

# 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 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 Te Whare Wānanga o Otāgo 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 mārāma, 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.

## 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 (in 2023 there were over 21,000 students enrolled) 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 campus in Invercargill, which also supports Health Sciences activities.

## 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 Enterprise) in 1994, a Chief Operating Officer in 2005, and a third Deputy Vice-Chancellor (External Engagement) in 2015. The executive group also includes the Directors of Human Resources; Strategy, Analytics and Reporting; Māori Development; Pacific 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).

## 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 Departments, Schools, and Faculties in each of the four groups of related disciplines. The Schools and Faculties within each Division, and their constituent Departments and other academic sections, are as follows:

### Division of Humanities

#### 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)

#### School of Performing Arts

Music; Theatre Studies; Dance Studies.

#### School of Social Sciences

Archaeology; Media, Film and Communication; National Centre for Peace and Conflict Studies; 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

#### College of Education

The College also includes Education Support Services; 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; and Tourism; and Executive Programmes.

## Division of Health Sciences

School of Biomedical Sciences

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

Faculty of Dentistry

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

Otago Medical School

University of Otago, Christchurch: Departments of Medicine, Māori Indigenous Health Innovation; Nursing; Obstetrics and Gynaecology; Orthopaedic Surgery and Musculoskeletal Medicine; Paediatrics; Pathology and Biomedical Sciences; Population Health; Primary Care and Clinical Simulation; Psychological Medicine; and Surgery.

Dunedin Medical School: Departments of General Practice and Rural Health; Medicine; Pathology; Preventive and Social Medicine; Psychological Medicine; Surgical Sciences; and Women's and Children's Health (Obstetrics and Gynaecology and Paediatrics and Child Health); Bioethics Centre.

University of Otago, Wellington: Departments of Medicine; Obstetrics, Gynaecology and Women's Health; Paediatrics and Child Health; Pathology and Molecular Medicine; Primary Health Care and General Practice; Psychological Medicine; Public Health; Radiation Therapy; and Surgery and Anaesthesia.

School of Pharmacy

School of Physiotherapy

## Vice-Chancellor's Office

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

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; co-ordinates accountability and compliance activities to meet the University's statutory obligations (including record keeping, provision of official information, copyright and privacy matters); advises on University policies and procedures; and provides information on matters related to governance. The Office also includes the University Mediator.

### Māori Development

The Office of Māori Development has responsibility for developing and maintaining University Treaty-based relationships with Ngāi Tahu 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.

### Pacific Development

The Pacific Development Office 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.

## 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

### Academic Committees and Services Office

Academic Committees and Services provides support and advice to various stakeholders, and secretarial services to many of the University's central committees, including Senate, Committees of Senate, Divisional Boards and some sub-committees of the Council. The office is organised into two broad areas: research support, which supports the committees for research including human participant research ethics and animal ethics; and teaching and learning support, which has Specialists who are embedded in each of the academic divisions and centrally in the Academic Committees and Services Office to support the approval and reporting processes for new and changing programmes and papers.

### Distance Learning

The Distance Learning Office provides information and support on distance education to students, staff and departments. The University offers a range of papers and programmes by distance learning (a Distance Learning Prospectus is available on request) and students may contact Distance Learning for information about their proposed courses of study. The Distance Learning Office helps promote these programmes and provides strategic leadership within the University. It also provides assistance to departments and academic staff in developing their programmes and assuring the quality of their distance teaching.

### 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.

### Higher Education Development Centre (HEDC)

HEDC offers research-led academic professional development, educational technology support, and formal programmes of study (Postgraduate Certificate and Diploma in Higher Education, Master of Higher Education, and PhD) to assist the University community in maintaining and improving the quality and effectiveness of teaching, other professional and academic activities, and student learning. HEDC staff work with University academic staff and managers, as well as undergraduate and postgraduate students, and a range of study and learning skills is provided.

### 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)).

### Office of Student Success

The Office uses research to support the improvement of student success across all levels of study and across all disciplines in the University. The Office works collaboratively across the University to access, generate and integrate University data, to initiate and evaluate interventions, and to undertake research in the area of student success.



## 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 has responsibility for managing and administering the University's internal reviews process, conducting the University's core student and graduate surveys, managing the University's teaching and paper evaluations service, co-ordinating preparations for external academic audit (conducted under the auspices of the Academic Quality Agency for New Zealand Universities), and fostering and supporting good practice in quality assurance and improvement across the University.

## 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 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

## 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, Māori Centre, Pacific Islands Centre, Disability Information and Support, Career Development Centre, including the Social Impact Studio, Te Whare Tāwharau and Locals. 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 Trust Board 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

Ecumenical Chaplains are available to offer pastoral care, encouragement and spiritual support to all students and staff of the University. 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, injury or medical condition 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 reach their full potential.

### Locals Collegiate Community

Locals is the biggest student community on campus, with a quarter of all first-year students choosing to live at home, flat or board. We are here to give first-year Locals the best possible Otago experience and make their transition to tertiary-level study as smooth as possible. We provide social and volunteering opportunities to connect Locals students together and with the Local community, and academic support to help our students meet their academic goals. Locals HQ is our warm and welcoming space for all first-year Locals to use.

### Te Huka Mātauraka – the Māori 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.

### 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. Five 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 sporting 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)

## Te Whare Tāwharau

Te Whare Tāwharau is a sexual 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 sexual violence in the University community. Te Whare Tāwharau is situated at 5 Leithbank and walk-in hours are 10am–4pm, Monday to Friday during semesters, and 11am–2pm Monday to Friday during Summer School.

## 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

The Otago University Press (OUP) publishes books of substantial scholarly merit and intellectual interest, with special emphasis on social history, natural history and the arts, as well as *Landfall*, New Zealand's leading journal of new art and writing.

### PBRF and Publications

The PBRF and Publications Office oversees and co-ordinates the collection of publication and research output information for use in University reports and publications. It has responsibility for co-ordinating activities and managing systems associated with the submission of research performance information for the Performance Based Research Fund (PBRF) quality evaluation exercises undertaken by the Tertiary Education Commission.

## 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 Tauira* (an e-newsletter for tauira), *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 marketing, international student recruitment, international operations and student support, delivering 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.

### Marketing Services

This area is responsible for developing the University's marketing strategy, including campaigns for both undergraduate and postgraduate recruitment, designing and implementing tactical advertising and promotional activities, producing most of the University's flagship publications, and ensuring consistency and cohesiveness in all publications across the University. Marketing Services also provides advice on marketing planning, event planning and information about the University's presence at educational events throughout New Zealand, an in-house graphic design, website design and website content management service, and is responsible for the University of Otago brand.

### Pacific Community Engagement

The Tula Malae: Head of Pacific Community Engagement, is based in Auckland. They lead University engagement with Pacific communities in Auckland and elsewhere within New Zealand, and support Pacific engagement more widely especially within the Pacific region. The office has grown with a team running and supporting Homework Programmes within the community in Auckland.

### Schools' Liaison Office

Schools' Liaison provides advice to prospective undergraduate students on study options and university life. 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 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

#### Corporate Records

Corporate Record Services 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.

Corporate Records Services also provide long term, secure storage, and management of the University's inactive paper records.

### 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 Rosemary G. Tarbotton BAppMgt DipHospMgt (Otago)  
DipCompNursing (Christchurch) ADipSCSM

#### **Arana College**, 110 Clyde Street

Closed for maintenance in 2024

#### **Caroline Freeman College**, 911 Cumberland Street

Warden: Mr Christopher L. Addington MA(Stanford) MA(Cant)  
DipEdMan(Chch CE) SciCert(Massey)

#### **Carrington College**, 57 Heriot Row

Acting Warden 2024 Ms Christina D. Watson-Mills BA(Otago)  
(note: existing Warden will be on maternity leave).

#### **Cumberland College**, 250 Castle Street

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

#### **Hayward College**, 110 Frederick Street

Warden: Mrs Amber Robertson BA(Otago)

#### **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), Grad Dip Tchg (Sec), PG Dip Ed (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 Luke McClelland BSc(NE) PGDipSc(Qld) PGDipEd(Massey)  
DipBusAdmin(Otago)

**Studholme College**, 127 Clyde Street

Warden: Mr Johnny Nu'u LLB DipGrad(Otago)

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

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

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

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

**Toroa College**, 8 Regent Road

Acting Warden 2024 Mr Stewart Noguier-Blue BCom (Otago)

(note: existing Warden will be seconded to Carrington)

**University College**, 315 Leith Street

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

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

Head: Tracy de Woeps PGDipBusAdmin(Otago) MBA(Otago)

\* *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 and Safety

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.

## Information Technology Services

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

## Transformation and Improvement

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

## Project Management Office

The University of Otago Project Management Office (UOPMO) 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.

## Client Services

Client Services 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 supports and co-ordinates sustainability activities across the whole University. It leads the universities Net Carbon Zero 2030 programme, helps to remove roadblocks to sustainability initiatives and shares success stories to celebrate positive change.

## 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)

