



Nau mai, haere mai, tauti mai – welcome!

The University of Otago offers students excellence in teaching and research, an outstanding campus environment, and a large number of support services and recreational opportunities. The University takes pride in the achievements of its staff, students, and graduates.

This publication provides you with all the information you will need to enrol at the University of Otago. It tells you what you need to do to complete your degree and it lists the papers that are available in 2023. You will need this information to plan your course and complete your application.

This publication also provides information about university life and describes some of the support services that are available at Otago. Please keep this guide handy because it will be a useful resource throughout the year. It should contain all you need to know, but please contact us if you still have any questions.

While Otago prides itself on its face-to-face teaching and on-campus experience, and will continue to provide excellence in this way in the future, we have adapted extremely well since 2020 to a fully online environment for teaching when needed because of the COVID-19 pandemic. There is no doubt that our staff and students will continue to benefit from the additional innovative teaching practices that have developed as a result of the enforced changes.

So whether you are enrolling for the first time or are a returning student, whether you will be studying in Dunedin or elsewhere, we welcome you to the University of Otago and to the unique learning experience that we offer.

Professor David Murdoch
Vice-Chancellor

Important dates

Rā whakahirahira

2022

August

| | | |
|-----------|----|---|
| Monday | 1 | Applications for full-year and semester 1 residential college accommodation open Applications for Health Sciences professional programmes open |
| Monday | 15 | Applications close for most entrance scholarships for 2023 |
| Saturday | 20 | Graduation ceremonies |
| Saturday | 27 | Mid-semester break begins |
| Wednesday | 31 | Applications due for first enrolment in Bachelor of Teaching programme in 2023 |

September

| | | |
|----------|----|---|
| Thursday | 1 | Audition applications due for Performance papers in Music and for Bachelor of Performing Arts programmes in 2023 |
| Monday | 5 | Semester 2 resumes |
| Thursday | 15 | Applications due for first-year courses in Dental Technology, Oral Health and Radiation Therapy, and second year classes in Dentistry, Medical Laboratory Science, Medicine, Pharmacy and Physiotherapy in 2023 |
| Friday | 16 | Last day to withdraw from semester 2 and full-year papers (5pm deadline) |
| Friday | 30 | Applications due for full-year and semester 1 residential college accommodation |

October

| | | |
|-----------|----|---|
| Saturday | 1 | Applications due for second-year classes in Law in 2023 |
| Friday | 14 | Lectures end before semester 2 examinations |
| Wednesday | 19 | Semester 2 examinations begin |
| Monday | 24 | Labour Day |

November

| | | |
|----------|----|---|
| Tuesday | 1 | Applications due for the third stage of the Bachelor of Social Work programme in 2023 |
| Saturday | 12 | Semester 2 examinations end |
| Tuesday | 15 | Applications due for second-year classes in Surveying in 2023 |

December

| | | |
|-----------|----|---|
| Saturday | 10 | Applications due from all new and recommencing students, and returning students applying for a new programme, commencing in Summer School or semester 1 subject to the Entry Pathway system in 2023 (subject to change) Applications due for first enrolment in most Honours, Postgraduate Diploma and Masters' programmes in 2023 |
| Saturday | 10 | Graduation ceremonies |
| Wednesday | 14 | Graduation ceremonies |
| Thursday | 15 | Due date for submission of 2023 Summer School papers for course approval (subject to change) |
| Saturday | 17 | Graduation ceremonies |

2023

January

| | | |
|-----------|----|---|
| Wednesday | 4 | University reopens |
| Monday | 9 | Summer School classes begin Due date for completion of course enrolment declaration concerning Summer School papers (late fee may apply) |
| Wednesday | 11 | Last day to add Summer School papers (11:59pm deadline) |
| Saturday | 14 | Due date for submission of papers for course approval by students taking semester 1 or full year papers |
| Sunday | 15 | Last day to delete Summer School papers with refund of fees (11:59pm deadline) |

February

| | | |
|----------|----|--|
| Monday | 6 | Last day to withdraw from Summer School papers (5pm deadline) Waitangi Day |
| Friday | 10 | Fees due for study beginning in semester 1 |
| Friday | 17 | Summer School classes end |
| Saturday | 18 | Summer School examinations begin |
| Monday | 20 | Orientation Week commences Enrolment/Orientation activities for new international students (until 24 February) Latest arrival date for new international students studying in semester 1 |
| Thursday | 23 | Summer School examinations end |
| Friday | 24 | Preliminary lectures for semester 1 and full-year papers Orientation Week ends Due date for completion of course enrolment declaration by students taking semester 1 and full-year papers (a late fee may apply) |
| Monday | 27 | Formal lectures begin |

March

| | | |
|--------|----|---|
| Friday | 3 | Last day to add semester 1 or full-year papers (11:59pm deadline) |
| Friday | 17 | Last day to delete semester 1 papers with refund of fees (11:59pm deadline) |
| Friday | 24 | Last day to delete full-year papers with refund of fees (11:59pm deadline) |
| Friday | 31 | Applications for semester 2 residential college accommodation open |

April

| | | |
|---------|----|--|
| Friday | 7 | Good Friday – Mid-semester break begins |
| Monday | 10 | Easter Monday |
| Tuesday | 11 | Otago Anniversary Day observed (Dunedin) |
| Monday | 17 | Semester 1 resumes |
| Tuesday | 25 | ANZAC Day |

May

| | | |
|----------|----|--|
| Friday | 5 | Last day to withdraw from semester 1 papers (5pm deadline) |
| Saturday | 13 | Graduation ceremonies |
| Saturday | 20 | Graduation ceremonies |

June

| | | |
|-----------|----|--|
| Friday | 2 | Lectures cease before semester 1 examinations |
| Monday | 5 | Queen's Birthday |
| Wednesday | 7 | Semester 1 examinations begin |
| Thursday | 15 | Applications due from students taking only semester 2 papers for a programme subject to the Entry Pathway system in 2023 |
| Wednesday | 21 | Semester 1 examinations end |
| Sunday | 25 | Due date for submission of papers for course approval by students taking only semester 2 papers |

July

| | | |
|----------|----|--|
| Saturday | 1 | Applications open for most entrance scholarships for 2024 |
| Monday | 3 | Latest arrival date for new international students studying in semester 2 Enrolment/Orientation activities for new international students (until Friday 8 July) |
| Sunday | 9 | Fees due for semester 2 only enrolments |
| Monday | 10 | Semester 2 begins Due date for completion of course enrolment declaration by students taking only semester 2 papers (late fee may apply) |
| Friday | 14 | Last day to add semester 2 papers (5pm deadline) Matariki |
| Friday | 28 | Last day to delete semester 2 papers with refund of fees (11:59pm deadline) |

August

| | | |
|----------|----|---|
| Tuesday | 1 | Applications for full-year and semester 1 residential college accommodation open Applications for Health Sciences professional programmes open |
| Tuesday | 15 | Applications close for most entrance scholarships for 2024 |
| Saturday | 19 | Graduation ceremonies |
| Saturday | 26 | Mid-semester break begins |
| Thursday | 31 | Applications due for first enrolment in Bachelor of Teaching programme in 2024 |

September

| | | |
|----------|----|---|
| Friday | 1 | Audition applications due for Performance papers in Music and for Bachelor of Performing Arts programmes in 2024 |
| Monday | 4 | Semester 2 resumes |
| Friday | 15 | Applications due for first-year courses in Dental Technology, Oral Health and Radiation Therapy, and second year classes in Dentistry, Medical Laboratory Science, Medicine, Pharmacy and Physiotherapy in 2024 Last day to withdraw from semester 2 and full-year papers (5pm deadline) |
| Saturday | 30 | Applications due for full-year and semester 1 residential college accommodation |

October

| | | |
|-----------|----|---|
| Sunday | 1 | Applications due for second-year classes in Law in 2024 |
| Friday | 13 | Lectures end before semester 2 examinations |
| Wednesday | 18 | Semester 2 examinations begin |
| Monday | 23 | Labour Day |

November

| | | |
|-----------|----|---|
| Wednesday | 1 | Applications due for the third stage of the Bachelor of Social Work programme in 2024 |
| Saturday | 11 | Semester 2 examinations end |
| Wednesday | 15 | Applications due for second-year classes in Surveying in 2024 |

December

| | | |
|-----------|----|---|
| Saturday | 9 | Graduation ceremonies |
| Sunday | 10 | Applications due from all new and recommencing students, and returning students applying for a new programme, commencing in Summer School or semester 1 subject to the Entry Pathway system in 2024 (subject to change) Applications due for first enrolment in most Honours, Postgraduate Diploma and Masters' programmes in 2024 |
| Wednesday | 13 | Graduation ceremonies |
| Friday | 15 | Due date for submission of 2024 Summer School papers for course approval (subject to change) |
| Saturday | 16 | Graduation ceremonies |

2024

January

| | | |
|-----------|----|---|
| Wednesday | 3 | University reopens |
| Monday | 8 | Summer School classes begin Due date for completion of course enrolment declaration concerning Summer School papers (late fee may apply) |
| Saturday | 13 | Due date for submission of papers for course approval by students taking semester 1 or full year papers |

Notes

1. Applications from first-year and transferring PhD and Masters' (thesis) students may be accepted throughout the year.
2. Teaching periods, examination periods and holiday dates for Teacher Education, Dentistry, Medicine, Pharmacy, Physiotherapy, and some postgraduate courses may differ from the above. Please contact the appropriate School or Department for more information.

otago.ac.nz/keydates

See the Academic Key Dates page for a current list

Enrolling at Otago

Ka tono ki Ōtākou

To enrol at Otago you must complete the following process.

THINGS TO CONSIDER

1

Are you eligible for admission to the University?

To be eligible for admission you must:

- meet the age requirement (be at least 16 years old by the first day of classes in your period of study)
- hold (or expect to gain) a university entrance qualification
- meet language requirements.

See pages 8–12 or otago.ac.nz/entrance

Applies to: New students

2

What do you want to study?

Otago offers a wide range of study options. Things to consider are:

- what you intend to study including your programme, specialisation (major subject or endorsement (if applicable), minor subject), and paper choices
- when you intend to start
- where you intend to study.

See pages 13–14 or otago.ac.nz/qualifications

Applies to: All students

3

What are the programme entry requirements?

Different types of programmes have different entry requirements.

- General bachelors' degrees are subject to the Entry Pathway system
- Specialised bachelors' degrees have their own specific entry requirements and admission procedures.

See pages 15–18 or otago.ac.nz/plan

Applies to: New or recommencing students; returning students applying for a new programme

COURSE ENROLMENT

7

University Admission

University staff will process your application including:

- verifying your identity
- checking your University Entrance qualification
- confirming that you meet age and language requirements.

They may also request any additional documentation that may be required.

See page 24 or otago.ac.nz/submitted

Applies to: New or recommencing students

8

Programme Admission

The Department or Division responsible for your programme will:

- assess your application
- request any additional documentation that may be required.

The University will inform you of the outcome and (if appropriate) make you an offer via eVision. Accept this offer to proceed to course enrolment.

See page 24 or otago.ac.nz/submitted

Applies to: New or recommencing students; returning students applying for a new programme

9

Review your details and supply extra information

Every year you must provide information required by the New Zealand Government and/or the University (e.g. study address, emergency contact details).

See page 26 or otago.ac.nz/enrolment

Applies to: All students

PAYMENT

13

Arrange payment of your fees

You can find all the information you need to organise payment in the Finance section of your eVision portal.

See pages 32–33 or otago.ac.nz/fees

Applies to: All students

A **new student** is someone who has never previously enrolled at Otago.

A **returning student** is someone who was enrolled at Otago in 2021 and/or 2022.

A **recommencing student** was last enrolled at Otago in 2020 or earlier.

Additional information

otago.ac.nz/qualifications

otago.ac.nz/subjects

otago.ac.nz/courseadvice

APPLICATION

4

What are the application due dates?

While you can start the application process via eVision as early as May (see step 5), you must submit your application by certain due dates.

Make sure to take note of the due date that applies to the programme you're interested in – some programmes will not accept late applications.

See page 21 or


otago.ac.nz/important-dates

Applies to: New or recommencing students; returning students applying for a new programme

5

Create your eVision account

eVision is the University's student management system, and is your one-stop shop for study-related information.

To create your eVision portal go to otago.ac.nz/qualifications select the programme you wish to take, click the  button and provide the required details.

See page 22 or

otago.ac.nz/qualifications


or log into evision.otago.ac.nz

Applies to: New students

6

Complete and submit your application

To continue with your application log into your eVision portal

- Under **My programmes and papers**: Click **Complete application** (new students) Click **Apply for another programme** (existing students)
- Complete each step until  appears
- Submit your application.
- You will receive a confirmation email.

See page 22–23 or

otago.ac.nz/study/enrolment/submitting

Applies to: New and recommencing students; returning students applying for a new programme

10

Select and submit your papers

eVision will guide you through the process of selecting papers. Once you've selected your papers, and applied for any special permissions you may need, submit your paper selection for course approval.

See pages 27–29 or

otago.ac.nz/select

Applies to: All students

11

Course approval

Your paper selection will be reviewed and you will be advised via your eVision portal whether your paper selection has been approved or if any changes are required. If you do need to make changes, you will need to repeat step 10.

See page 30 or

otago.ac.nz/study/enrolment/course-approval

Applies to: All students

12

Complete the declaration

To finalise your enrolment you must complete the course enrolment declaration via eVision. You will receive a portal alert when this is available, and you will need to complete it by the date advised to avoid a late fee.

See page 31 or

otago.ac.nz/declaration

Applies to: All students

Need further help? Contact AskOtago

ask.otago.ac.nz

Information Services Building

0800 80 80 98

university@otago.ac.nz

AskOtago | **Uia Ōtākou**

THINGS TO CONSIDER

1 Are you eligible for admission to the University?

This section outlines the admission requirements for new students.

Criteria for admission

To be eligible for admission at a New Zealand university you must:

- meet the age requirement – you must be at least 16 years old by the first day of classes in your period of study
- hold a university entrance qualification
- meet language requirements (see page 12).

Note: Students enrolling for the Foundation Studies Certificate or solely for Interest Only are not required to hold a university entrance qualification.

University admission versus programme entry requirements

A university entrance qualification is essential for admission to the University. However, not all students with a university entrance qualification will necessarily be admitted. Programme entry requirements must also be met before an offer of place is made.

University entrance qualifications

The tables on the following pages describe the minimum requirements that you must meet in order to be considered for admission to a New Zealand university. To be offered a place at Otago you must also meet entry requirements for your chosen programme (see page 15). If you have previously undertaken tertiary study, your admission will also be subject to the Academic Progress Policy.

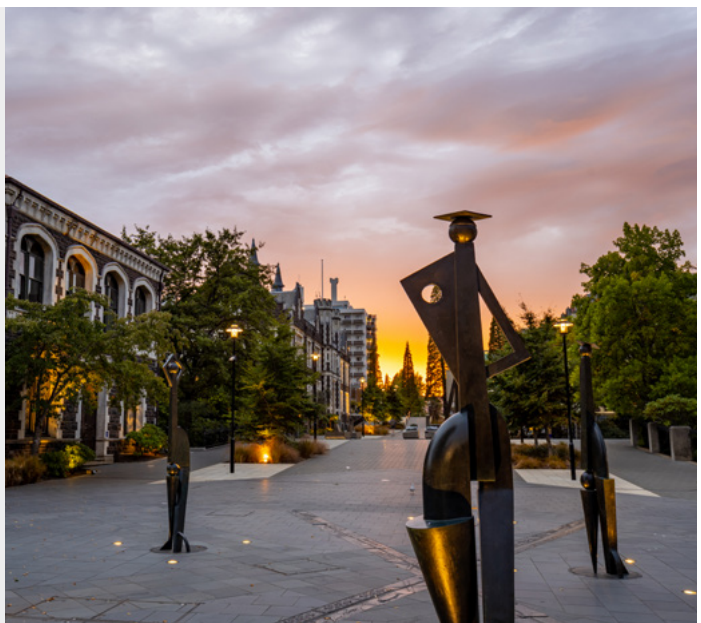
Scholarships

Scholarships are a good way to fund study and are open to a wide range of students. Not all scholarships depend on previous academic achievements.

The University of Otago offers entrance and undergraduate scholarships that recognise academic excellence, leadership qualities, ethnicity, financial hardship, disability and excellence in sporting or cultural pursuits. Applications open in July, and you will be considered for the best value scholarship that can be awarded to you based on the information you provide.

There is also a range of donor and trust-funded entrance scholarships with applications opening at various times throughout the year. See our website for more information:

otago.ac.nz/entrance-scholarships



New Zealand secondary school entrance qualifications

NCEA – National Certificate in Educational Achievement

To be eligible for admission in this category, you must achieve the University Entrance standard through NCEA Level 3.

2014 onwards

- NCEA Level 3, and
- 14 credits at Level 3 in each of three subjects from the approved list

You must also meet literacy and numeracy requirements:

- Literacy: 10 credits at Level 2 or above in standards from the specified list, with at least 5 credits in reading and 5 credits in writing
- Numeracy: 10 credits at Level 1 or above, made up of
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards – package of three numeracy unit standards (26623, 26626, 26627 – all three required).

Refer to nzqa.govt.nz/qualifications-standards/awards/university-entrance for approved subjects and literacy/numeracy standards.

2004–2013

14 credits in each of two approved subjects plus 14 additional credits in no more than two domains or approved subjects; literacy (4 credits in approved reading and 4 credits in approved writing at Level 2 or above); numeracy (14 credits in Maths or Pāngarau).

Cambridge Assessment International Education

To be eligible for admission in this category, you must achieve:

- at least 120 points on the New Zealand Cambridge International score table at AS or A level in syllabuses from at least three different syllabus groups, which are broadly equivalent to the NCEA approved list.
- a grade of D or better in syllabuses from at least three different syllabus groups (excluding Thinking Skills).

You must also meet literacy and numeracy requirements:

- an E grade or better in any one of AS English Language, AS Literature in English or AS Language and Literature in English, and a D grade or better in IGCSE or GCSE Mathematics; or
- as for entrance through NCEA.

IB – International Baccalaureate (studied in New Zealand)

Admission ad eundem statum at entrance level

To be eligible for admission in this category, you must achieve the IB Diploma (24 points minimum).

You must also meet literacy and numeracy requirements:

- the diploma with English as the language at Higher or Standard level in Language A: literature or Language A: language and literature, or at Higher level in Language B, together with any mathematics subject.

University Entrance (UE)/ Bursary or Scholarship Examinations/Unit Standards

To be eligible in this category, you must have achieved:

1993–2003: either

- at least three C passes in Bursary plus Higher School Certificate; or
- an A or B Bursary; or
- a combination of Bursary passes and NQF or NCEA credits at Level 3 or above

1987–1992: four individual subject passes with D grades or better

Before 1987: aggregate total of 160 marks in four subjects

Before 1986: University Entrance (UE) by examination or accrediting.

Other

Please contact AskOtago (see page 44) for details on Entrance via other New Zealand school qualifications (e.g. New Zealand Certificate of Steiner Education).

Overseas secondary qualifications

Admission ad eundem statum at entrance level

To be eligible for admission in this category, you must have achieved one of the following:

| | |
|---|--|
| Australian secondary school ranking | <ul style="list-style-type: none"> • ATAR of 74 or above, or • OP of 12 or below. |
| A Levels: General Certificate of Education | <ul style="list-style-type: none"> • at least 3 results (excluding General Studies) at A level with at least one of these at C grade or above. |
| IB – International Baccalaureate (studied overseas) | <ul style="list-style-type: none"> • the IB Diploma (24 points minimum). |
| Other overseas entrance qualifications | <ul style="list-style-type: none"> • an approved overseas entrance qualification other than those specified above (e.g. US High School Diploma together with acceptable SAT scores). Contact AskOtago (see page 44) for more advice on specific qualifications. |

Note: A non-refundable administration fee will normally be charged for applications under the overseas secondary qualifications category.

Prior tertiary study

If you have studied overseas or at another New Zealand tertiary institution, the University will consider your admission based on previous academic performance. Your previous records will be assessed under the Academic Progress Policy (see page 40) as if you had been enrolled at the University of Otago. The possibilities for this type of admission are listed below. Copies of supporting documentation (e.g. transcripts) must be supplied when you apply.

| | |
|--|--|
| You have previously studied at, or are transferring from, another New Zealand university | Your entrance qualification will normally transfer from that university. |
| You have a tertiary degree | <p><i>Admission ad eundem statum at graduate level</i></p> <p>You may be considered for admission at graduate level if you have completed a degree or equivalent qualification overseas or at a non-university tertiary institution in New Zealand.</p> <p><i>Note: A non-refundable administration fee will normally be charged for applications under this category.</i></p> |
| You have studied towards a tertiary qualification | <p><i>Admission ad eundem statum on the basis of tertiary level passes</i></p> <p>You may be considered for admission if you have university-level passes from overseas institutions, or non-university tertiary institutions in New Zealand.</p> <p><i>Note: A non-refundable administration fee will normally be charged for applications under this category.</i></p> |
| Recognition of Prior Learning (RPL) | <p>You can seek RPL credit on the basis of non-credentialled learning, only in Māori Studies or Surveying. Please contact the relevant School.</p> <p><i>Note: A non-refundable administration fee will normally be charged for applications under this category.</i></p> |

International students

If you are an international student contact AskOtago for specific advice on admission requirements or visit:

otago.ac.nz/international

Admission from Pathways Programme

Admission ad eundem statum at entrance level

You may be eligible for admission if you have completed the Foundation Studies Certificate through the University of Otago Pathway programme, or another approved Foundation Studies programme in New Zealand. Contact AskOtago for advice on approved programmes, or to check if your intended Foundation Studies programme is suitable for admission.

Note: A non-refundable administration fee will normally be charged for applications under this category.

Special Admission – 20 years of age or over

You may be eligible for admission in this category if you:

- are aged 20 years or over on the first day of classes in the teaching period you wish to begin study
- are a New Zealand citizen, or
- are a New Zealand permanent resident or an Australian citizen or permanent resident, studying in New Zealand
- are a holder of a New Zealand residence class visa, or an Australian citizen or permanent resident, studying in New Zealand
- do not otherwise qualify for admission
- meet language requirements (if your first language is not English or Māori). See table on page 12.

Notes: If you are applying for programmes subject to the Entry Pathway system there are some extra requirements when applying for Special Admission. Please see page 17 for further information.

If you do not meet the normal age requirements but are otherwise adequately prepared for university study you may, in exceptional circumstances, apply for Special Admission. Restrictions may apply.

Special Admission is not available to international students.

A non-refundable administration fee will normally be charged for applications under this category.



Discretionary Entrance – under 20 years of age

You may be eligible for admission under Discretionary Entrance (on the basis of NCEA Level 2 or equivalent results or other academic achievement), if you are:

- a New Zealand citizen or permanent resident, or
- a holder of a New Zealand residence class visa
- an Australian citizen or permanent resident (you must have completed your most recent year of schooling in New Zealand), and
- under 20 years of age on the first day of classes in the teaching period you wish to begin study, and
- not otherwise qualified for admission.

The minimum criteria normally required to be considered for discretionary entrance are:

- a minimum of 80 NCEA credits at Level 2 or higher with at least 16 credits in each of your top 4 subjects.
Each of these subjects should also include some merit and/or excellence credits. Three subjects must be from the approved list; and
- literacy and numeracy requirements as for NCEA.

You will need to provide a personal letter of application. A supporting letter of recommendation from your school is also required if you are applying directly from secondary school.

Discretionary Entrance if you have completed the equivalent of Year 13 overseas

If you have completed your Year 13 overseas you may be considered for Discretionary Entrance. You will need to provide evidence as outlined above and confirmation of your exchange. This could be in the form of a certificate showing the completion of an approved exchange programme or a letter from your overseas secondary school.

Discretionary Entrance and NCEA Level 3

You cannot be considered for Discretionary Entrance to take semester 1 or full-year papers if you have sought admission on the basis of NCEA Level 3 or equivalent or are undertaking Year 13 study beyond 1 June in the year immediately preceding enrolment. However you may apply to start in semester 2.

Discretionary Entrance in Year 13 or for Summer School

If you are undertaking Year 13 study you may be considered for Discretionary Entrance to take papers while still attending secondary school or to take Summer School papers. If you do not gain University Entrance via NCEA Level 3 or equivalent in the January immediately after application, you must withdraw from the University at the end of the Summer School. You may apply for re-admission in semester 2 or subsequently.

Notes: Discretionary Entrance is not granted automatically. You will need to show you are capable of undertaking university study, either by NCEA Level 2 or equivalent results, or other academic achievement (normally one semester of successful full-time academic study at NQF Level 4).

A non-refundable administration fee will normally be charged for applications under this category.

Applicants wishing to take the not-for-credit Jumpstart Physics course do not need to apply for Discretionary Entrance as enrolment in this course is separate from your application for formal university study.

Language requirements

If you are seeking admission to the University you must be competent in the use and understanding of written and spoken English.

You fulfil language requirements if you meet the admission criteria for:

- NCEA*
- University Entrance (via Bursary or older New Zealand UE qualifications)
- Discretionary Entrance
- Cambridge Assessment International Education*
- IB – International Baccalaureate* (studied in New Zealand)
- Australian secondary school ranking.

**Students studying NCEA and IB in New Zealand cannot use results from tests such as IELTS or TOEFL.*

If you do not meet the criteria for any of these methods of admission, and your first language is not English or Māori, you must normally provide results in one of the assessment methods listed in the table below.

- The minimum entry requirements listed below form part of the matriculation requirements for admission to the University. Admission to some courses may require higher levels of attainment.
- Other evidence of language proficiency may be considered to satisfy the admission requirements and will be evaluated on a case-by-case basis.
- The University does not accept responsibility for academic failure which can be attributed to a student's lack of competence in English.

English language requirements

| Assessment method | Undergraduate requirements | Postgraduate requirements |
|---|--|---|
| NCEA National Certificate in Educational Achievement | 10 Level 2 credits in approved literacy (5 in reading, 5 in writing) | 10 Level 2 credits in approved literacy (5 in reading, 5 in writing) |
| IELTS International English Language Testing System | 6.0 in academic module (with no individual band below 5.5) | 6.5 in academic module (with no individual band below 6.0) |
| TOEFL (paper based) Test of English as a Foreign Language | 550 – Test of written English 4.5 | 587 – Test of written English 4.5 |
| TOEFL (internet based) Test of English as a Foreign Language | 80 (with a writing score of 20) | 90 (with a writing score of 21) |
| C2 Proficiency | Overall score of 176 with no individual band below 169 | Overall score of 176 with no individual band below 169 |
| University of Otago Language Centre 'English for Otago' | Successful completion of 'English for Undergraduate Academic Purposes' paper | Successful completion of 'English for Postgraduate Academic Purposes' paper |
| C1 Advanced | Overall score of 176 with no individual band below 169 | Overall score of 176 with no individual band below 169 |
| NZUEBS New Zealand University Entrance Bursaries and Scholarships | English mark of 46% or higher | English mark of 46% or higher |
| Cambridge Assessment International Education (Cambridge International) | Grade E or better in AS English | Grade E or better in AS English |
| IB International Baccalaureate | English as the language at Higher or Standard level in Language A: Literature or Language A: language and literature, or at Higher level in Language B | English as the language at Higher or Standard level in Language A: Literature or Language A: language and literature, or at Higher level in Language B |
| Pearson Test of English (PTE) Academic skills | Overall score of 50 with no communicative skills score below 42 | Overall score of 58 with no communicative score below 50 |
| University of Auckland English Language Academy (ELA) pathway programmes | Successful completion of the English Pathway for Undergraduate Studies (EPUS) with a C Grade | Successful completion of the English Pathway for Postgraduate Studies (EPPS) with a B Grade |
| University of Auckland Foundation Certificate in English for Academic Purposes (FCertEAP) | Successful completion of the certificate with a C Grade | Successful completion of the certificate with a B Grade |
| LanguageCert International ESOL (English for Speakers of Other Languages) | LanguageCert International ESOL C1 Expert (LRWS) with a pass overall and no less than a pass in each skill | International ESOL C1 Expert (LRWS) with a high pass overall and no less than a pass in each skill OR C2 Mastery (LRWS) with a pass overall and no less than a pass in each skill |
| English New Zealand's Accredited Pathway Assessment | English New Zealand's Accredited Pathway Assessment Level 2 (with no skill lower than Level 1) | English New Zealand's Accredited Pathway Assessment Level 3 (with no skill lower than Level 2) |

THINGS TO CONSIDER

2 What do you want to study?

With so many possibilities to choose from it can be challenging deciding which subject to study, or what qualification will be best to help you achieve your goals.

Key questions

- What subjects are you interested in and/or good at?
See page 52 for a list of subjects available at Otago, or otago.ac.nz/subjects
- Are you aiming for a particular career?
Talk to one of our experts who can help you to match your career aspirations with a qualification at Otago.
otago.ac.nz/courseadvice
- Do you have a particular degree and/or major subject in mind?
See page 46 for a list of qualifications and page 52 for a list of subjects available at Otago, or
otago.ac.nz/qualifications
otago.ac.nz/subjects



Course advice and degree planning

Taking some time to organise your study plans or talking with Otago's course advice experts will help you map out your degree with confidence. Our experts can:

- help you make decisions
- show you where and how to start
- organise your plans
- help ensure you complete your qualification in a reasonable time
- match your course with your goals.

First-year and current students

If you aren't sure that you are doing the right course, are considering a change, or simply want to check in with someone, talking with an experienced student adviser can help get you on a track that's right for you.

Student advisers will talk with you to answer your questions, listen and offer advice on:

- study options
- personalised degree structures
- changing your course of study
- student support services that you may not be aware of.

Appointments are usually 30 minutes, so there's plenty of time to talk through all your questions. You can also come back as many times as you need.

Future students

Our Schools' Liaison team provides course advice to get you started. They can also tell you all about living and learning here at Otago.

You'll find liaison staff at careers expos and information evenings throughout the country. They also visit every secondary school in New Zealand twice a year:

- terms 1 and 2 – to talk about the opportunities for living and learning at Otago
- terms 3 and 4 – to help plan your studies.

otago.ac.nz/liaison

Choose your programme

The University offers over a hundred different qualifications grouped into the following categories: bachelors' degrees, honours degrees, and postgraduate programmes.

General bachelors' degrees

A general bachelor's degree is a first or undergraduate degree which normally takes at least three years of full time study (or the equivalent in part-time study). For a list see page 15.

Every degree (with three exceptions – see below) needs a minimum of 360 points (typically twenty 18-point papers) and usually has a pyramid structure (e.g. 180 points at 100-level, 108 points at 200-level, and 72 points at 300-level). Most require the selection of one or more major subjects and many allow minor subjects as well. There is generally a wide range of papers to choose to enable you to tailor the programme to your areas of interest.

Exceptions to the normal pattern are three four-year degrees: the Bachelor of Arts and Science degree, the Bachelor of Arts and Commerce, and the Bachelor of Commerce and Science. Each of these three degrees requires at least 480 points and two major subjects – one each from those available for the two general areas for the degree (Arts and Science, Arts and Commerce, or Commerce and Science).

Admission to these programmes is by way of the Entry Pathway system (see pages 15–17).

otago.ac.nz/general-bachelors

Specialised bachelors' degrees

Specialised bachelors' degrees usually relate to a particular field of study and have their own specific entry requirements and individual admissions procedures. They generally have a restricted choice of papers associated with their particular subjects and structures. For a list see page 15.

For some specialised bachelors' degrees, admission to the programme is at first-year level. For others, admission is at second-year level (or sometimes even third-year), with the initial year of study normally consisting of a first-year course that is subject to the Entry Pathway system. For example, if you wish to enrol for the Bachelor of Pharmacy programme, you will initially apply for the Health Sciences First Year course, and will then apply to be admitted to the Bachelor of Pharmacy programme in your next year of study.

If you are considering applying to one of the specialised degree programmes, you should check the specific requirements for admission in the regulations for your intended programme on the University's website or in the University Calendar.

otago.ac.nz/specialised-bachelors

Honours degrees

In most subjects, the honours degree is a postgraduate degree, requiring an additional year of study after you have completed a general three-year bachelor's degree (e.g. BA/BA(Hons)). Honours degrees usually involve more papers in the major subject of your degree, and a research report or dissertation.

In other cases (particularly professional programmes), the honours degree is an undergraduate degree requiring additional work but taking no longer than the corresponding general degree.

All honours programmes have specific entry requirements. For more information see:

otago.ac.nz/honours

Postgraduate study

The University offers a wide variety of other postgraduate programmes:

- postgraduate certificates (especially in Health Sciences disciplines)
- one-year postgraduate diplomas
- masters' degrees (see otago.ac.nz/masters)
- Doctor of Philosophy (PhD) (see otago.ac.nz/phd)
- other doctoral degrees.

Further information about postgraduate study can be obtained from the relevant school or department or online from:

otago.ac.nz/qualifications

otago.ac.nz/postgraduate

Graduate diplomas

Graduate diplomas require at least one further year of study after you have completed your bachelor's degree. Most of the required papers are normally at undergraduate level, with at least 72 points above 200-level.

At Otago, most graduate diploma students study for the Diploma for Graduates (DipGrad).

For more information see:

otago.ac.nz/qualifications

Certificate of Proficiency

If you wish to take a paper that is additional to your degree requirements, or not being credited to a University of Otago qualification, or repeat a paper you have already passed to obtain a higher grade, you may be permitted to enrol for that paper for Certificate of Proficiency (COP). It is not a formal qualification and a physical certificate is not awarded.

Application processes for papers at undergraduate level and due dates are as for general degree programmes.

THINGS TO CONSIDER

3 What are the programme entry requirements?

In addition to holding a university entrance qualification (see pages 8–11), you will need admission to a specific programme or group of programmes, or be eligible to continue in those programmes, to be able to enrol in each year of study.

Admission to your programme depends on whether it is:

- a general undergraduate programme or course subject to the Entry Pathway system
- a specialised bachelor's degree programme
- a postgraduate programme.

The entry requirements that apply to programmes under the Entry Pathway system are detailed on page 16.

Specialised bachelors' degree programmes have their own specific entry requirements and admission procedures. They generally have a restricted choice of papers associated with their particular subjects and structures.

For information on the programme entry requirements for specialised bachelors' degrees see:

otago.ac.nz/specialised-bachelors

Postgraduate programmes are normally for students who have already completed a bachelor's degree. They also have their own specific entry requirements. See:

otago.ac.nz/postgraduate

Student categories

All students, both domestic and international, fall into one of the following categories:

- **new students** (never previously enrolled at the University of Otago)
- **returning students** (enrolled at the University of Otago in 2021 and/or 2022)
- **recommencing students** (last enrolled at the University of Otago in 2020 or earlier).

New international students should contact AskOtago for advice on admission to their intended programmes.

New and recommencing domestic students will be assessed for admission under the Entry Pathway system except when applying for specialised qualifications which have their own specific entry requirements.

All returning students may normally enrol again, subject to the standard provisions of the University's Academic Progress Policy and the admission regulations for the specific programmes they are applying for.

General bachelors' degrees and other programmes and courses subject to the Entry Pathway system

Bachelor of Applied Science (BAppSc)
 Bachelor of Arts (BA)
 Bachelor of Arts and Commerce (BCom)
 Bachelor of Arts and Science (BASC)
 Bachelor of Biomedical Sciences (BBiomedSc)
 Bachelor of Commerce (BCom)
 Bachelor of Commerce and Science (BComSc)
 Bachelor of Entrepreneurship (BEntr)
 Bachelor of Health Sciences (BHealSc)
 Bachelor of Music (MusB)
 Bachelor of Performing Arts (BPA)
 Bachelor of Science (BSc)
 Bachelor of Theology (BTheol)
 Bachelor of Laws (LLB) (first year only)
 Certificate of Proficiency (COP) for undergraduate papers
 Diploma in Global Cultures (DipGlobalC)
 Diploma in Language (DipLang)
 Diploma in Theology (DipTheol)
 Health Sciences First Year
 Social Work Pre-Professional
 Surveying First Year
 other intermediate courses

For due dates see pages 4–5.

Specialised bachelors' degrees

Bachelor of Dental Surgery (BDS)
 Bachelor of Dental Technology (BDentTech)
 Bachelor of Laws (LLB)
 Bachelor of Medical Laboratory Science (BMLSc)
 Bachelor of Medicine and Bachelor of Surgery (MB ChB)
 Bachelor of Oral Health (BOH)
 Bachelor of Pharmaceutical Science (BPharmSc)
 Bachelor of Pharmacy (BPharm)
 Bachelor of Physiotherapy (BPhy)
 Bachelor of Radiation Therapy (BRT)
 Bachelor of Social Work (BSW)
 Bachelor of Surveying (BSurv)
 Bachelor of Teaching (BTchg)

For due dates see pages 4–5.

Entry Pathways

Admission to general bachelors' undergraduate programmes and courses for new and recommencing domestic students is by way of the Entry Pathway system.

Two pathways

There are two Entry Pathways:

- Preferential Entry which guarantees a place for high-calibre students (subject to gaining a university entrance qualification and fulfilling minimum age and language requirements), and
- Competitive Entry.

It is expected that most students admitted through the Entry Pathway system will enter via the Preferential Entry pathway. As long as enrolment patterns remain similar to previous years, a reasonable number of places will also be available via the Competitive Entry pathway.

The selection process includes an enhanced admission system for Māori and Pacific applicants. Particular consideration may also be given to applications from prospective students with disabilities if they supply the relevant information on the form provided for that purpose, available on request from AskOtago (see page 44).

Preferential Entry

Preferential Entry is available under the categories in the table below. Applicants who have previously undertaken substantial study at tertiary level will normally be considered on the basis of their tertiary GPA rather than their secondary school results.

In addition, application must be made to the University by:

- **10 December** for study commencing in Summer School or semester 1
- **15 June** for study commencing in semester 2.

Preferential Entry automatically converts to a guaranteed place at Otago when you also meet university entrance requirements (including minimum age and language requirements). If you don't have Preferential Entry when you first apply you may qualify later when your examination results become available or you accept a place in a residential college.

The University may in limited circumstances agree to grant Preferential Entry to any applicant who does not meet any of the criteria below but who has achieved an appropriate standard in other recognised qualifications or study, or who has otherwise demonstrated strong ability to achieve to a high standard in study at the University.

Requirements for gaining Preferential Entry

No previous tertiary study undertaken

| | |
|--|--|
| NCEA | NCEA Level 2 with merit or excellence gained in Year 12 or earlier, or NCEA Level 3 with merit or excellence, or NCEA Entry Score of 140 or above (see page 18) |
| Cambridge Assessment International Education (Cambridge International) | Cambridge International Entry Score of 140 or above (see page 18) |
| IB – International Baccalaureate | Diploma awarded with 26 points or more |
| Australian qualifications | ATAR of 80 or above OP of 10 or below |
| Older NZ qualifications | University Entrance by accrediting and/or an A or B Bursary or Scholarship |
| Other | Accepted a place in a residential college owned by or affiliated to the University of Otago, or Accepted a University of Otago undergraduate scholarship, or Māori applicant, or a Pacific applicant of Polynesian, Melanesian, or Micronesian descent, who has not previously studied at a tertiary institution but who holds or is studying towards a New Zealand university entrance qualification (you may be required to provide verified evidence of your iwi affiliations and/or of family ancestry originating from at least one relevant Pacific nation). |

Previous tertiary study undertaken

| | |
|---|---|
| Previous study at Otago or other New Zealand or overseas university | GPA of 4 (B-) for your most recent equivalent two full-time years of tertiary study |
| Previous study at a non-university tertiary institution | Considered on a case by case basis depending on the programme and level of study |

Competitive Entry

New and recommending students who cannot initially be placed on the Preferential Entry pathway will be placed on the Competitive Entry pathway.

If you don't meet the criteria to transfer to the Preferential Entry pathway (see more information in the box to the right) you will remain on the Competitive Entry pathway and will be competing against other applicants. Applicants will be ranked primarily according to academic performance and will be offered places, in order of priority, if there are places available (subject to meeting minimum university entrance, age and language requirements).

Applications for admission via Special Admission or Discretionary Entrance will be considered under the Competitive Entry pathway only.

See page 11 for more details on Discretionary Entrance.

Special Admission

If you are applying via Special Admission to undertake a general bachelors' degree programme you must normally provide a brief curriculum vitae containing details of any work experience or other activity undertaken which you feel may help us assess your suitability for admission to the University, and information (and, where possible, supporting documentation) in relation to any qualifications held.

In addition, you will be asked to provide a short personal statement outlining your reasons for applying for your intended programme and how your recent experiences and/or educational background have prepared you to be successful in this study.

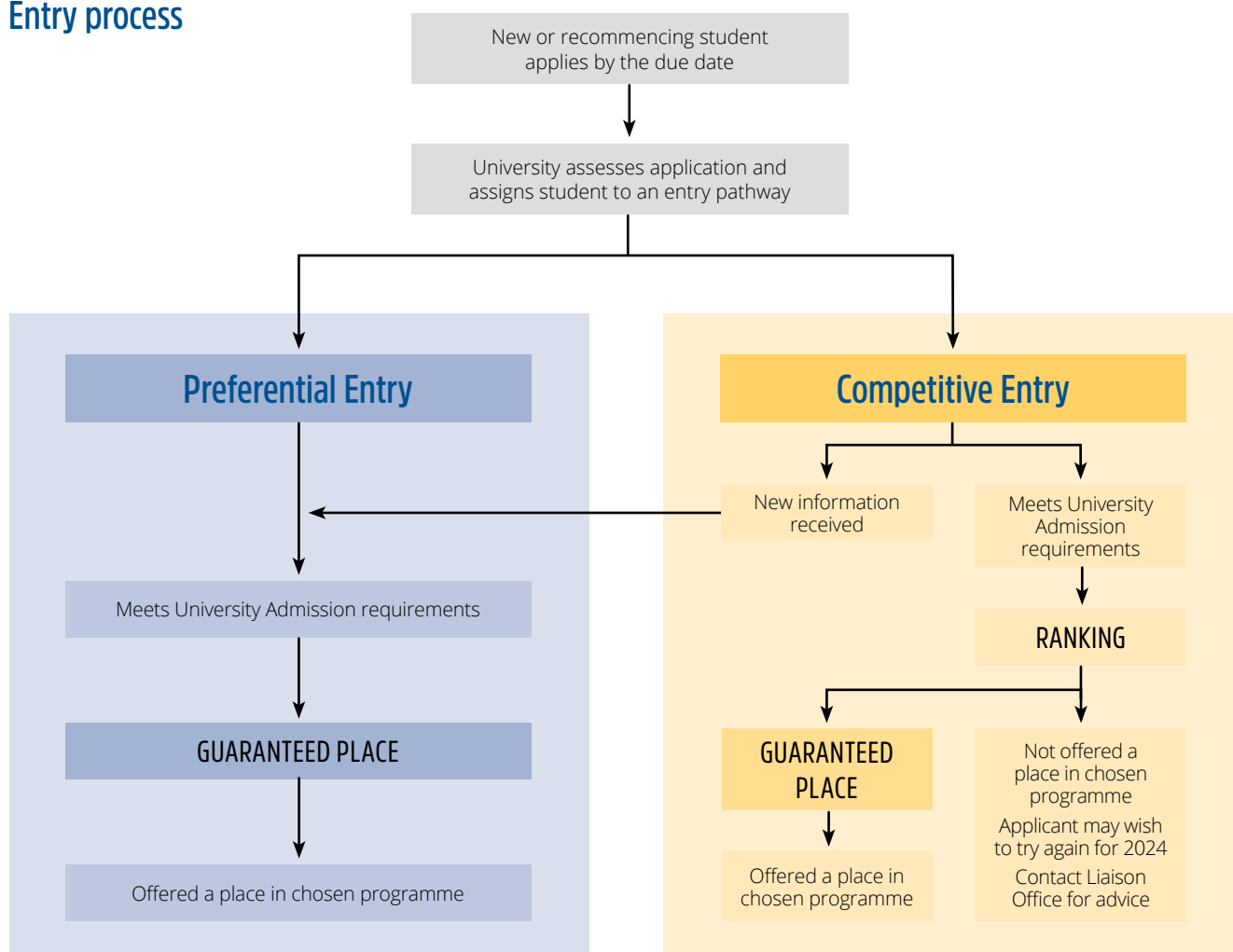


From Competitive to Preferential

If you're placed on the Competitive Entry pathway when you first apply you may qualify to be switched to the Preferential Entry pathway as further information becomes available (for example, when your examination results become available or you accept a place in a residential college). If this occurs, you will be notified via eVision.

It is expected that the majority of students will ultimately meet the criteria for Preferential Entry.

Entry process



Entry scores

For most students being considered under the Entry Pathway system, an entry score is calculated, based on results for examinations taken in their final year at secondary school. These scores will be used to determine eligibility for Preferential Entry or rankings for Competitive Entry.

Calculating your NCEA entry score

- Your entry score will be calculated using your 80 best credits in up to five university entrance subjects taken at Level 3 (achievement standards only).
- No more than 24 credits in any subject can be used in the entry score calculation. Credits will be weighted according to the level of attainment.
- If you achieve fewer than 80 credits at Level 3 or above in up to five university entrance subjects, the entry score will be based on the credits achieved.

The entry score will be calculated by awarding points as follows:

- Excellence 4 points; Merit 3 points; Achieved 2 points.

Example of entry score for an NCEA Level 3 student

| Approved subject (Best 24 credits per subject) | Excellence credits | Merit credits | Achieved credits |
|---|-----------------------|------------------|---------------------|
| English | 3 | 8 | 6 |
| Calculus | - | 6 | 8 |
| History | - | 10 | 9 |
| Music | 8 | 6 | 4 |
| Classical Studies | 6 | - | 10 |
| Subtotals | 17 | 30 | 37 |
| Best 80 credits | 17 | 30 | 33 |
| Calculate points | 68 pts (17x4) | 90 pts (30x3) | 66 pts (33x2) |
| Entry score | 224 | | |

Note: Excellence and Merit credits are counted first, then Achieved credits as required to a maximum of 80 credits. In this example, only 33 of the Achieved credits may be counted.

Specialised degrees, honours degrees and postgraduate qualifications

If you are seeking admission for the first time to a programme that has its own specific entry requirements, you will not be assessed under the Entry Pathway system. Instead, you should check the specific requirements in the regulations for your intended programme on the University's website or in the University Calendar.

otago.ac.nz/qualifications

otago.ac.nz/calendar

In many cases the numbers of students who can be admitted are limited, and in all cases selection is primarily on the basis of academic merit.

Depending on the programme, applicants will be assessed on the basis of their school record (programmes with admission at first year), or on their standard of achievement in one or more years of university study (e.g. the Health Sciences First Year course for professional degrees in Health Sciences, or a completed degree for postgraduate study).

In some cases an audition, the submission of a portfolio of work or a research proposal might be required. Admission is subject to approval by the relevant Pro-Vice-Chancellor or Admissions Committee.

Calculating your Cambridge International entry score

- Your entry score will be calculated based on the New Zealand Cambridge International score table below.
- You can count no more than six subject units over the last two years of study, in subjects at AS, A2 or A level from subjects matching the NCEA University Entrance approved subjects.
- An A level counts as two subject units and an AS level counts as one subject unit. You can include only your six best subject units when calculating your entry score.

The entry score will be calculated by awarding points as follows:

| Level | A* | A | B | C | D | E |
|-------|--------|---------|---------|--------|--------|--------|
| A | 140pts | 120 pts | 100 pts | 80 pts | 60 pts | 40 pts |
| AS | - | 60 pts | 50 pts | 40 pts | 30 pts | 20 pts |

Example of entry score for a student studying Cambridge International

| Subject | Level | Subject Units | Grade | Tariff points | Entry score |
|------------------|-------|------------------|-------|------------------|----------------|
| English Language | A | 2 | B | 100 | 100 |
| Physics | AS | 1 | B | 50 | 50 |
| Biology | AS | 1 | B | 50 | 50 |
| Chemistry | AS | 1 | C | 40 | 40 |
| Mathematics | AS | 1 | D | 30 | 30 |
| French* | AS | 1 | D | 30 | nil* |
| Entry score | 270 | | | | |

* In this example, French is not included as only 6 subject units may be used to calculate the entry score.



Programme structure

While some degrees, such as Bachelor of Teaching, or the Health Sciences programmes usually have a set programme of papers, within the general bachelors' degrees (e.g. BA, BSc, BCom) there are many different ways to put a programme of study together.

Major subjects and endorsements

For many qualifications the name of the degree or diploma shows the area of specialisation (e.g. LLB, BPhty) and there may be restricted choice or even no choice in the papers taken.

For many others, however, the title of the qualification is more general (e.g. BA, BSc) but there is a choice of specialisations called either major subjects or endorsements.

With a few exceptions, most general bachelors' degrees need to have at least one major subject, which is the subject chosen as your main area of study.

In most general bachelors' degrees there is a requirement to take further papers, in addition to the papers required for your major subject, to achieve the necessary 360 points to complete the programme. These papers can often come from outside the major subject you have selected.

Double majors

With a double major, two major subjects are included in a bachelor's degree programme.

Two separate sets of 300-level papers are required but there may be some overlap of papers at 100- and 200-level. A double major programme may require more than 360 points in some cases and can extend beyond three years. A double major typically requires an increase in the number of 300-level papers from four to eight (which can involve a demanding workload if they are all taken in one year of study).

Varying numbers of compulsory papers are needed for major subjects, but if two separate groups of nine papers are needed for two major subjects, then those 18 papers plus two further papers will satisfy the degree requirements in most cases. Some combinations of subjects, particularly if minor subjects are also taken, might mean that more than 20 papers are needed.

Double majors produce a greater depth of knowledge in specific areas, but may reduce the variety of papers included in a programme. You are strongly recommended to seek advice before enrolling in a double major programme.

Minor subjects

In addition to a major subject, it is possible to have one or more lesser specialisations in other subjects recognised as minor subjects in BA, MusB, BPA, BTheol, BSc, BAppSc, BCom, BEntr, BHealSc, BPharmSc, BACom, BASc or BComSc programmes.

A minor subject need not be one normally associated with the degree concerned (e.g. Management may be taken as a minor subject in a BA programme). The requirements for minor subjects are on pages 100–107.

A minor subject generally involves a set of five papers worth 90 points, with at least three papers above 100-level, including one at 300-level. You cannot count papers towards both a major and a minor – or towards different minor subjects – unless they are compulsory for both subjects at 100- or 200-level.

Double degree programmes and cross credits

It is often possible to study for two degrees concurrently in a double degree programme. In such cases, it is normally possible to cross credit (share) several papers between the two qualifications, so your overall workload is reduced. You may cross credit up to:

- 126 points between two three-year degrees (e.g. BSc, BCom)
- 180 points between a three-year and a four-year degree (e.g. BCom, LLB)
- 234 points between two four-year degrees (e.g. BASc, LLB).

Credit for study elsewhere

If you have successfully undertaken studies at another tertiary institution, you may be eligible for credit towards an Otago degree. For further information contact AskOtago.

ask.otago.ac.nz

Workload

A full-time course is generally between 54 (usually three papers) and 72 points (usually four papers) in any one semester or 108 and 144 points in any one year. If you intend to enrol for papers worth more than 162 points in a year, or 90 points in a semester, you must get permission from the Pro-Vice-Chancellor of the Division concerned.

In general, 1 point represents 10 hours of formal instruction or independent study, which can be a combination of lectures, tutorials, laboratories, assignments and reading. Some professional, honours and postgraduate programmes may differ from this.

Any course with a workload of fewer than 54 points in any one semester or 108 points in any one year is considered part-time. Part-time students are not normally eligible to receive student allowances.

Timetable

It is also important to consider your timetable when choosing papers to study. Timetable information for each paper is available on the paper page on the website via otago.ac.nz/papers

The University Web Timetable Viewer is available at: otago.ac.nz/timetables



Interest Only

Interest Only enrolment enables you to attend certain classes for your own general interest without undertaking any form of assessment or receiving any result or credit. It is not normally available if you are also taking courses for credit in the same enrolment period.

If you are enrolled for Interest Only you will normally be permitted to attend lectures only and would not normally attend tutorials, practical classes, or laboratories. You will not submit any assignments or sit any tests or final examinations.

If you wish to apply for a paper for Interest Only enrolment in 2023 you should contact AskOtago for assistance with completing the application process. Further information is available at:

otago.ac.nz/interest

Need help? See AskOtago

ask.otago.ac.nz

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

Summer School

Summer School will run from 9 January to 17 February 2023, followed by an examination period from 18 to 23 February. Summer School offers a unique opportunity to broaden, redirect or speed up your degree, or to study something of particular interest. Many papers are unique to Summer School, while others are core components of degree programmes.

See page 214 for a list of Summer School papers. Further and updated information about Summer School is also available at:

otago.ac.nz/summerschool

The process for selecting a Summer School paper is the same as for semester 1 and 2. In Paper Selection you should choose both the Summer School paper, and any semester 1 and 2 papers you wish to take, and submit for course approval as soon as possible.

Summer School papers are equivalent to papers taught in other semesters, but because they are taught in just six weeks, the learning is very intense. For this reason, enrolling in Summer School papers is not normally recommended to students for whom this would be their first experience of university study.

One 18-point paper is considered full-time study. Able students may take up to 36 points.

In many cases, taking one 18-point paper (0.15 EFTS) in Summer School is regarded by StudyLink as a full-time load for Loans and Allowances purposes.

studylink.govt.nz

THINGS TO CONSIDER

4 What are the application due dates?

It is important to apply for admission by the due date for your intended programme. Dates for first time enrolments for new and recommencing students, and returning students applying for a new programme or programmes are given below. A number of qualifications have earlier application dates than for general bachelors' degree programmes and for some late applications may not be considered.

Undergraduate

| | |
|--------------|---|
| 31 August | Bachelor of Teaching programme (first year) |
| 15 September | Bachelor of Dental Technology (first year) Bachelor of Oral Health (first year) Bachelor of Radiation Therapy (first year) Bachelor of Dental Surgery (second year) Bachelor of Medicine and Bachelor of Surgery (second year) Bachelor of Medical Laboratory Science (second year) Bachelor of Physiotherapy (second year) Bachelor of Pharmacy (second year) |
| 1 October | Bachelor of Laws (second year) |
| 1 November | Bachelor of Social Work (third stage) |
| 15 November | Bachelor of Surveying (second year) |
| 10 December | New and recommencing students, and returning students applying for a new programme commencing in Summer School or semester 1 subject to the Entry Pathway system |
| 15 June | Students taking only semester 2 papers for a programme subject to the Entry Pathway system |

Postgraduate

| | |
|-------------|--|
| 10 December | Postgraduate honours Postgraduate diplomas and certificates Masters' degrees |
|-------------|--|

No specific due dates Doctor of Philosophy (PhD)

For further information about postgraduate study see:

otago.ac.nz/honours
otago.ac.nz/masters
otago.ac.nz/postgraduate
otago.ac.nz/phd

If you are applying to enrol for the first time in a postgraduate or specialised degree programme with its own selective entry requirements, the due date for applications might be earlier than for applications to later years of the programme or for general degree programmes.

A **new student** is someone who has never previously enrolled at Otago.

A **returning student** is someone who was enrolled at Otago in 2021 and/or 2022.

A **recommencing student** was last enrolled at Otago in 2020 or earlier.



APPLICATION

5 Create your eVision account

eVision is the University's student management system through which you will complete all the steps in the application and enrolment processes.

If you've never applied to or studied at Otago

- Start at the Qualifications webpage otago.ac.nz/courses/qualifications/apply and select the programme you wish to take.
- When you're ready, click the **Apply** button, which is displayed only while a programme is open for applications, to begin your application. This will take you to the initial eVision login screen.
- Select **Create an account** and provide the requested details. The University will use the email address you provide to contact you.

You will receive a message acknowledging your application to create a portal. This will be followed by an email to confirm that you now have access to your portal, using the email address and password you have provided.

If you are a returning or recommencing student or have previously applied to study at Otago

You should already have an eVision account.

If you're not sure, contact AskOtago.

A **returning student** is someone who was enrolled at Otago in 2021 and/or 2022.

A **recommencing student** was last enrolled at Otago in 2020 or earlier.

Start your application

If you're a new student

To complete your application, log into your eVision portal and click on **Complete application**.

You'll be presented with a number of steps and instructions (see next page). Complete each step until a check mark appears in the circle on the left-hand side. You may need to upload additional information such as evidence of previous study. For more details about submitting documents see page 25.

When the instruction changes from **Complete this step** to **Review this step** it means you have completed the step but are still able to edit the information. Once you submit the application, you won't be able to edit the information until your application has been processed.

If you are a returning or recommencing student

If you want to add a new programme, log into your eVision portal. Go to **My programmes and papers** (see right) and click **Apply for another programme** to provide the information for your application.

Major and minor subjects

Most general bachelors' degree programmes require you to select a major subject. It's not necessary to select more than one. You may also specify one or more minor subjects, but it's not normally mandatory to do so.

Help

If you have a query on a section click on the **?** in eVision for more details.

APPLICATION

6 Complete and submit your application

You need to complete all of the steps below using the yellow buttons then submit your application.

Welcome to your application

Complete all of the steps below using the yellow buttons.

When you're done
You will receive a confirmation email from the University acknowledging that your application has been submitted.

☒
Personal details
Your personal, ethnicity and disability details.
Review this step

☒
Contact details
Your address and contact details.
Review this step

☒
Apply for Residential Colleges & UniFlats (optional)
Use this section to register your interest in university flats or residential colleges.
Refer to the [accommodation website](#) for due dates for applications.
Register here

☒
Educational background
Details of high school and tertiary study.
Review this step

You are applying for admission to the following:

☐
Bachelor of Arts (BA) (2022, Dunedin)
Subject specialisation required for the Bachelor of Arts (BA)
Additional questions related to the Bachelor of Arts (BA)
Complete this step
None applicable

☐
Add another programme (optional)
You may apply for up to three programmes.
Add programme

When the yellow button changes from **Complete this step** to **Review this step** you have completed the step but are still able to edit the information if needed.

In the last section of the application you will be asked to agree to a **formal declaration**. The declaration is a legal statement that you will abide by the University's rules. Once you have read and agreed, you can submit your application, which is ready for processing by the University. A message will appear on screen confirming that your application has been submitted.

APPLICATION

7 University admission

Once you have submitted your application you have started the enrolment process at Otago. Your application will now be assessed by the University for admission.

University staff will process each new student's application for university admission, which includes:

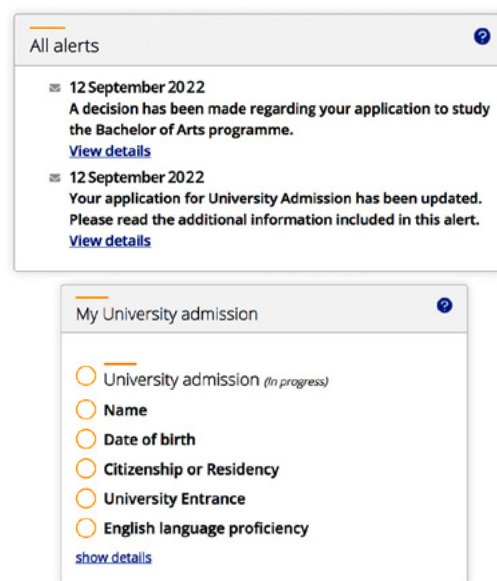
- verifying your identity and citizenship/residency status
- checking whether you hold or are eligible for a University Entrance qualification
- checking that you meet minimum age and language requirements.

If you need to provide any additional information or documentation, you'll be contacted via eVision and/or the email address you used when you applied.

If you are still at school and expecting to gain University Entrance through NCEA, Cambridge International or IB, in most cases the University will receive your results automatically when they are released. However, you may still need to provide evidence of identity or other information.

You will be able to see the status of your application for university admission and/or any entry pathway programmes under My University admission and My Programmes and Papers.

You'll be informed of the outcome of your application via eVision.



8 Programme admission

University staff will assess your application against the admission criteria and may request further supporting documentation through your eVision portal.

You will normally either: receive an offer of a place in your chosen programme(s), or be placed on the Competitive Entry pathway to await further consideration or assessment. Your place may be conditional upon providing further information, completing further steps, or gaining university admission.

It is important that you respond to any offer you receive. Accepting your offer will allow you to proceed to course enrolment.

Keep informed

Both steps 7 and 8 are completed by the University and you will be advised of the outcome via your eVision portal. To see if there have been any updates to your application, check whether the University has sent you an alert.

Communications from the University will be sent via eVision and/or to the email address you used when you applied. Returning or recommencing students will be contacted via their student email address.

You can check the progress of your application and find out if there is anything further you need to do, such as providing additional supporting information, through your eVision portal.

It is important that you check eVision and your email regularly throughout the application process.

Supporting documents

In the majority of cases, the University will use your National Student Number to collect the information it needs to identify you. However, this is not always possible.

If you're new to Otago

If the University is unable to match your details against the National Student Index (NSI), you may be asked to provide physical certified documentary evidence of your name, date of birth, and citizenship or residency status.

If you're a New Zealand or Australian citizen, and have never changed your name, a certified copy of one of the following will normally provide all the information required:

- the page of your passport showing your name and other details
- your citizenship certificate
- your birth certificate (if born in New Zealand).

A copy of your driver's licence will not be accepted as it does not provide evidence of your citizenship or residency status.

If you're not a New Zealand or Australian citizen, and have never changed your name, certified copies of both of the following will provide all the information required:

- the page of your passport showing your name and other details, and
- your residence visa/permit or student visa, or a certified copy of a statement from Immigration New Zealand confirming your citizenship and residency status.

Have you changed your name?

If the name on the NSI, your birth certificate, passport, or citizenship certificate differs from your current name, or the name in which you gained any qualifications relevant to your admission, you must also provide a certified copy of one or more of the following as formal evidence of each change:

- Marriage or civil union certificate
- Certificate of dissolution of marriage or civil union
- Deed poll
- Statutory declaration issued by a Registrar of Births, Deaths and Marriages

Note: Any document concerning a change of name must include both your previous name and the new name.

Having your documents certified


For all documents giving evidence of name, date of birth, name changes, citizenship or residency status, please:

Either

Take the original document and a photocopy to a person of suitable authority to be certified in English. They must indicate the authority with which the copy is certified as true and print their name under their signature on each page (see example).

Or

Bring the original document to AskOtago in the Information Services Building, where a photocopy will be made and certified for you.

| | | |
|--|-----------------------------|---|
| CERTIFIED ORIGINAL SIGHTED AND THIS IS A PHOTOCOPY OF THAT ORIGINAL | |  |
| Signature | <i>W. Sample</i> | |
| Name | <i>W. B. SAMPLE</i> | |
| Authority | <i>JUSTICE OF THE PEACE</i> | |
| Date | <i>12 . 09 . 2022</i> | |

Documents should be certified as true copies of originals by an authorised person (i.e. a person listed in the Oaths and Declarations Act 1957 as able to take declarations) such as:

- Justice of the Peace
- Barrister or Solicitor of the High Court

The following may also certify documents:

- Court Registrar or Deputy Registrar
- Notary Public
- AskOtago or other University of Otago administrative or liaison staff
- Member of Parliament

In New Zealand you can check the Justice of the Peace website for a list of Justices of the Peace in your area. If you're from a remote area and do not have access to anyone in the approved categories, contact AskOtago for advice.

Have you studied at other tertiary institutions?

If you have studied at another tertiary institution you should upload your transcript via your eVision portal when you apply, or as soon as possible after results become available.

As Otago cannot normally request records from other institutions on behalf of students and cannot match this information on the NSI, it is your responsibility to provide your transcript. If you have completed papers at a tertiary institution you may apply for credit on the basis of passes achieved; a fee is charged for such applications. Submit your application via the **My Details** section in eVision once you have been accepted for enrolment.

Submitting your documents

Identification documents can be provided by uploading to an alert that will be sent to you through your eVision portal. You are also able to bring original documents in to AskOtago to be certified.

ENROLMENT

9 Review your details and supply extra information

While eVision allows you to update or request changes to your personal and contact details (e.g. name, citizenship, email address) at any time, you are given the chance to review this information during course enrolment.

The University must also collect “Information required for study” annually for the New Zealand Government and/or University purposes. Answering these questions is mandatory and can cover such things as your study address and emergency contact details.

If you're an international student studying in New Zealand, you will need to answer additional questions about your visa and apply for StudentSafe travel and health insurance.

Study address

It is important that you confirm your study address so we can contact you if needed.

Welcome to your 2023 Course Enrolment

Follow the instructions on the yellow buttons below.

☒ Review current information
Update your personal and contact details. Review this step

☐ Information required for 2023 study
Mandatory information the University is legally required to gather each year. Complete this step

☐ Paper selection
Select or change the papers you want to study in 2023
If you want to view the papers you have already submitted for course approval, please go to [Programmes and Papers](#). Complete this step

☐ Course Approval (to be completed by the University)
After you select your papers your course needs to be approved by the University.

☐ Declaration
Complete your declaration to finalise your course content for 2023. Complete this step

Cancel Exit



ENROLMENT

10 Select and submit your papers

To start paper selection select **Course Enrolment** in your eVision portal then under **Paper selection** click [Complete this step](#) then **Select papers**.

Notes: You only need to select the papers you are studying in 2023. If you are enrolling for more than one programme, complete the selection of papers for one programme before going back to select papers for the next. Only submit for course approval once you have selected papers for all your programmes.

Select/view my papers

My programmes

The programmes listed below are available for paper selection.

If the programme you applied for is not showing, please check the [Programmes and papers](#) page.

For most programmes, you can choose your papers. To add papers, use the **Select papers** button.

For some programmes, University staff add your papers. Use the **View papers** button to see the papers that have been added.

| Programme | |
|---|-------------------------------|
| Bachelor of Arts (Dunedin) Major(s): Education, Minor(s): Mathematics | Select papers |

eVision will show the required papers for your major.

Education Major

All of: EDUC101, EDUC102

[View](#)

AND

Three 200-level EDUC papers

Click on [View](#). This will show a table with the details of each paper.

To add the paper to your selection click on [Add](#) against each paper you wish to select.

As you select papers, eVision automatically enforces paper selection rules, such as checking you have completed any prerequisite papers. A pop-up window will appear when you do not meet the conditions to select a particular paper and will explain why.

All of: EDUC101, EDUC102

[Hide](#)

Search

| Paper | Name | Prd | Occ | Pts | |
|---------|---------------------------------------|-----|------|-----|---------------------|
| EDUC102 | Human Development | S1 | DNIA | 18 | Add |
| EDUC101 | Education and Society | S2 | DNIA | 18 | Add |

First Previous **1** Next Last

Showing 1 to 2 of 2 entries

Taking a prerequisite for a paper in the same year

If you are taking a prerequisite for a second semester paper in the first semester, ensure you **select the prerequisite first** to allow eVision to apply the paper selection rules correctly.

You can also search for and add any additional papers required to meet the points requirements for your degree in the **Additional Papers** section.

As you select your additional papers eVision will check the paper selection rules and a popup window will appear with an explanation if you do not meet any particular requirements for the paper.


Need advice?

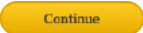
Book an appointment with an adviser:
otago.ac.nz/courseadvice

Know what papers you want to take but having trouble with the process?

Contact AskOtago:
ask.otago.ac.nz

As you select your papers they will appear in the right hand section under **Selected Papers**.

If you wish to remove any papers click on the  next to the relevant paper.

Once you are happy with your selection click  .

Select continue until you get to the **Review and submit** page.

Timetable

It is important to consider your timetable when choosing papers to study. Timetable information for each paper is available at:
otago.ac.nz/papers

The University Web Timetable Viewer is available at:
otago.ac.nz/timetables

Additional Papers

Select additional papers as required to meet the points requirements for your degree:
Minimum 360 points; 180 points at 200-level or above and 72 points at 300-level or above

Arts and Music Schedule C

Enter a paper code or word in the search field to search available papers

Hide

Search

hist1

Show advanced

Q Search

| Paper | Name | Prd | Occ | Pts | |
|---------|--|-----|------|-----|----------------|
| HIST102 | The Global Twentieth Century | S2 | DNIA | 18 | <div>Add</div> |
| HIST107 | New Zealand in the World from the 18th Century | S1 | DNIA | 18 | <div>Add</div> |
| HIST108 | From Medieval to Modern Europe | S2 | DNIA | 18 | <div>Add</div> |
| HIST123 | Revolutions | S1 | DNIA | 18 | <div>Add</div> |

First

Previous

1

Next

Last

Showing 1 to 4 of 4 entries

AND

All 100- to 300-level papers

Enter a paper code or word in the search field to search available papers. You should take no more than 90 points from outside Arts and Music.

View

Selected Papers

| Paper | Name | Year | Prd | Occ | Points | | |
|---------|--|------|-----|------|--------|-------------|--------------|
| RSNS111 | Business and Society | 2023 | S2 | DNIA | 18 | <div></div> | <div>✓</div> |
| EDUC101 | Education and Society | 2023 | S2 | DNIA | 18 | <div></div> | <div>✓</div> |
| EDUC102 | Human Development | 2023 | S1 | DNIA | 18 | <div></div> | <div>✓</div> |
| HIST107 | New Zealand in the World from the 18th Century | 2023 | S1 | DNIA | 10 | <div></div> | <div>✓</div> |
| MATH120 | Mathematics for Scientists | 2023 | S1 | DNIA | 18 | <div></div> | <div>✓</div> |
| MATH130 | Fundamentals of Modern Mathematics I | 2023 | S2 | DNIA | 18 | <div></div> | <div>✓</div> |

Reset changes

Save and continue

Submit for course approval

Once you have selected all your papers, eVision shows you a summary of your course, which includes any warnings about your choices such as a high workload and timetable clashes.

Your provisional timetable will be generated showing you the times and days for all of your classes. It will also tell you if you have any timetable clashes. It is important to note that this information is provisional, and timetable information may change between the selection of your papers and the start of classes for each semester.

Note: Not all papers are timetabled through eVision. Papers offered through the Christchurch, Wellington and Southland campuses, as well as some postgraduate and other papers may be timetabled separately.

You're also given the opportunity to view your **Course Fee Assessment** detailing your course tuition fees based on your current paper selection and enrolment fee status.

Once you have submitted your papers for approval you can review your selection by going to **My Programmes and Papers**. If you re-enter paper selection, you'll need to resubmit your papers for approval regardless of whether you have made any changes.

Review and submit your papers

* Indicates mandatory fields.

Programme specific questions*

Programme

☐ Bachelor of Arts Complete this step

Special permission

[Help](#)

Do you need to request Special Permission to add a paper?

If you wish to repeat a paper that you have previously passed you must be enrolled in a Certificate of Proficiency (COP)

If you are not enrolled in a COP select Programmes and papers to do so now.

If your request for Special Permission is for another reason, select Request Special Permission.

Programmes and papers Request Special Permission

You selected these papers

☒ Bachelor of Arts
Major(s): Education, Minor(s): Mathematics

Review these items

To resolve the items listed in this section, you may need to make changes to your paper selection. Please review these carefully and take action as required. If you have any questions, contact [AskOtago](#).

☐ No items to review.

Summary

[Help](#)

Departmental Permission, but not Special Permission papers, are included in the points and EFTS totals shown below:

| Period | Points | EFTS |
|-----------------------|--------|--------|
| Summer School | 0 | 0.0000 |
| Main enrolment period | 108 | 0.9000 |

View your provisional timetable based on your current paper selections (doesn't include departmental or special permission papers).

View timetable

Course Fees Assessment Total NZ\$ 6,197.00

The course fee assessment is not an invoice. You will be notified in eVision when an invoice is available.

View Course Fee Assessment

Programme specific questions - Bachelor of Arts

* Indicates mandatory fields.

Finalist status

With this paper selection do you expect to complete your Bachelor of Arts in 2023?*

☐ Yes

☐ No

Back Continue

At the bottom of the **Review and submit** page are a selection of buttons.

If you're happy with your selection click Submit

If the **Submit** button is greyed out, make sure you have completed the **Programme specific questions** (see above).

To make any changes select Change papers

You also have the option to save your selection and make changes and submit later Save and Exit

Timetable clashes

A timetable clash is when you have two (or more) teaching events scheduled at the same time. Paper selections that include timetable clashes may not be accepted.

To make changes to your papers select **Change papers** at the end of the **Review and confirm** screen.

Note: The University does not encourage timetable clashes. You need to carefully consider the effect on your workload and should only apply if the timetable clash is absolutely necessary.

otago.ac.nz/timetable-clash

Special permission and departmental permission

Requests for special permission are likely to be for papers:

- where you don't have a prerequisite or corequisite
- that are not normally available for the programme you are completing
- where you wish to repeat a paper to achieve a better grade
- where you wish to repeat a special topic paper (with different content).

otago.ac.nz/SP-DP

You will be advised via your eVision portal whether your course has been approved or whether changes are required. You can review your course, along with notes about any changes and information about your fees.

* You will need to complete the declaration by the due date in your eVision alert to avoid a late fee.

ENROLMENT

12 Complete the declaration

To complete course enrolment you need to accept the declaration in your eVision portal.

Completing the declaration will allow you to access University resources.

The declaration becomes available from 1 January. Once your course has been approved, and you have been granted admission to the University, you will be able to view and complete the declaration. International students will also require a current visa before being able to view and complete the declaration.

You will receive an alert in your eVision portal when the declaration is available to complete.

To complete the declaration, select the **Course Enrolment** button in your eVision portal and complete the **Declaration** step.

Read, then accept the declaration which is a legal statement that you will abide by the University's rules (e.g. payment of fees). Accepting the declaration completes your course enrolment and allows you access to University resources. You can now proceed to pay your fees and obtain your student ID card.

You will need to complete the declaration by the due date given in your eVision alert to avoid a late fee.

It is important that you confirm your study address when you complete the declaration so we are able to contact you if needed.

Welcome to your 2023 Course Enrolment

Follow the instructions on the yellow buttons below.

- ☒ **Review current information**
 Update your personal and contact details. Completed
- ☒ **Information required for 2023 study**
 Mandatory information the University is legally required to gather each year. Completed
- ☒ **Paper selection**
 Select or change the papers you want to study in 2023.
 If you want to view the papers you have already submitted for course approval, please go to [Programmes and Papers](#). Completed
- ☒ **Course Approval (to be completed by the University)**
 Your 2023 course has been approved.
- ☐ **Declaration**
 Complete your declaration to finalise your course content for 2023. Complete this step

Cancel Exit

Student ID card

Your student ID card will allow you to access a range of resources and systems. You need to wait at least one working day after completing the Declaration before your card can be issued. For more information see:

otago.ac.nz/studentIDcards

PAYMENT

13 Arrange payment of your fees

Once your course is approved, if you are required to pay fees, your invoice will be available on the **My Account** page of your eVision portal with all the information you need to organise payment. Fees should be paid, or loan arrangements finalised, before you begin your studies.

Fees-free study

Most domestic students who are new to tertiary education will be eligible for one year of fees-free study at the University of Otago in 2023.

For information about fees-free study, and to find out how to check your eligibility, please visit our website:

otago.ac.nz/fees-free

Most fees fall under the following categories: tuition fees, student services fee, and non-tuition (administration) fees. Fees are charged on a year-by-year basis.

Tuition fees

Tuition fees for 2023 will not be finalised until November 2022. Once the fees have been set, they will be available at:

otago.ac.nz/tuition-fees

The tuition fees listed below are for 2022 and for domestic students only. Tuition fees for international students are available at: otago.ac.nz/international/fees

Domestic tuition fees (2022) (per 1.0 EFTS)

Undergraduate (excluding Honours)

| | |
|--|--------------------|
| Arts, Languages, Theology, Mathematics, Education | \$6,197 |
| Commerce, Teaching | \$5,917 |
| Law (excluding Honours) | \$6,913 |
| Computer Science, Geography, Information Science, Music, Science | \$7,405 |
| Physical Education | \$7,405 to \$8,561 |
| Health Sciences, Pharmacy, Surveying | \$8,561 |
| Dentistry | \$16,462 |
| Medicine | \$16,462 |
| Physiotherapy – Years 2-3 inclusive | \$7,405 |
| Physiotherapy – Year 4 | \$8,641 |

Postgraduate Taught

| | |
|---|----------|
| Arts, Languages, Theology, Mathematics, Commerce | \$8,420 |
| Law (Honours) | \$8,077 |
| Computer Science, Geography, Information Science, Science | \$9,663 |
| Health Sciences | \$11,752 |
| Dentistry (MDS) | \$38,494 |

Postgraduate Thesis and Honours

| | |
|--|----------|
| Arts, Languages, Theology, Mathematics | \$7,046 |
| Commerce | \$6,795 |
| Law (thesis only) | \$7,619 |
| Computer Science, Geography, Information Science, Music, Science | \$8,228 |
| Health Sciences, Pharmacy, Surveying | \$10,436 |
| Medicine | \$10,436 |
| Dentistry thesis (Non clinical) | \$10,649 |

Generally, your total tuition fee is made up of the collective fees for each paper for which you are enrolled.

The fee for the subject category of a paper and its EFTS value will determine the fee of the paper. For example, if an Accounting paper has a value of 0.15 EFTS, multiply \$5,917 by 0.15 to get the fee for the paper (\$887.55). The degree/diploma/course has no bearing on this calculation. In practice, a year's course may comprise papers from more than one subject category, such as a mixture of Commerce and Science papers.

Pro rata fees for thesis students

You should note that the fees you will be expected to pay upon initial enrolment for your thesis study will be calculated on a pro rata basis according to the date you commence your studies. For example, if you commence your studies on 1 May, your fee will be 8/12ths of the usual fee. The accuracy of this date is very important. If your starting date changes after you have finalised your enrolment, please notify Student Administration at masters@otago.ac.nz

You will be charged full fees in subsequent semesters or years of study. A similar pro rata calculation will be made upon completion of your studies, depending on the actual date of submission of your thesis. Please note that you are normally required to be enrolled at the time of submitting your thesis.

Important dates

You must pay your total fees account to the Revenue Management Office no later than:

- 13 January 2023 for Summer School papers
- 10 February 2023 for study beginning in semester 1
- 10 July 2023 for study in the semester 2 only

You won't have access to all University resources if you're listed as a debtor to the University.

Non-tuition fees

Administration fees

The following non-refundable fees (GST inclusive) may be charged (where applicable):

| | |
|---|-------|
| Fee for late payment of fees | \$100 |
| Plus additional charge per month or part thereof | \$25 |
| Late paper submission | \$120 |
| Late declaration completion | \$120 |
| Application for Special Admission | \$93 |
| Application for Discretionary Entrance | \$93 |
| Application for admission ad eundem statum | \$93 |
| Credit for study elsewhere | \$93 |
| Extramural enrolment | \$93 |
| Final Examination Only enrolment (per paper) | \$93 |
| Reinstatement of enrolment after cancellation | \$59 |
| Tuition refund fee (for students who withdraw from their entire course) | \$100 |

Notes: Fees listed above are for 2021 and are subject to change. A complete list of administration fees is available at otago.ac.nz/fees

Student services fee

The University of Otago is required by Government regulation to ensure a range of services is available to students and these are funded through the charging of the student services fee.

The Student Services Fee for students enrolled at the Dunedin campus is calculated on the number of EFTS in an academic year a student is enrolled in. For 2022 the fee is based on \$9.06 per 0.01 EFTS or \$906.00 per 1 EFTS. This is capped at 1.05 EFTS of on-campus study per academic year.

| Category | 2022 Student Services Fee (GST inclusive) |
|--|---|
| Dunedin | \$906.00 per 1 EFTS |
| Wellington | \$219.27 |
| Christchurch | \$289.33 |
| Southland | \$149.21 |
| Distance (not living within commuting distance of an Otago campus) | No fee |

Notes: Fees listed above are for 2022 and are subject to change.

The Otago University Students' Association (OUSA) membership is voluntary in 2023 and there is no charge for membership.

Further details regarding the student services fee is available at: otago.ac.nz/ssf

While the student services fee is compulsory, some exemptions may apply to you. More information is available at:

otago.ac.nz/exemptions

Paying your fees

You can pay your fees in any of the following ways:

- by internet banking or telegraphic transfer
- by EFTPOS (subject to individual bank limits and available in Dunedin only)
- by Government student loan
Applications for Government student loans are available from StudyLink. Please apply online at: www.studylink.govt.nz
Ensure that you authorise the direct transfer of your compulsory fees from your loan account to the University
- by scholarship, staff study assistance and third party payments.

If your tuition fees are to be covered by a University of Otago scholarship and it has not been applied to your fee account, this means internal processing may not yet be completed. Please note University of Otago scholarships are not applied to your tuition fee account until you have completed course declaration.

Late payment fee

If you pay your fees or have authorised payment by direct transfer from your Government student loan after the due date for payment, you may be charged a \$100.00 late payment fee plus \$25.00 per month thereafter until the debt is paid in full (subject to change).

Fee changes if changing your course

If you change your course after applying, your fees will be adjusted automatically, and a refund or further invoice will be sent to you as appropriate.

Any change of course may affect your Government student loan and/or student allowances entitlement. The University's complete fees policy, including details concerning withdrawals and refunds, is published at:

otago.ac.nz/tuition-fees

Fees receipts

Tuition fee receipts are available in your eVision portal once payment has been received. To request a tuition fee receipt for student visa application purposes please contact the appropriate email address:

New students: student.finance@otago.ac.nz

Returning students: student.visa@otago.ac.nz

More information

You'll find the most up-to-date information on the website.

General information
otago.ac.nz/tuition-fees

Individual paper costs
otago.ac.nz/papers

International students
otago.ac.nz/international

Graduate Research School

otago.ac.nz/researchfees

Revenue Management Office (Student Finance Office)

University of Otago

PO Box 56

Dunedin 9054

Tel 03 479 9006

Email student.finance@otago.ac.nz

Changing your course

Te panoni o tō ara

If you wish to change your course after you have completed the course enrolment declaration, you will normally be able to do this via your eVision portal.

A reminder that you can seek course advice from Student Development and your academic department prior to requesting the change to your course.

Adding, deleting or swapping papers

If you wish to add, delete, or swap papers, you should do this via your eVision portal. AskOtago can help with any questions you have around changing your course (see page 41). For more information see otago.ac.nz/changingyourcourse

Adding, deleting or withdrawing from papers has implications for your fees, StudyLink loans and allowances, and academic record. It may also affect your immigration status if you're an international student.

Adding papers

You can add papers to your course of study by the relevant deadlines. You should check for possible timetable clashes before adding papers by viewing timetable information on the University's Web Timetable Viewer at otago.ac.nz/timetables

Additional papers will be added to your academic record and will increase the fees you're required to pay or count towards your fees-free entitlement.

Deleting papers

If you delete an individual paper from your course of study by the relevant deadlines you will be entitled to a refund of tuition fees for that paper and it will be removed from your academic record. Deleted papers do not count towards fees-free entitlement.

If you choose to discontinue your study and delete all of your papers by the relevant deadline, your tuition fees paid will be refunded, less a Tuition Refund fee.



Withdrawal from papers

You can withdraw from a paper after the deadline for deletion but you won't normally be eligible for any refund of fees and your liability for any unpaid fees will remain. Withdrawn papers count towards fees-free entitlements.

If you withdraw from a paper by the relevant deadlines the paper will continue to be listed on your academic record but will have "Withdrawn" noted beside it. You can withdraw from papers using your eVision portal.

Changing your major and minor subjects

If you wish to make a change to your major or minor subjects, you should do this via your eVision portal. For more information see otago.ac.nz/changingyourcourse

It's your course

You will receive alerts through your eVision portal when you request changes to your course, and again when they have been processed. It is your responsibility, and in your best interest, to ensure that your course of study is in accordance with the relevant regulations in the University Calendar (and summarised in this Guide in most cases) and that your enrolment correctly records the papers you are taking.

Important dates

There are strict deadlines for completing changes to your course.

Adding papers to your course by 11:59pm on:

- 11 January 2023 for Summer School papers
- 3 March 2023 Last day to add semester 1 papers
Last day to add full-year papers
- 14 July 2023 Last day to add semester 2 papers

Deleting papers from your course by 11:59pm on:

- 15 January 2023 Last day to delete Summer School papers
- 17 March 2023 Last day to delete semester 1 papers
- 24 March 2023 Last day to delete full-year papers
- 28 July 2023 Last day to delete semester 2 papers

Withdrawing from papers by 11:59pm on:

- 6 February 2023 for Summer School papers
- 5 May 2023 Last day to withdraw from semester 1 papers
- 15 September 2023 Last day to withdraw from semester 2 and full-year papers

Changing your programme

If you wish to change your programme (i.e. add or change qualifications, whether or not any papers are being changed) you will first need to apply via eVision for each new programme.

Once you have received and accepted an offer to the new programme, you can add papers via *My Programmes and Papers* in eVision.

Exceptional circumstances

Deletions or withdrawals after the normal deadlines will be permitted only in exceptional circumstances that are beyond your control and which prevent you from completing your course.

If you wish to submit an application for withdrawal from a paper or papers due to exceptional circumstances, you should follow the application process described on the Exceptional Circumstances webpage:

otago.ac.nz/exceptional-withdrawal

Applications must include independent supporting documentation, such as a medical certificate (which should be provided within 14 days of the application).

Withdrawals in exceptional circumstances after the deadline for deletion will be listed on your academic record but have “Withdrawn Exceptional” noted beside them. No result is recorded for these papers, and they do not count towards your official Otago grade point average.

In the case of withdrawals in exceptional circumstances after the normal deadlines for deletions and before the deadlines for ordinary withdrawals, a partial tuition fee refund (up to a 50% maximum) may be applied. If you are studying under fees-free provisions papers withdrawn under exceptional circumstances will normally continue to be counted towards your fees-free entitlement.

Withdrawal from papers in exceptional circumstances may affect your eligibility for StudyLink loans and allowances or, if you are an international student, your immigration status.

Abandoning study

If you choose not to attend classes or submit assessments or sit examinations, and do not use your eVision portal to have a withdrawal officially recorded by the deadline (see page 34), you will remain enrolled but will be likely to have a result of “Fail” on your academic record for the papers concerned. Your liability for any unpaid fees will remain.

International students

Please remember if you withdraw from your course, or decide to drop a paper, your immigration status may be affected. Please see the Student Visa Co-ordinator or an International Student Adviser at the International Office to discuss your plans before making any changes to your course.

Course advice

If you want to make changes to your course, but are unsure about any aspect of your study, we have dedicated student advisers who are here to help.

For more details or to make an appointment contact AskOtago (see page 44) or see the course advice website:

otago.ac.nz/courseadvice



Keeping in touch

There may be times when the University needs to contact you. Communications from the University in relation to your application and enrolment may be made through:

- eVision
- email, either to the personal email address you provided when you created your eVision account (for new students), or to your student email address if you are a returning or recommencing student
- by phone (call or text).

It is important that you ensure your contact details are kept up-to-date and that you check both your eVision portal and the relevant email address throughout the application and enrolment processes.

Once you have completed your declaration you will be advised of your student email address (new students). You should use this to communicate with the University rather than your personal email address.

Preparatory and bridging courses

Akoranga whakariterite, whakahonohono

The following pre-university courses offer students assistance in particular areas to prepare for university study. These courses cannot be credited towards a degree or other qualification.

Preparatory Courses in Chemistry

Recommended for students with limited background in the subject and are intended as preparation for 100-level Chemistry.

CHEM 150 Concepts in Chemistry is an 18-point course running during Summer School. The first four weeks are distance taught, and the remaining two weeks are taught on the Otago campus. The course comprises a mix of theoretical and practical aspects of Year 12 and Year 13 chemistry. Only students who have achieved less than 14 credits of Level 2 chemistry (or its equivalent) will normally be eligible to enrol for this course. CHEM 150 is the recommended preparatory course for students intending on enrolling for CHEM 191 The Chemical Basis of Biology and Human Health, as part of the Health Sciences First Year programme at Otago.

Introductory Chemistry is for anyone who wants a basic understanding of chemical principles. It is also of value to those wishing to catch up on secondary school level chemistry before embarking on 100-level chemistry courses at university. The course, which comprises a mix of Year 12 and Year 13 chemistry, can be started at any time and completed at the student's own pace. Its distance-taught format means there are no accommodation costs – you do not have to attend the University of Otago to take this course. The course is not-for-credit, which means that it cannot be credited towards a university degree.

Normally students who have completed the Introductory Chemistry course will not then be approved to enrol for CHEM 150.

For further information about CHEM 150 Concepts in Chemistry contact:

Dr David McMorran

Tel 03 479 7934

Email davidm@chemistry.otago.ac.nz

or see the Summer School website from early September for details:

otago.ac.nz/summerschool

For further information about Introductory Chemistry contact:

Department of Chemistry

Tel 03 479 7908

Email chemistry@otago.ac.nz

Preparatory Course in Physics

JumpSTART Physics is offered in 2023. This not-for-credit course is recommended for students with a limited background in Physics, and is intended as preparation for PHSI 191 Biological Physics. It is a three-week-long, full-time course starting on 30 January 2023.

For further information about JumpSTART Physics contact:

Department of Physics

Tel 03 479 9101

Email physics.office@otago.ac.nz

English for Speakers of Other Languages

The University of Otago Language Centre offers the following courses:

- General English, IELTS, TOEIC, English for Academic Purposes (Term 2 only), and English for Otago (Terms 1 and 3). Success in the General English programme will meet the language requirements for entry to the Foundation Studies Certificate in the Pathway programme.
- English for Otago has two papers: English for Undergraduate Academic Purposes and English for Postgraduate Academic Purposes. Success in these papers meets the language requirements for entry to the University.

Some of our courses are also available online.

For further information contact:

University of Otago Language Centre

130 Anzac Avenue

Tel 03 479 5250

Email languagecentre.admissions@otago.ac.nz

otago.ac.nz/uolcfy

UniStart @ Otago

Beginning study after you have left formal education some time ago can be a little daunting. We invite you to meet with staff from HEDC Student Learning Development to get your studies off to a great start. You can attend an informal drop-in session run in the first few weeks of semester. These one-hour sessions give you an opportunity to network with other students and provide a friendly introduction to some aspects of university life, such as:

- transitioning to university (what to expect)
- note-taking
- managing the first assignment
- balancing life and study.

For further information contact:

HEDC Student Learning Development

otago.ac.nz/sld

University of Otago Pathway | Te Huarahi

The University of Otago offers a 26-week programme consisting of 10 academic papers. Students who successfully complete the two 13-week semesters are awarded the Foundation Studies Certificate. This certificate guarantees students entry to their chosen University of Otago first-year course (except those with limited intakes) and is recognised by all New Zealand universities as an entrance qualification.

There are three intakes each year: February to October; June to February and October to June. Students may study any one of the four academic streams which align with the four University of Otago academic divisions:

- Business/Commerce
- Health Sciences
- Arts/Humanities
- Sciences/Applied Science/Life Science.

Students wishing to study Health Sciences must start in either February or June. All other students may start in any of the three intakes.

To be admitted into Pathway | Te Huarahi students must meet the English language and academic requirements. Students who do not meet these requirements may be able to complete a General English and/or Bridging programme prior to studying Pathway. The Bridging Programme is a six-week course designed for students who need to increase their chances of success in Pathway.

Foundation Studies Certificate streams provide outstanding academic preparation for studies in all disciplines offered at the University of Otago. Data collected over recent years shows that students who pass the Foundation Studies Certificate consistently outperform other students in their first year at university.

Lectures and Science/Health Science laboratories are held on campus in university facilities alongside undergraduate classes. Foundation Studies Certificate tutorials are taught in the dedicated, state-of-the-art University Plaza building situated on the University campus. Maximum class size is 18 students. Weekly one-on-one consultations are an integral part of the programme. Domestic and international students are integrated in all classes and in recent years this has been in a pleasing 50:50 balance.

Online delivery

Pathway programmes are available online via Zoom, Microsoft 365 Teams and Blackboard. Students are issued with comprehensive curriculum books for each paper at the beginning of the semester. Classes are held during the New Zealand working day time zone.

Student Support

Students in the Pathway programmes are offered full student support services, a comprehensive orientation and a weekly programme of student activities and events. A student ID card gives access to University of Otago resources including libraries, 24-hour computer suites; modern gymnasias at Unipol, Student Health, clubs and societies, student cafés and provides discounts on shopping, entertainment and travel.

A homestay placement service arranges quality homestay accommodation for all students.

Further information, including tuition, homestay and other costs, can be viewed at:

otago.ac.nz/uolcfy/support

University of Otago Pathway/Te Huarahi Scholarship Programmes

Tū Kahika

Tū Kahika is an annual scholarship for young Māori who aspire to study toward a career in health. Tū Kahika students are supported through the 26-week course to prepare for further tertiary study the following year in either Health Sciences First Year (HSFY) or other health-related programmes.

At its core Tū Kahika is about whānau. Students are provided with a wide range of support to gain essential university study skills and successfully complete the programme.

Tū Kahika students receive:

- guaranteed subsidised accommodation in a University of Otago residential college (Arana or Studholme)
- \$13,000 towards accommodation expenses
- comprehensive support into university study and student life
- added academic, cultural and pastoral support
- preparedness for further tertiary health sciences study
- professional and cultural development.

POPO Foundation Programme

The POPO Foundation Programme (PFP) Scholarship is a Health Sciences support programme for Pacific students. PFP students are supported through the 26-week Foundation course to prepare for further tertiary study the following year in either Health Sciences First Year (HSFY) or other health-related programmes.

POPO students receive:

- a guaranteed place in a University of Otago residential college
- a subsidy towards the accommodation fees at a University of Otago residential college
- private tutorials and mentoring programme
- a dedicated full-time programme co-ordinator.

For further information please contact:

University of Otago Pathway/Te Huarahi

Tel 03 479 5250

Email uolcfy@otago.ac.nz

otago.ac.nz/tukahika

otago.ac.nz/pirssu

General information

Pūrongo Tukupū



Communications from the University

Important information is sent out during the year to enrolled students. It is your responsibility to ensure you receive this by checking the following main communication channels regularly:

- Your student email address
- Your eVision portal
- Learning management systems used in your papers (e.g. Blackboard, Moodle)
- The University of Otago website
- The student app

Once you have received your University email address you should use this, rather than your personal email address, to communicate with the University. It is also important that you keep your physical address details in eVision current.

For more information see the University's Student Communications Policy, available at:

otago.ac.nz/study/communications

Student ID cards

In most cases, you will have completed the enrolment process including the online course enrolment declaration before your arrival on campus, allowing you to obtain your student ID Card as soon as you arrive.

Students must obtain a University identification card from the ID Card Office in the Information Services Building, in person for on-campus students or, if you are not studying in Dunedin, by mail using the Distance student ID card application form, or online for returning students. You will need this card to access many of the University's facilities. Your ID card will provide proof of identity, enable you to borrow items from the Library, provide after-hours building access and on-campus computing, and allow you to access a variety of student services including Student Health and Unipol. You will need your ID card at examination time as proof of identity. For further information contact AskOtago.

Your username is printed on the card and together with your password provides electronic access to library databases, catalogues, and course materials. If you have been previously enrolled at Otago, your password will remain the same. If you forget your password contact the ITS Service Desk (see page 43).

For specific information on ID Cards:

otago.ac.nz/studentIDcards

For distance students getting an ID Card:

otago.ac.nz/idx

Preliminary lectures and teaching timetable

Departments will hold preliminary lectures for many, but not all, semester 1 and full year papers on Friday 24 February 2023 to give you information about the papers for which you are enrolled.

Not all papers have preliminary lectures and they are not held for semester 2 papers. A timetable of preliminary lectures is available at otago.ac.nz/prelims

Students will normally be able to access their personal timetable on eVision and the student app before the semester begins but information on lecture times can also be found by searching individual papers at otago.ac.nz/subjects

Textbooks

A list of prescribed textbooks will be available on the University Book Shop's website from mid-November for Summer School papers and mid-February for other papers. Both new and second-hand prescribed textbooks are usually available from the UBS in Dunedin and may be purchased over the counter or on their website.

Textbook Department, University Book Shop (UBS)

378 Great King Street (open year round) or 640 Cumberland St (open from early February)

PO Box 6060, Dunedin

Tel 03 477 6976

Email ubs@unibooks.co.nz

unibooks.co.nz

A book exchange for buying and selling second-hand textbooks is organised by the Student Christian Movement at the beginning of each academic year. Details are advertised on campus.

Code of Student Conduct

The Code is under review; please check the website for the most up-to-date version. otago.ac.nz/code-of-conduct

The purpose of the Code of Student Conduct is to promote the safety and wellbeing of the University community through the cultivation of mutual respect, tolerance and understanding.

The University expects students to refrain from behaviours that endanger their own or others' safety and wellbeing. Students are expected to conform to the standards contained in this Code of Student Conduct off campus as well as on campus.

The University rejects racism and other forms of discrimination prohibited under the Human Rights Act 1993, and this Code of Student Conduct will be interpreted and applied accordingly.

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

The basic rules of conduct require that no student shall:

- (a) unreasonably disrupt any teaching, study or research or the administration of the University either wilfully or by engaging in conduct which ought reasonably to have been foreseen would cause disruption;
- (b) wilfully obstruct any member or employee of the University in academic work or in the performance of duties;
- (c) wilfully misuse, damage or deface, steal or wrongfully convert to the student's own use any property of the University or of any member of the University;
- (d) wilfully acquire by theft or deception the benefits of any service provided by the University or any academic advantage;
- (e) engage in actions that:
 - (i) amount to sexual misconduct as defined by the Sexual Misconduct Policy and Ethical Behaviour Policy; or
 - (ii) amount to assault or which result in, or can be reasonably expected to result in, harm to a person or persons; or
 - (iii) are unreasonably disruptive to other members of the University or the local community; or
 - (iv) result in, or can be reasonably expected to result in, damage to property of any person; or
 - (v) are otherwise unlawful;
- (f) threaten, intimidate, abuse or harass another person or group, including by electronic means and including in relation to matters of race or any other prohibited ground of discrimination under the Human Rights Act 1993;
- (g) organise or participate in an event in the nature of an initiation that requires or can be reasonably regarded as pressuring a person into:
 - (i) the use of alcohol or drugs, including cigarettes and vaping products; and/or
 - (ii) the undertaking of unlawful activities; and/or
 - (iii) the undertaking of activities that carry risk of harm to a person or property;
- (h) fail to comply with the proper directives of a University Official, including refusing to identify oneself;
- (i) lie to, or misrepresent information to, the University or any University official;
- (j) fail without good reason to co-operate with the University's disciplinary procedures;
- (k) fail without reasonable cause to comply with any penalty imposed under this Student Conduct Statute;
- (l) be party to or attempt to commit an act of misconduct as set out in the foregoing rules.

Privacy of personal information

The University will collect, use, store, and disclose personal information relating to students in accordance with the provisions of the Privacy Act 2020. Where practicable all such personal information is obtained directly from students, or from their nominated agents. Additionally, information may be obtained or verified through relevant government or education agencies, including the New Zealand National Student Index.

Information will be stored on University files and databases and all practicable security measures will be maintained. A unique identifier will be assigned to each student, which will be used in conjunction with a secondary means of identification or password/PIN.

Staff members and other personnel within the University or within agencies under contract to the University will have access to students' personal information for purposes relevant to normal University operations including but not limited to: student recruitment, marketing, admission, enrolment, study, academic progress, tuition fees and charges, establishing and maintaining academic and graduation records, assessment, academic agreements (exchange and study abroad partners, scholarship providers or sponsors, programme delivery partners), academic advice and support, student services, discipline, security and safety, Library and IT services, managing students' association membership and records, managing records of graduates, and other alumni, and managing and improving the quality of services provided by the University.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations, and contractual agreements by which it is bound, the University may use the student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care, and university student and alumni associations.

Such agencies include, but are not limited to:

- the Ministry of Education (information will be recorded on the National Student Index and used in an authorised information matching programme with the New Zealand Birth Register and may also be supplied to Statistics NZ)
- the Ministry of Social Development (including Work and Income New Zealand and StudyLink)
- the Inland Revenue Department
- Te Puni Kōkiri
- Immigration New Zealand (for students who are not New Zealand citizens)
- Other education organisations for the verification of academic records
- relevant professional bodies
- course moderation or accreditation bodies
- the Tertiary Education Commission
- the Ministry of Trade and Enterprise
- Education New Zealand

Information provided to external agencies is either student-specific (typically name, date of birth, current contact details and academic or graduation details) or cohort-specific (aggregated or statistical information that does not identify individuals).

Where provision or disclosure of information is voluntary or falls outside the scope of information that the University is permitted to collect, store, use and disclose under the Privacy Act 1993, students will be advised and their consent will be obtained prior to the provision or disclosure of information.

The University will make information held about students available to them upon request and in accordance with the Privacy Act 1993,

which also describes the conditions under which information may be withheld. Students have the right to request correction of personal information held in accordance with the provisions of the Privacy Act 1993. If a student withholds information or provides incomplete, false or misleading information the University may decline or cancel the admission or enrolment and may withhold the academic record if its veracity cannot be confirmed.

This Privacy Statement operates in conjunction with any specific privacy statement or declaration made in connection with the collection by, or supply to, the University of individual items of information.

Examinations and final results

There are three main examination periods during the university year:

| | |
|---------------|-----------------------------|
| Summer School | 18–23 February 2023 |
| Semester 1 | 7–21 June 2023 |
| Semester 2 | 18 October–11 November 2023 |

Final written examinations may be held by departments outside these periods, as advised by the teaching department concerned.

Personal examination timetables and final results are accessed online via eVision.

For more information about examination timetables and other related examination topics, visit:

otago.ac.nz/exams

Final Examination Only enrolment

In many papers (but not all), if you have completed your course work satisfactorily but have failed to pass the paper, you may apply for Final Examination Only (FEO) enrolment. This means that you may sit the examination at the end of the next teaching period that the paper is offered but you may not attend teaching sessions or receive assistance from academic staff. This concession is granted only once for a particular paper, and only for the teaching period in which the paper is offered next.

If your application is approved, a fee will be charged, but you will not have to pay tuition fees again. For details of how to apply for Final Examination Only enrolment and to download the application form, see the website:

otago.ac.nz/final

The closing dates for applications are:

| | |
|-----------------|---|
| 10 January 2023 | for papers next offered in Summer School |
| 1 March 2023 | for papers next offered as full-year or semester 2 papers |
| 31 July 2023 | for papers next offered as semester 2 papers |

If you change your mind, you can cancel your FEO enrolment by emailing student-records@otago.ac.nz before the dates indicated on the website.

Academic Progress Policy

A student who fails to make satisfactory progress (i.e. pass half or more of the points enrolled for in a year) will be placed on Conditional Enrolment and may enrol for a prescribed course of study only, in the next year of enrolment. If such a student then passes fewer than half of the points in the Conditional Enrolment year, they will be suspended from enrolment at the University for the subsequent two years.

This policy will be applied to students transferring from other tertiary institutions as if their previous study had been undertaken at the University of Otago. Students suspended under the academic progress policies (or equivalent) of other tertiary institutions will not be permitted to transfer to the University of Otago until such time as that suspension has passed.

Full details of the policy can be found at:

otago.ac.nz/progress

For more details on how academic progress is assessed see the Terminology pages 220–223.

Advice and support

Taunaki ākonga

The following services and staff are available to you at any stage of your university career.

AskOtago | UiaŌtākou

AskOtago is your one-stop shop for all questions about studying at Otago. You can find answers instantly with our searchable knowledgebase, or call, email or chat with us.

You can also find us at our hub in the Information Services Building, or at one of our other hubs around campus.

ask.otago.ac.nz

Career Development Centre

The Career Development Centre (CDC) can help you set career goals and make informed choices to build the future you want. Our career advisers can assist if you're considering internship opportunities, are wanting to find a summer job, or looking for graduate opportunities.

The Careers team organises career fairs, workshops, seminars, confidential career counselling and online services tailored to Otago students.

Information Services Building (Mon–Fri 9am to 5pm)

Tel 03 479 8244

Email careers@otago.ac.nz

otago.ac.nz/careers

Chaplains

The Chaplaincy whānau is here to provide pastoral care to all staff and students. We exist to encourage, listen to, and engage with the various faith traditions represented at the University. As we support you on your spiritual journey, we can provide information on local churches, student groups on campus and other faith-based communities. We are committed to the spiritual wellbeing of our campus community – collectively and as individuals. We offer opportunities for spiritual practice, pastoral care and support during life's highs and lows, as well as throughout life's everyday stresses and challenges.

Upper Room Chaplaincy Offices

University Union Building, Mezzanine floor (eastern end)

Tel 03 479 8497

Email chaplains@otago.ac.nz

otago.ac.nz/chaplain

Disability Information and Support

Disability Information and Support provides learning support, advice, advocacy and information to students with disabilities, impairments, medical conditions or injuries.

The support provided is varied and may include access to specialised equipment, quiet study rooms, note-taking, subject tutoring, reformatting of course materials, and alternative test and examination arrangements. Our student advisers are available to discuss each student's requirements and work collaboratively to put together a support plan.

Information Services Building (Mon–Fri 8:30am to 5pm)

Tel 0800 80 80 98 or 03 479 8235

Email disabilities@otago.ac.nz

otago.ac.nz/disabilities

International Office

The University's International Office is a focal point for international students at Otago. It provides information, support and advice to future and current international students, and to students wishing to study overseas on exchange programmes. It runs on-campus orientation programmes for new international students, offers a designated international student support team, a visa renewal service and assistance with insurance.

otago.ac.nz/international

Pathway and English Language Centre

Student Advisers in the Student Support Team work closely with Pathway and English Language Centre students in looking after their health and wellbeing, helping them achieve their academic goals, dealing with any concerns they encounter, and directing them to appropriate support services. All information shared with Student Advisers will remain confidential.

otago.ac.nz/uolcfy/student-support

All enquiries from prospective international students about application and admission should be directed to AskOtago.

ask.otago.ac.nz

Schools' Liaison Officers

Liaison officers provide a link between the University and intending students of all ages, and advise on courses, entrance requirements, and university life by telephone, email, Zoom, or in person. Offices are on the Dunedin campus and at the University's Auckland Centre and Wellington City Office.

Mature students

Mature students (students over 20) who are considering studying for the first time or who are returning to university after a lengthy absence, can make an appointment with a liaison officer to discuss the application process, planning their course, and student facilities and services.

Contact the nearest liaison office in your area (see page 44).

otago.ac.nz/liaison

Local students

The Locals Collegiate Community supports first-year students who choose to live at home, flat or board. Since a quarter of all first-year students are Locals, there are heaps of opportunities to meet new people and make friends.

All students living locally are automatically a part of the Locals' community. Our goal is to provide the best Otago experience we can through social events, volunteering opportunities, academic support and pastoral care.

Our Locals HQ is on the top floor of the Union Building and includes a kitchen and study spaces.

otago.ac.nz/locals

Libraries

The University of Otago Library offers welcoming and comfortable facilities suitable for individual and group learning. Extensive online and physical resources are available to support learning and research. Friendly, knowledgeable staff can provide expert assistance with sourcing and evaluating resources, and developing your search skills. All subject areas have a dedicated librarian to help you find, access, manage and evaluate information.

Located on Anzac Avenue, the Hocken Collections is one of New Zealand's foremost research libraries and contains many rare historical publications of national and international significance, as well as manuscripts, pictures and photographs.

Special Collections, located in the stunning Central Library, contains books and manuscripts spanning the earliest examples of European printing through to modern first editions and publications from the 20th and 21st centuries.

Email ask.library@otago.ac.nz

otago.ac.nz/library

Te Huka Mātauraka/Māori Centre

Ka mate kāinga tahi, ka ora kāinga rua. Ko te Huka Mātauraka ka noho hei kāinga tuarua mō ngā tauira Māori katoa ka tau mai ki Te Whare Wānanga o Ōtākou. Mai i te purapura o te hiahia kia haere mai koe, tae noa ki te Heika Pounamu me ngā mahi ka whai ake, ko Te Huka Mātauraka tērā ka poipoi, ka ārahi, ka āwhina i ngā tauira Māori katoa.

Te Huka Mātauraka provides a home-away-from-home for tauira Māori, from pre-enrolment and Tūraka Hou (Māori orientation), throughout their studies to pre-graduation celebrations, graduation and beyond. The Centre operates from a kaupapa Māori philosophy encouraging tauira Māori to participate and succeed at Otago. The Centre provides academic support, mentoring, liaison and course advice, counselling, pastoral and advocacy support, information on scholarships and grants, and cultural and social support through Māori students' groups such as Te Roopu Māori (Māori Students' Association).

Kakea Kā Tiritiri o te Moana, ki tua he pakihi raurarahi, he whenua haumako muia e te takata.

Ascend the alps, and beyond you will find expansive plains of fertile land, covered with people.

515–519 and 523 Castle Street North

Tel 03 479 8490

Email maori-centre@otago.ac.nz

otago.ac.nz/maoricentre

Otago University Childcare Association

The Otago University Childcare Association has five quality education and care centres on campus for children of staff and students.

- Te Pārekereke o Te Kī – bilingual centre for children aged 0-5 years
- Te Maioha – children under 2 years
- Te Puna and Te Uru – children over 2 years
- Rōpu Tiaki Tamaiti – children aged 0-5 years

Fees are charged with a WINZ subsidy available to assist with the cost, subject to income criteria. Children over 3 years receive 20 hours' ECE. Places are limited and waiting registers operate in all centres.

otago.ac.nz/childcare

Otago University Students' Association

OUSA is YOUR student association governed by elected student representatives, who advocate for you!

We host world-class events from Ori to Art Week. We offer over 150 clubs and societies, and have various recreational programmes on offer at our Clubs and Societies Centre. Hungry? Don't forget our daily \$4 lunch.

Radio One has all the tunes, and be sure to collect your weekly copy of *Critic* magazine. Remember, Student Support is always there for whatever life throws at you.

See you online!

ousa.org.nz

Facebook @Otago-University-Students-Association

Instagram @OUSANZ

Tel 03 479 5332

Email ousa@ousa.org.nz

Pacific Islands Centre

Talofa lava and warm Pacific greetings!

The Pacific Islands Centre is your home-away-from-home, and we look forward to meeting all new and returning students from the Pacific and around New Zealand. Please contact us even before you start your journey so that we can help you prepare for a life-changing experience here at Otago.

The Centre provides: academic support (tutorials, study groups, study space, and mentoring); advocacy, pastoral care, and support in times of crisis; cultural events and activities; and information (e.g. on courses, grants and scholarships, accommodation, and places of worship).

Tagilima Feleti, Manager

520 Castle Street North

Tel 03 479 8278

Email pacific@otago.ac.nz

otago.ac.nz/pacific

Proctor, Campus Watch and Campus Cop

The Proctor and Deputy Proctor work closely with students to foster a safe and healthy learning environment. Campus Watch Teams patrol the campus 24/7/365 giving advice, providing pastoral care, preventing offending and generally making the area safe for students and staff. They work closely with the Police and local authorities to foster the unique "town-gown" relationship that exists at Otago, as it relates to student behaviour. The Campus Cop is a New Zealand Police officer based in the Proctor's Office.

St David Lecture Theatre Complex

Tel 0800 479 5000

otago.ac.nz/proctor

Student Accommodation Centre

The Student Accommodation Centre offers information and advice on residential colleges, flatting and homestay. If you are seeking a place in a residential college you can apply online from 1 August. It is important to get your college application completed before 30 September although places will continue to become available up until the start of the academic year. The Centre will work closely with you during this process.

100 St David Street

Tel 03 479 5100

Email accommodation@otago.ac.nz

otago.ac.nz/accommodation

Student Health Services

Student Health provides medical, nursing, mental health and wellbeing advice and treatment for all students who have paid the University of Otago student services fee.

Tel 03 479 8212 or 0800 479 821

corner of Walsh and Albany Streets, opposite the Museum Reserve

otago.ac.nz/studenthealth

facebook.com/otagounistudenthealth

Student IT

We provide a range of IT services to students which include:

- 24-hour study spaces with wireless access
- printing
- Mac and Windows computers
- online Microsoft Office 365 and Student Webmail
- a Microsoft Windows desktop available from anywhere on your personal devices with your course related software
- friendly student IT support from Student IT.

Student IT provides help and advice with any IT questions, either in-person or online. We have a comprehensive website that includes everything you need to know about the IT services available to you with help on how to use them.

Tel 03 479 5170; Email studentit@otago.ac.nz

otago.ac.nz/studentit

facebook.com/uostudentit

or visit us in the Central Library, 7 days a week during semesters

Student Learning Development

Student Learning Development offers free academic support, including interactive workshops, individual consultations with HEDC staff, and online study resources. In addition, we provide comprehensive peer learning/support programmes, including PASS (Peer Assisted Study Sessions), PAN (Peer Assisted Numeracy), and peer writing.

Information Services Building

Tel 479 8801; Email hedc.studentlearning@otago.ac.nz

otago.ac.nz/sld

Unipol Recreation/Te Whare o Te Rēhia

Use of Unipol Recreation is free to all students who have paid their Student Services Fee. Unipol Recreation offers quality facilities and activities on- and off-campus including multiple weight/cardio/functional training spaces with a range of equipment, court space (for badminton, volleyball, futsal, netball and other ball sport activities), fitness programming sessions, group fitness classes, games space with foosball and pool tables, a wide range of social sports played purely for fun as well as Outdoor Rentals including a Snow Shed which is fully equipped for all your outdoor recreation needs throughout the year. They also organise the Inter-College Competition, the University and Tertiary Sport New Zealand (UTSNZ) competition as well as provide other information about sport and recreation opportunities within Otago. Unipol Recreation operates on a drop-in concept allowing maximum access to users recreational choices at any time of the day.

Unipol Recreation Services

University Plaza, 130 Anzac Avenue, Dunedin 9016

Tel 03 479 5888; Email recreation@otago.ac.nz

otago.ac.nz/recreation

facebook.com/UnipolRecreation

instagram.com/unipol_recreation

University of Otago Union

The University Union operates the retail outlets Campus Shop, Campus Shop South, Archway Shop, Visitors' Centre and the food outlets Frankly Sandwiches, Union Grill, St David Café, Hunter Café, Lab Café, Te Matiti and Café Albany. Our College Catering operation provides an onsite food service to 2,500 students daily at Aquinas College, Arana College, Caroline Freeman College, Carrington College, Cumberland College, Hayward College, Studholme College, Te Rangi Hiroa College, Toroa College and University College. We manage the University of Otago Staff Club, UBar, and Marsh Study Centre, and also have significant Conference and Events interests.

otago.ac.nz/universityunion



Orientation Week

Monday 20 to Friday 24 February 2023
– a wide variety of events to help you settle into university life.

More information will be available closer to the date at:

otago.ac.nz/oweeek

Need advice?

Course advice is about ensuring you have the information and guidance you need to get the most from your studies.

Course advice is available throughout the year, at any time during your studies. See the course advice website for details.

For more details or to book an appointment with an adviser contact AskOtago (see page 44) or see:

otago.ac.nz/courseadvice

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