

# General Information

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# General Information

## Vision and Mission of the University

### Vision

Our people and knowledge transforming lives, connecting communities, and nurturing the environment in Otago, Te Waipounamu, Aotearoa, the Pacific, and the world.

### Ko te Aronga

He Whare Wānanga e aronui ana ki te rangahau, e rongonui ana i ngā tōpito o te ao i āna tutukinga ikeike.

### Mission

*The University of Otago – Ōtākou Whakaihū Waka exists to create, advance, share, promote, preserve and apply knowledge. Committed to partnership with mana whenua and upholding Te Tiriti o Waitangi, we undertake outstanding research and research-informed teaching, enable transformative learning and student experiences, and engage in meaningful service to society with a dedication to excellence, innovation and positive impact.*

### Ko te Uaratanga

Ko tā Ōtākou Whakaihū Waka he whakawhanake, he pupuri, he whakatairanga hoki i te mātauranga, i te ihomatua tātari kaupapa, i te whakaaroaro motuhake o te tangata, kia hāpai ai te mōhio, te mārama, te hiatotanga, otirā, te oranga o te tangata, o te iwi hoki. Mā te rangahau me te tika mārika o te whakaako, mā te whai wānanga ahurei, mā te whakaū ki tōna mana, me ōna toronga puta noa i te motu, i te ao hoki ēnei whāinga e tutuki.

## Strategy

In 2023, the University adopted Pae Tata, its strategic plan to 2030. Pae Tata defines what we will do over the coming years towards Vision 2040 through five key domains: supporting our people to achieve their best; providing compelling and viable educational offerings that deliver excellent student outcomes and experiences; organising and focusing our research and innovation efforts to deliver high-quality, impactful research; strengthening our capability, capacity and culture to honour Te Tiriti o Waitangi; and becoming a more global and connected University.

Pae Tata is supported through three enablers which aim to ensure we are a contemporary, effective, and responsive university. These focus on digital transformation, delivering value through the unique character of our physical spaces and improving our structures and processes. We also have four university level strategic frameworks that support and interact with Pae Tata: Te Aka Matua Māori Strategic Framework; Pacific Strategic Framework; Ti Kōuka Sustainability Strategic Framework; and Equity and Diversity Strategic Framework.

## History

The University of Otago, founded in 1869 by an ordinance of the Otago Provincial Council, is New Zealand's oldest university. The new University was given 100,000 acres of pastoral land as an endowment and authorised to grant degrees in Arts, Medicine, Law and Music.

The University opened in July 1871 with a staff of just three Professors, one to teach Classics and English Language and Literature, another having responsibility for Mathematics and Natural Philosophy, and the third to cover Mental and Moral Philosophy and Political Economy. The following year a Professor of Natural Science joined the staff. With a further endowment provided in 1872, the syllabus was widened and new lectureships established: lectures in Law started in 1873, and in 1875 courses began in Medicine. Lectures in Mining were given from 1872, and in 1878 a School of Mines was established.

The University was originally housed in a building (later the Stock Exchange) on the site of John Wickliffe House in Princes Street but it moved to its present site with the completion of the northern parts of the Clocktower and Geology buildings in 1878 and 1879.

The School of Dentistry was founded in 1907 and the School of Home Science (later Consumer and Applied Sciences) in 1911. Teaching in Accountancy and Commerce subjects began in 1912. Various new chairs and lectureships were established in the years between the two world wars, and in 1946 teaching began in the Faculty of Theology. The School of Physical Education was opened in 1947.

A federal University of New Zealand was established by statute in 1870 and became the examining and degree-granting body for all New Zealand university institutions until 1961. The University of Otago had conferred just one Bachelor of Arts degree, on Mr Alexander Watt Williamson, when in 1874 it became an affiliated college of the University of New Zealand.

In 1961 the University of New Zealand was disestablished, and the power to confer degrees was restored to the University of Otago by the University of Otago Amendment Act 1961.

Since 1961, when its roll was about 3,000, the University has expanded considerably and has broadened its range of qualifications to include undergraduate programmes in Surveying, Pharmacy, Medical Laboratory Science, Teacher Education, Physiotherapy, Applied Science, Dental Technology, Radiation Therapy, Dental Hygiene and Dental Therapy (now combined in an Oral Health programme), Biomedical Sciences, Social Work, and Performing Arts, as well as specialised postgraduate programmes in a variety of disciplines.

Although the University's main campus is in Dunedin, it also has Health Sciences campuses in Christchurch (University of Otago, Christchurch) and Wellington (University of Otago, Wellington) (established in 1972 and 1977 respectively), an information and teaching centre in central Auckland (1996), a dental facility in Manukau (2020), and a School's Liaison office in Wellington (2001). The Dunedin College of Education merged with the University on 1 January 2007, and this added a further presence in Invercargill.

## Governance

The supreme governing body of the University is the Council, presided over by the Chancellor. When it was first established its members held office for life. Its constitution was progressively amended in 1891, 1911 and 1946 to provide for the representation of certain local bodies and educational groups, the graduates, the student body and non-professorial staff. The present structure of the Council was laid down in the Education Amendment Act 2015.

The Council is advised on academic matters by the Senate, the membership of which is drawn mainly from the Heads of academic Departments, but with representatives of other teaching staff and students. The Vice-Chancellor, who is designated as Chief Executive of the University by the Education and Training Act 2020, convenes the Senate, which, in turn, is advised by the Divisional Boards and other Committees and Boards on matters which fall within their particular terms of reference.

In 1989 the internal governance of the University was reformed by grouping the existing departments, faculties, and schools into four academic Divisions (Commerce, Health Sciences, Humanities, and Sciences). Each academic Division is headed by a Pro-Vice-Chancellor. Further changes to the executive group resulted in the appointment of two Deputy Vice-Chancellors (Academic, and Research and Innovation) in 1994, a Chief Operating Officer in 2005, a Deputy Vice-Chancellor (External Engagement) in 2015, a Deputy Vice-Chancellor (Māori) in 2024 and a Deputy Vice-Chancellor (Pacific) in 2025. The executive group also includes the Directors of Human Resources; Strategy, Analytics and Reporting; Māori Development; the Chief Financial Officer, and the Registrar and Secretary to the Council.

There are several non-teaching Divisions and Offices with responsibility for administrative, financial, and property and facilities matters, and for the provision of other services for staff, students and alumni (see University Staff section for the names of the various areas).

## Tō mātou tuakiritaka | Our identity

On 1 May 2024, the University of Otago adopted a new tohu (symbol) and a new ikoa Māori (Māori name), both created in collaboration with mana whenua.

Our ikoa Māori, Ōtākou Whakaihu Waka, is not a literal translation, but a metaphor meaning, “a place of many firsts”. It refers to Otago’s groundbreaking achievements in education, research and academia, as well as the unique student experience we offer. It’s also a nod to our proud history of being the first university in New Zealand.

Whakaihu waka is literally the “bow of the canoe” that pierces the ocean, leaving a wake for others to follow. It invites our students to be leaders in their chosen pathways.

Our tohu draws inspiration from the Ōtākou channel in Otago Harbour, which has a two-way current that has always brought life to and from the region – just as the University brings and shares knowledge across Aotearoa New Zealand. It emphasises the importance of relationships, reciprocity and the transmission of knowledge between generations.

## Coat of Arms

The University’s coat of arms was granted by the Lord Lyon King of Arms (Scotland’s premier officer of arms) on 21 January 1948. Its design is based on that of the unauthorised arms which appeared on the University’s seal in use by September 1870.

The blazon (technical description) of the arms is:

Azure, on a saltire cantoned between four mullets of six points Or, a book, gilt-edged and bound in a cover Gules charged with a mullet of six points of the second [i.e. Or] and a book-marker of the third [i.e. Gules] issuant from the page-foot, and in an Escrol under the same this Motto “SAPERE AUDE”. (Lyon Register vol.36, p.102)

In ordinary language, the shield is blue, with a gold saltire (Saint Andrew’s cross) between four gold six-pointed stars. On the centre of the saltire there is a closed red book, gilt-edged and with a red book-marker protruding, bearing another gold six-pointed star on its cover.

The motto may be translated as ‘dare to be wise’ or ‘have courage to be wise’.

## Academic Divisions

The University's four academic Divisions include the staff in all of the Programmes, Schools, and Faculties in each of the four groups of related disciplines. The Schools and Faculties within each Division, and their constituent Programmes and other academic sections, are as follows:

### Division of Humanities – Te Kete Aronui

#### School of Arts

Classics; English and Linguistics; History; Centre for Irish and Scottish Studies; Languages and Cultures; Philosophy; and Theology.

#### School of Geography (including the Centre for Sustainability Research)

#### School of Performing Arts

Music; Theatre Studies; Dance Studies.

#### School of Social Sciences

Archaeology; Media, Film and Communication; Politics; Religion; Social Anthropology; Social and Community Work; Sociology, Gender Studies and Criminology.

#### Faculty of Law

The Faculty also includes the Children's Issues Centre; the Civil Justice Centre; and Emerging Technologies.

#### Te Tumu: School of Māori, Pacific and Indigenous Studies

Te Ao o Rongomaraeroa: National Centre for Peace and Conflict Studies.

#### College of Education

The College also includes Educational Assessment Research Unit; and Centre for Educational Leadership and Administration.

### Division of Sciences

The Science Departments in the Division are the Departments of Botany; Chemistry; School of Computing; Food Science; Geology; Human Nutrition; Marine Science (incorporating the Portobello Marine Laboratory and Marine Studies Centre); Mathematics and Statistics; Physics; Psychology; and Zoology.

#### School of Physical Education, Sport and Exercise Sciences

#### School of Surveying

### Division of Commerce

The Otago Business School is the alternative name for this Division: Departments of Accountancy and Finance; Economics; Management; Marketing; Tourism; and Executive Programmes.

## Division of Health Sciences

### Faculty of Biomedical Sciences

Departments of Anatomy; Biochemistry; Microbiology and Immunology; and Physiology.

### Faculty of Dentistry

Departments of Oral Diagnostic and Surgical Sciences; Oral Rehabilitation; Oral Sciences; and Sir John Walsh Research Institute.

### Faculty of Health Profession Programmes

School of Pharmacy, School of Physiotherapy; Department of Nursing; Department of Radiation Therapy; Department of Medical Laboratory Science; Centre for Interprofessional Education.

### Faculty of Medicine

#### Centre for Rural Health

#### *Faculty of Medicine – Christchurch*

Departments of Māori/Indigenous Health Innovation; Medicine; Obstetrics and Gynaecology; Orthopaedic Surgery and Musculoskeletal Medicine; Paediatrics and Child Health; Pathology and Molecular Medicine; Primary Health; Public Health; Psychological Medicine; and Surgery and Critical Care.

#### *Faculty of Medicine – Dunedin*

Departments of Bioethics; Medicine; Obstetrics and Gynaecology; Paediatrics and Child Health; Pathology and Molecular Medicine; Primary Health; Public Health; Psychological Medicine; and Surgery and Critical Care; and Kōhatu Centre for Hauora Māori.

#### *Faculty of Medicine – Wellington*

Departments of Medicine; Obstetrics and Gynaecology; Paediatrics and Child Health; Pathology and Molecular Medicine; Primary Health; Public Health; Psychological Medicine; and Surgery and Critical Care.

### Faculty of Health Professional Programmes

Departments of Medical Laboratory Science; Radiation Therapy; Pharmacology and Toxicology; and Nursing; School of Pharmacy; and School of Physiotherapy; and the Centre for Interprofessional Education.

## Vice-Chancellor's Office

The Vice-Chancellor is the academic and administrative head of the University.

Te Tari o te Tumu Whakarae, the Office of the Vice-Chancellor provides support for the governance and executive functions of the University.

Within the Vice-Chancellor's Office are:

#### Registrar and Secretary to the Council

The Office of the Registrar and Secretary to the Council services the University Council and its committees; provides legal advice; co-ordinates accountability and compliance activities to meet the University's statutory obligations (including, provision of official information, copyright and privacy matters); advises on University policies and procedures; manages discreet projects and reviews as commissioned and provides information on matters related to governance. The Office also includes the University Mediator.

## Office of the Deputy Vice-Chancellor, Pacific

The Office of the Deputy Vice-Chancellor, Pacific, is responsible for leading the progress of the Pacific Strategic Framework, which was adopted by the University of Otago in December 2012. The Pacific Strategic Framework is the University's commitment to ensuring equity in Pacific student achievement, including University-wide goals in research, teaching, external engagements and operations. It gives strategic and implementation advice to University leadership on advancing institutional goals for Pacific students, staff and communities including developing local Pacific community partnerships, in Aotearoa and in the Pacific Region and providing leadership and support to Pacific staff and students networks.

## Strategy, Analytics and Reporting Office (SARO)

The SARO Office facilitates university strategic planning, provides strategic advice, prepares key corporate documents, and undertakes a wide range of project work. It undertakes core demand forecasting for the University, co-ordinates institutional benchmarking and work in relation to international rankings, and prepares the key documents required to secure Government support for the University's strategic direction and associated funding. As well as negotiating core funding, SARO is responsible for reporting information to Government agencies and other external parties for planning, statistical and reputational purposes.

## Te Tari o te Pou Koko Māori | Office of the Deputy Vice-Chancellor Māori

The Deputy Vice-Chancellor, Māori, provides strategic advice to whakamana i Te Tiriti o Waitangi in the academic and research domains of the University. The office is dedicated to providing strategic guidance by leading the development and implementation of the University's Māori academic research and teaching objectives, focusing on enhancing Māori content, delivery and methodology. The team prioritises supporting and empowering Māori staff and students, fostering environments where they can fully express their identity and thrive. Through a network of existing and new initiatives, the office works to strengthen and promote mātauraka Māori (Māori knowledge). Additionally, the office is committed to developing innovative ways for all students to engage with and learn about te ao Māori (the Māori world) while expanding research efforts that meaningfully incorporate Māori perspectives and values.

## Māori Development

The Office of Māori Development has responsibility for developing and maintaining University Te Tiriti relationships with mana whenua and other Iwi and Māori providers, and co-ordinating and implementing Māori development and strategy, including: implementation of the Māori Strategic Framework; leadership and support of cultural development; and leadership and support of Māori staff networks and development.

## Administrative, Student and Academic Services, and Facilities

The following is a summary of the chief services and facilities for staff and students, listed according to the Divisions which have responsibility for them. Further information is available by contacting the section concerned (University of Otago, PO Box 56, Dunedin 9054; [university@otago.ac.nz](mailto:university@otago.ac.nz)) or on the University's website ([otago.ac.nz](http://otago.ac.nz)), or in the *Guide to Enrolment*.

## Academic Division

### English Language Centre | Te Puna o te Kī

The University of Otago offers a variety of English-language programmes through the English Language Centre | Te Puna o te Kī, which are delivered both on campus in Dunedin and online. Programmes include General English, through which students can progress to Pathway if they choose, and English for Otago, which meets the English requirements for most undergraduate and postgraduate programmes at Otago, and preparation courses for international English examinations such as IELTS. The Centre also engages with international partners to deliver online blended English learning programmes which can complement institutions' existing programmes. It can also deliver tailored programmes of English for specific purposes both in New Zealand and off-shore.

### Centre for Educational Design and Innovation

#### Te Pokapū o te Hoahoa me te Auaha Mātauraka

The Centre for Educational Design and Innovation supports the University to achieve its strategic aims for learning and teaching. The team provides support to individual members of the teaching staff as well as departments and programmes to help enhance the learning experience for our students. They offer research-informed advice across all aspects of teaching from course design to classroom pedagogy to effective learning in the digital learning environment. Through Student Academic Skills they also provide services and advice to students relating to learning support and academic skill development.

### Library

The University Library system is a distributed network of libraries offering a wide range of information services and access to scholarly resources, both online and held locally, to support the research and teaching needs of the University. The Library holds one of the richest research collections in New Zealand. The Hocken Collections are a national research collection of material in the field of New Zealand and Pacific studies. The Christchurch and Wellington campuses are served by the Canterbury and Wellington Medical Libraries. Access to Library resources and other information may be found on the Library's website ([otago.ac.nz/library](http://otago.ac.nz/library)).

### Student Academic Skills

Student Academic Skills, located in the Information Services Building, aims to provide academic support and a positive learning experience for students. Our wide range of services includes workshops to enhance study skills, one-on-one and group consultations, and online resources. We also run a peer support programme, featuring PASS (Peer Assisted Study Sessions), the Accelerated Maths Programme (AMP), and the English Conversation Group (ECG). Additionally, we collaborate closely with other student support services and residential colleges.

### Pathway | Te Huarahi

Pathway Te Huarahi offers two main qualifications for entry into university bachelor's degree studies:

- Foundation Studies Certificate (NZQF Level 4)
- Diplomas in Arts, Commerce and Science (NZQF Level 5)

The Foundation Studies Certificate is a university entrance qualification designed for students who seek a supportive preparation year of study, before starting the first year of bachelor's degree studies. This CUAP approved, NZQA Level 4 certificate guarantees entry to a student's chosen University of Otago first-year course (except those with limited intakes) and is recognised by all New Zealand universities as an entrance qualification. Students may study any one of the four academic streams which align with the University of Otago academic divisions: Business/Commerce; Health Sciences; Arts/Humanities; and Sciences/Applied Science/Life Science.

The Diplomas in Arts (DipArts), Commerce (DipCom) and Science (DipSci) are targeted qualifications designed for students who have only just missed university entrance requirements. They enable direct progression into the second year of a relevant bachelor's degree programme.

All Pathway programmes offer a highly supportive, motivating and culturally inclusive study environment that transform the lives of domestic and international students by enabling them to gain the confidence, academic knowledge and skills to succeed in their chosen studies.

### Quality Advancement Unit

The Quality Advancement Unit is responsible for managing and administering the University's internal reviews process, core student and graduate surveys, teaching and paper evaluations service and co-ordinating preparations for external academic audit. It promotes good practice in quality assurance and improvement across the University. QAU also has Specialists embedded within each academic division and centrally. The Specialists provide advice and support to Senate and some of its subcommittees and Divisional Boards and advise on academic governance, policy and regulations and the development, approval, and reporting processes for new and changing papers and programmes.

### Student Experience

Student Experience teams support the student lifecycle from application to graduation. Student Administration includes the teams that handle all types of admission applications, run final examinations, organise graduations, and ensure people applying for a place at University are legally allowed to be here. Administration of scholarships awards and prizes also sits within the team, plus course and records management, the research/doctoral team, and academic integrity. Student Development helps students plan and achieve their goals at University and beyond. The advisers work collaboratively with students to explore study direction and talk through study paths, considering the range of programmes and papers available. The team take a lead on academic progress monitoring and support, liaising with teams across the university, and supporting students with Back on Track plans. Advice on Global Exchange learning agreements is provided in addition to advice about credit transfer, and guidance for paper selection and course approvals. The Timetables team provides scheduling, streaming and room allocation services for both teaching and casual bookings. The team is also responsible for maintaining programme and paper details, providing rooming analysis in relation to construction projects, and liaising with departments across the university to support teaching event activity.

### Student Services

#### Student Services Director's Office

The Student Services Director's Office is responsible for direction of the services within Student Services; the Proctor's Office and Campus Watch, Student Health, Recreation Services, Te Huka Mātauraka – The Māori Centre, Pacific Islands Centre, Disability Information and Support, Career Development Centre, including the Social Impact Studio, Te Whare Tāwharau, Locals, Student Pastoral Care and Te Pou Whirinaki. The Director's Office has responsibility for oversight of the Compulsory Student Services Fee and managing the relationship with OUSA as a provider of services for student services as well as working with the Chaplaincy Consultative Body for the provision of Chaplaincy Services.

#### Career Development Centre

Through individual appointments, workshops, and online resources the Career Development Centre (Information Services Building) provides information on current job opportunities, and career planning strategies for students, prospective students, and recent graduates. The Centre also co-ordinates Graduate Recruitment with careers expos, employer presentations and events throughout the year and the Student-Alumni mentoring programme, OtagoMentorMatch. The Social Impact Studio connects students with community through volunteering and leadership opportunities that contribute to positive social change.

## Chaplains

Chaplains, including Ecumenical, Catholic, Muslim and Māori, are available to offer pastoral care, encouragement and spiritual support to all students and staff of the University, regardless of belief or background. Chaplaincy offices are located at the eastern end of the mezzanine floor in the University Union Building and on the ground floor of the College of Education. The University Prayer and Meditation Room and the Muslim Prayer Room (both on the top floor of the University Union Building) are available for use by contacting the Chaplains for access.

## Disability Information and Support

Disability Information and Support (Information Services Building) provides learning support, advice, advocacy and information to students who have a disability, impairment, medical condition or injury that affects their study. Their vision is to work in partnership to promote an inclusive environment that celebrates diversity, promotes comprehensive academic support, and empowers individuals with impairments to achieve their full potential.

## Locals Community | Te Kāhui Noho-whare

Locals is a student service focused on providing holistic support and a community for all first-year students who are not living in a residential college. Locals provides tailored support to help students successfully transition to life here at Ōtākou Whakaihū Waka. This includes; opportunities to build social connections, guidance on navigating university systems and processes, wellbeing and social events, academic support, and access to Locals H.Q a dedicated space for study and connection. Engagement with Locals is flexible – students can choose how involved they want to be, but no matter what we will support them if they connect with us at any point throughout their first year. Our goal is to ensure every first-year student feels supported and connected during their time at Ōtākou Whakaihū Waka.

## Te Huka Mātauraka – the Māori Centre

Te Huka Mātauraka is the heart of taurā Māori life on campus and its main purpose is to provide a range of tautoko that will contribute to a successful and enjoyable year of study.

The Centre provides academic, cultural, counselling and social support in a way that is filled with aroha and manaaki and starts before enrolment through to graduation and beyond. It is a caring, committed and loyal whānau on campus.

## Pacific Islands Centre

The Pacific Islands Centre is a home away from home for students from the Pacific and around New Zealand. The Centre provides academic mentoring, additional tutorials, a postgraduate students' support reference group, pastoral and cultural support, study assistance and advice, and links to other support services on campus. Cultural advice is also offered to staff and students undertaking research related to the Pacific.

## Proctor's Office and Campus Watch

The Proctor's and Campus Watch offices are located in the St David Lecture Theatre Building (opposite the Centre for Innovation). The Office is responsible for a large number of roles throughout the University, with an emphasis on the safety of students and staff, and maintaining a healthy learning environment for all. Campus Watch is a diverse group of people readily available to offer assistance and advice when or wherever it is required. Teams work 24 hours a day, 7 days a week in and around the campus and are available to be contacted anytime on 0800495000. Their role is essentially pastoral – acting as 'walking information booths' on a range of issues, many associated with the transition from Residential Colleges to flatting. Their duties include staffing the Safety Patrol, building security, door access, and the CCTV network.

## Recreation Services

Unipol Recreation Services (University Plaza Building) co-ordinates and offers facilities and services for a wide range of recreational and leisure opportunities for students and staff including weight and cardio studios, courts, group fitness, social sport, and gear hire.

## Student Health Services

Student Health Services (corner of Walsh and Albany Streets) provides medical, nursing, mental health and wellbeing advice and treatment for all students who have paid the University of Otago Compulsory Student Services Fee. More information on the services provided, opening hours and the fees charged are available on the Student Health Services website: [otago.ac.nz/studenthealth](http://otago.ac.nz/studenthealth)

## Student Pastoral Care

A mix of strategic and operational activity is carried out in Student Pastoral Care, all focused on enabling the University to meet the support needs of our diverse student population. Through strong relationships with student representatives, we learn about opportunities to provide services that help taura manage challenges, to identify and remove barriers to accessing education, and to support a memorable 'Otago student experience'. The Pūtea Tautoko Student Relief Fund is also managed in this area, assisting students who experience financial challenges that impact their studies.

## Te Huka Mātauraka - the Maori Centre

Te Huka Mātauraka is the heart of taura Māori life on campus and its main purpose is to provide a range of tautoko that will contribute to a successful and enjoyable year of study. The Centre provides academic, cultural, counselling and social support in a way that is filled with aroha and manaaki and starts before enrolment through to graduation and beyond. It is a caring, committed and loyal whānau on campus.

## Te Pou Whirinaki

Our wellbeing service is all about walking alongside students- meeting them where they're at and helping them find their own pathway to feeling well and connected. We offer low level wellbeing support, so students can drop in for a chat, get practical guidance, learn some new skills for wellbeing, or explore what kind of help might work best for them. We're not a clinical service, but we work closely with other supports on campus so we can connect students to the right place when they need it.

The hub provides a warm and inviting atmosphere where students can simply come in and relax, engage in some mindful activities, or participate in a group or workshop that equips them with the skills they need to live well and be well while they're studying at Otago.

## Te Whare Tāwharau

Te Whare Tāwharau is a sexual harm and intimate partner violence support and prevention centre. It is a place of shelter that provides assistance and education to students and staff with the aim of reducing harm in the University community. Te Whare Tāwharau is situated at 63 Clyde Street and walk-in hours are 10am–3pm Monday to Friday during the semester. Reduced walk-in hours during breaks, see website for updates.

## Research Division

The Research Division has a strong focus on strengthening the University's research profile both nationally and internationally. The Division comprises the following:

### Research and Enterprise

The Research and Enterprise Office (located in the Centre for Innovation) is responsible for the central administration of competitive research grants and commercial contracts, contract management, and the capture of intellectual property for commercialisation by Otago Innovation Ltd (the University's wholly-owned technology transfer company). It also fosters links between industry and Government agencies and University researchers.

## Graduate Research School

The Graduate Research School provides support for graduate research students (i.e. PhD and masters' students undertaking thesis research) and for their supervisors. It has responsibility for the PhD and professional and higher doctoral degrees and promotes new initiatives and policies to foster the development of graduate student research.

## Postgraduate Scholarships, Prizes and Awards Office

This office has oversight of strategy, policies and processes for the award of University scholarships (excluding undergraduate entrance scholarships), with particular emphasis on scholarships for doctoral and masters' students. Support is also provided for students applying for prestigious national and international scholarships, such as the Rhodes or Woolf Fisher scholarships. In addition, the regulations and processes for the award of University Prizes and Awards are overseen by the Manager, Postgraduate Scholarships, Prizes and Awards.

## Otago University Press

Otago University Press (OUP) publishes books of substantial cultural interest and intellectual merit with a focus on Aotearoa New Zealand and the Pacific, as well as *Landfall Tauraka*, New Zealand's leading journal of new art and writing.

## Research Integrity Office

The Research Integrity Office, Research Division, plays a critical role in enabling research excellence and supporting staff through the research lifecycle here at Otago. The Office provides a range of integrity services including: Research ethics support and compliance (the Human Ethics Committees, Animal Ethics Committee); Publication / output data collection and verification for the Research Outputs Database (ROD); Publication / output information reporting for departments, reviews, strategic assessments, and promotions; Publication / output displays for academic staff webpages and MyResearch.

## External Engagement Division

The External Engagement Division, Te Ringa Toro, has a strong focus on strengthening the University's engagement and profile both nationally and internationally. The Division comprises the following:

### Te Rōpū Pārokoroko – Communication Services

Te Rōpū Pārokoroko provides strategic communications, internal communications, media and social media advisory services for divisions, schools and departments. It is the first point of contact for external media and manages media relations and training for the University. It is also central to emergency communications and issues management. Te Rōpū Pārokoroko produces the *Otago Staff Bulletin*, *Te Aka Taurira*, *Te Pānui Taurira* (an e-newsletter for taurira), *He Kitenga* (research highlights publication) and the Otago alumni magazine.

### Development and Alumni Relations Office

The Development and Alumni Relations Office (DARO) facilitates an ongoing relationship with the University's alumni and donor community in New Zealand and around the world. It co-ordinates contact with former students, graduates, and friends to keep them up to date with happenings at the University and what's new for alumni and friends. DARO promotes and enables Otago as a place of philanthropy to support the University to build on its strengths, enhance student experiences, extend research programmes, and create the best possible environments within which people can excel. The Office is made up of a number of teams which support the advancement of philanthropy and alumni relationships – fundraising, alumni relations, reunions, engagement, stewardship, data research services, communications, events, and data management.

### International Office

The International Office is responsible for activating the international strategic direction of the University, the recruitment, progression and support of international students, the maintenance of the University's international partnerships, the operation of the Student Exchange Programme, and promoting internationalisation activities at Otago. There are dedicated teams responsible for international programme development, indigenous internationalisation, marketing and recruitment, and international operations and student support, including student visa, insurance and US Financial Aid services. The International Office provides assistance to staff and Departments who wish to collaborate and engage internationally, and helps the wider University administer international partnerships.

### Te ao Māori Engagement

The External Engagement Division actively works toward implementing the Māori Strategic Framework goals as part of becoming a Te Tiriti-led University. This work is led by our Kaitohu Matua Māori Senior Strategic Advisor who facilitates significant te ao Māori-centred initiatives for staff and, importantly, provides support and advocacy for kaimahi Māori to ensure they thrive in their day-to-day mahi.

### Marketing Services

Marketing Services provides coordinated leadership of the University's marketing activity and the University of Otago – Otākou Whakaihu Waka brand. It consists of five teams, each driving complementary but distinct marketing functions: Creative Services supports design, content, and publications in line with the University's strategy; Divisional Marketing provides strategic marketing support embedded in academic Divisions and in our northern campuses; the Events team executes and advises on key gatherings and celebrations in the University calendar; Future Students has the remit of attracting and retaining our undergraduate and postgraduate cohorts and managing sponsorships; Web Experience owns the transformation and development of [www.otago.ac.nz](http://www.otago.ac.nz)

### Pacific Community Engagement

The Tula Malae, Head of Pacific Community Engagement, is based in Auckland and leads University engagement with Pacific communities in Auckland and elsewhere within New Zealand, and supports Pacific engagement more widely especially within the Pacific region. Important initiatives include a homework programme operating within the community in Auckland.

### Schools' Liaison Office

Schools' Liaison provides advice to prospective undergraduate students on study options and university life as well as providing course planning services to all first year students. Returning and transferring students also seek advice from Liaison staff members at each of the Auckland, Wellington and Dunedin offices. Liaison Officers visit most secondary schools throughout New Zealand twice a year. They also host information evenings, careers advisers' update days and conferences, run campus tours of the University and attend school careers events.

### Undergraduate Entrance Scholarships Office

For new students beginning undergraduate degree programmes for the first time, the University of Otago offers a range of undergraduate entrance scholarships to provide financial support for at least the first year of study. The strategy, governance and management of these scholarships fall within the remit of the Undergraduate Entrance Scholarships Manager. The scholarships are administered by Student Experience.

## Office of the Chief Operating Officer Campus and Collegiate Life Services

### Accommodation

The University has a Student Accommodation Centre (Black Sale House, 100 St David Street) which provides information and advice to students on accommodation in residential colleges and flats. The University also owns and operates flats for international students (University Flats, Black Sale House, 100 St David Street). The following residential colleges and other student accommodation are controlled by or affiliated to the University (applications for admission should be made to the Student Accommodation Centre).

**Aquinas College**, 74 Gladstone Road

Warden: Mrs Amber Robertson BA(Otago)

**Arana College**, 110 Clyde Street

Warden: Mr Ruben L. Katigbak

**Caroline Freeman College**, 911 Cumberland Street

Warden: Ms Christina D. Watson-Mills BA(Otago)

**Carrington College**, 57 Heriot Row

Warden: Ms Alison Norton Bfour BA(Hons)(Carleton) MS(Western Illinois)

**Cumberland College**, 250 Castle Street

Warden: Mr L. G. Luke Morrison LLB(Hons) MA(Otago)

**Hayward College**, 110 Frederick Street

Warden: Mr Luke Lovegrove

**Knox College\***, 9 Arden Street, Opoho

Head of College: Mrs Caroline Hepburn-Doole BSc(Otago) BTchg(Sec)(Otago)

**St Margaret's College\***, 333 Leith Street

Head of College: Elizabeth Koni BA(English & Education), GradDipTchg (Sec), PGDipEd (Counselling), MEd

**Salmond College\***, 19 Knox Street

Head of College: Mr Nicholas J. M. Bates BA(Otago) PGDipCouns(Massey) DipTchg(DCE)

**Selwyn College\***, 560 Castle Street

Warden: Mr Sagato (Ziggy) A. Lesa BPhEd(Otago) DipTchg

**Studholme College**, 127 Clyde Street

Acting warden: : Mr Johnny Nu'u LLB DipGrad(Otago)

**192 Castle College**, 192 Castle Street (formerly Te Rangi Hiroa College)

Warden: Warden: Mr Luke Lovegrove

**Te Rangihiroa College**, Cnr Albany and Forth Streets

Warden: Mrs Kara Whaley BSc (Waikato) PGDipEd (Waikato)

**Toroa College**, 8 Regent Road (run through University Flats)

Warden: Mr Sean McCallaghan PhD

**University College**, 315 Leith Street

Warden: Ms Pauline A. Donovan BCom MBA(Otago) DipTchg

**University Flats**, Black Sale House, 100 St David Street

Head: Mr Sean McCallaghan PhD

\* *Affiliated independent residential college*

## University of Otago Union

The Union is a commercial University-owned business unit comprising 21 operations in 16 locations in and around campus. Employing more than 400 staff, it is a diverse service provider specialising in the provision of college catering, retail, hospitality, food and beverage services.

## Uniprint

Uniprint (161 Albany Street) provides printing, poster printing, photocopying, colour copying, graphic design, type-setting, digital publishing, ePubs, ID Card printing, scanning services and Campus Courier services for academic and general staff and students.

## Property and Campus Development

The Property and Campus Development Division leads the development, planning and management of the university's property portfolio which includes the delivery of large capital works projects, from redevelopments to new builds, strategic asset management and campus master planning, grounds management, managing and allocating space, repairs, maintenance and alterations to existing space, and related services such as mail, cleaning, waste, car parking, energy and compliance.

## Health, Safety and Wellbeing

The University of Otago is committed to providing a safe and healthy place of work for staff, students and visitors. The Health and Safety team supports and facilitates the development of health and safety policies, defines responsibilities and ensures open communication on health and safety issues.

## Digital Services

Digital Services is responsible for the provision, maintenance, and support of information and communication technologies to support research, teaching, learning, and administration within the University.

Digital Services also includes Information Management, which support the University to preserve the organisation's corporate memory. We do this by offering several services to University of Otago staff, including advice on managing your records, storage, appraisal, training, information sessions, and the provisions of materials as to ensure our records of value are preserved for future generations.

Information Management also provide long term, secure storage, and management of the University's inactive paper records.

## Transformation and Improvement

The Transformation and Improvement Office enables the University's success through enterprise-wide project portfolio management, strategic programme delivery and business process management.

## Enterprise Project Management Office

The Enterprise Project Management Office (EPMO) works to facilitate the successful delivery of the organisation-wide portfolio of projects and programmes that often involve construction, IT, or workplace processes and systems. This includes writing robust business cases for potential projects, and working directly with project managers and other departmental representatives to ensure best practice is upheld.

## Risk, Assurance and Compliance

The Office of Risk, Assurance and Compliance supports the strategic themes and objectives of the Operations Division by providing value added risk management, assurance and compliance services across all areas of the University's business, including its academic, research, administrative, project and commercial activities.

## Divisional Services and Administration

Divisional Services and Administration plays a pivotal role in the university, offering operational and strategic management support for every division. We serve as the primary liaison for advisory and business support services and lead the administration functions. Our goal is to ensure each division meets its business objectives and advances the aspirations outlined in the Pae Tata – Strategic Plan 2030.

## Sustainability

The Sustainability Office leads the implementation of Tī Kōuka, the sustainability Strategic Framework. This includes supporting and co-ordinating sustainability activities across the whole University. It leads the university's Net Carbon Zero 2030 programme, helps to remove roadblocks to sustainability initiatives and shares success stories to celebrate positive change. Te Oraka is the campus sustainability hub and reuse store located at 109 St David Street.

## Visiting Lectureships and Fellowships

The income of certain bequest funds enables staff of other universities to hold visiting appointments in the University or to give a series of lectures. Among the positions available from time to time are James and Jean Davis Visitorships (all disciplines), de Carle Lectureships (Arts and Music), Harold Chaffer Lectureships (Medicine), Sir Thomas Kay Sidey Visiting Fellowships and Professorships (Dentistry), Thomas Burns Memorial Lectureships (Theology and Religion), and William Evans Visiting Fellowships and Professorships (all Departments).

The University offers the following annual awards, administered by the Division of Humanities: the Robert Burns Fellowship (for writers, established in 1958), the Frances Hodgkins Fellowship (for artists, established in 1962), and the Mozart Fellowship (for composers, established in 1969). There is also an appointment each year of a University of Otago College of Education Creative New Zealand Children's Writer in Residence. The Caroline Plummer Dance Fellowship (for community dance practitioners, teachers, and researchers, established in 2004) is administered by the Division of Sciences.

## Policies

The University's policies on academic, administrative, financial, information, and personnel matters may be found on the University's website at [otago.ac.nz/administration/policies](http://otago.ac.nz/administration/policies)

