz)



[facebook.com/  
otagouniversity](https://facebook.com/otagouniversity)



[twitter.com/otago](https://twitter.com/otago)

