



Otago Business School

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# UNI0101:

## Getting started at Otago Tips and Tricks for Surviving Uni

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## Who are we?

### Otago Business School/Te Kura Pakihi

The Otago Business School has an international reputation for excellence in teaching and research. Our mission is to inspire tomorrow's leaders and entrepreneurs. We aim to influence business and policy challenges and opportunities. We will integrate with society by engaging with our staff and students locally, nationally and globally with business, community and government.

We offer a wide range of academic programmes, from undergraduate to executive level education. Our programmes are career focused, and the qualification you receive will be highly regarded both in New Zealand, and internationally.

### Contact us

The School can be found on the corner of Clyde Street and Union Place East. If you have any questions or need help, please feel free to call or email.

Otago Business School  
60 Clyde Street (cnr Clyde and Union Pl East)  
PO Box 56  
Dunedin 9054

Phone: (03) 479 5197  
Email: [business@otago.ac.nz](mailto:business@otago.ac.nz)  
Web: [otago.ac.nz/business](http://otago.ac.nz/business)

## Key Dates

Put these key dates into your calendar and on your wall planner ASAP.

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### Huitanguru/February 2020

- Monday 17** Academic Orientation Week commences (until 21 February)  
Māori Welcome – Pōwhiri, Moeraki Marae  
Course advice for first-year Commerce students
- Thursday 20** Māori Welcome – Hāngī  
University of Otago Pacific Welcome
- Friday 21** O-Week Locals Welcome and BBQ  
Due date for completion of course enrolment declaration by students taking semester 1 and full-year papers (late fee may apply)  
Otago Business School preliminary lectures, Castle 1
- Monday 24** Formal lectures begin
- Friday 28** Last day to add semester 1 or full-year papers (5pm deadline)

### Poutūterangi/March 2020

- Friday 13** Last day to delete semester 1 papers with refund of fees (5pm deadline)

### Paengawhāwhā/April 2020

- Friday 10** Good Friday and mid-semester break begins
- Monday 13** Easter Monday
- Monday 20** Semester 1 resumes
- Monday 27** Anzac Day (observed)

### Haratua/May 2020

- Friday 10** Last day to withdraw from first semester papers (5pm deadline)
- Friday 29** Lectures cease before mid-year examinations

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## Pipiri/June 2020

- Monday 1** Queen's Birthday
- Wednesday 3** Semester 1 examinations begin
- Wednesday 17** Semester 1 examinations end

## Hōngongoi/July 2020

- Thursday 2** Course advice day
- Monday 6** Semester 2 begins
- Friday 10** Last day to add semester 2 papers
- Friday 24** Last day to delete semester 2 papers with refund of fees (5pm deadline)

## Hereturikōkā/August 2020

- Saturday 22** Mid-semester break begins
- Monday 31** Semester 2 resumes

## Mahuru/September 2020

- Friday 11** Last day to withdraw from semester 2 and full-year papers (5pm deadline)

## Whiringa-ā-nuku/October 2020

- Friday 9** Lectures cease before semester 2 examinations
- Wednesday 14** Semester 2 examinations begin
- Monday 26** Labour Day

## Whiringa-ā-rangi/ November 2020

- Saturday 7** Semester 2 examinations end

# What is Blackboard?

Blackboard is where you will find everything you need to know about your classes. Lecturers will post course outline books, lecture slides, extra material, readings, assignments, and notices about class.

## Where do I find Blackboard?

Follow these steps to find Blackboard:

- Go to the University of Otago's home page – [otago.ac.nz](http://otago.ac.nz)
- Click 'For Current Students' on the left-hand side
- Click 'Blackboard'
- Then enter your username and password
- Your username is on your student ID card

Make sure you explore Blackboard to become familiar with everything.

## What is a course outline?

Your course outline is a booklet that gives a detailed account about the content covered during the semester, your tutorial schedule, dates of assessments and assignments. **The first thing you need to do is write all your key dates onto your wall planner/calendar.**

You will be given your course outline booklets in your first class. If not, you are able to access it on Blackboard under 'course documents'.

## How to upload an assignment onto Blackboard

In most classes lecturers will want you to either submit your assignment into Blackboard, hand in a hardcopy, or both. If they do not tell you, it will be stated in your course outline.

Each lecturer is different, so look at all the different options of submitting an assignment via Blackboard. Follow these steps to find out how:

- Login into Blackboard
- Click into 'UNIO101'
- Click into 'Intro to Blackboard'
- Read and click 'Upload an assignment and be in to win!'

## Late Assignments

Late assignments are only acceptable under exceptional circumstances. If you are unable to complete an assessment due to illness or other circumstances, you must contact your lecturers/Māori and/or Pacific student support services such as Kaiāwhina Māori, Pacific Academic Advisor or the Māori or Pacific Islands' Centres. They are there to help.

## Grading System

The grading scheme used at Otago is:

<b>Grade</b>	<b>Percentage Range</b>
A+	90-100
A	85-89
A-	80-84
B+	75-79
B	70-74
B-	65-69
C+	60-64
C	55-59
C-	50-54
Fail D	40-49

## What is eVision?

eVision is a portal that contains your personal and academic details, and where you will find your class and exam timetable. Make sure that your details are correct, or change them when needed.

## Where do I find eVision?

Follow these steps to find eVision:

- Go to the University of Otago's home page – [otago.ac.nz](http://otago.ac.nz)
- Click 'For Current Students' on the left-hand side
- Click 'eVision Student Portal'
- Then enter your username and password
- Your username is on your student ID card



# What is Student Webmail?

Your Student Webmail is **your main point of contact** with the University. You need to make sure that you are checking your email regularly, at least twice a day. Lecturers will send emails about lectures and tutorials, especially if there are cancellations.

## Where do I find my Student Webmail?

Follow these steps to find your student webmail:

- Go to Otago University's home page – [otago.ac.nz](http://otago.ac.nz)
- Click 'For Current Students' on the left-hand side
- Click 'Student Webmail'
- Click 'Sign In'
- Then enter your username and password
- Your username is on your student I.D. card
- 'student\'(username)'

## IMPORTANT – DO THIS NOW!

Forward your University email address to an email address that you use regularly as follows:

1. Log into your Student Webmail account
2. Click **Cog button (top right corner) > Options**
3. Under **Account**, select the **Forward your email** shortcut under the **Short Cuts** menu on the right side of the screen
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept in your Student Webmail account, so check the box if you would like this.
5. Click the **Start forwarding** button

## How to contact staff

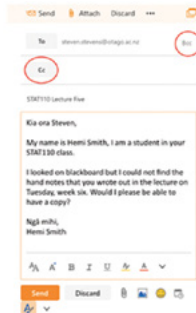
There are many ways that you can find staff contact details, such as:

- In your course outline – your lecturers and tutor contact will be in the first or second page
- Ask a friend in the paper
- Lecturers and tutors will also give their email addresses in the first class – make sure to write them down!
- Go on to the University of Otago’s webpage – [otago.ac.nz](http://otago.ac.nz)
  - Type into the search bar the person’s name/ class name or code/ or department
  - You should be able to sift through the results to find the contact details you need to

If all else fails, contact the department and they will be able to help you find the person you are looking for.

## Email exemplar

If in doubt, refer back to the email exemplar. Try to personalise your emails with terms/words/phrases that you would normally use, but do not feel whakamā (shy) to use Māori or other languages as greetings if you wish to use them.



## What does Cc and Bcc mean?

**Cc:** (Carbon copy) – Put the email address(es) here if you are sending a copy for their information (and you want everyone to explicitly see this).

**Bcc:** (Blind carbon copy) – This is used to indicate people who will receive copies of the message in secret, or without the knowledge of the other recipients.

# How to write an email

It is important to write a good email. Lecturers and staff appreciate students who are able to articulate themselves in a formal manner.

The do's and don'ts of writing an email:

## Do's

- Use your **student email**
- In the 'Add a subject' box describe what your email is about. Start off by including the class code (e.g. STAT110) and then include the description.  
Example – Subject: STAT110 Question about assignment 2
- Address you lecturer e.g. Dear/To/Kia ora/Hello [insert name].
- Introduce yourself if it is your first time emailing – there maybe many students in the class and lecturers do not know everyone.
- Explain why you are emailing. Try to be as clear and straight to the point as you can.
- Sign off with your name e.g. Ngā mihi, Nā, Regards, Sincerely [insert name].
- Make sure you are sending the email to the correct person.

## Don'ts

- Use text language – this is a formal form of communication.
- Forget to address the person you are talking to.
- Forget to include a subject title.
- Forget to sign off with your **full name and ID number**.
- Forget to attach documents if you are sending them.
- Send emails from your personal email.

# Where can I study?

## Libraries

There are many places at the University where you can study:

- Central
- Robertson
- Health Sciences
- Hocken
- Law
- Science



This link will help you to find opening and closing hours for each library, along with other tools, Māori services, searching and checking out books etc:  
[otago.ac.nz/library/using-the-library/index.html](http://otago.ac.nz/library/using-the-library/index.html)

## Open Spaces

Areas such as the Link, St David and the Business School are all areas that you are able to study in.

## I don't have my own computer...

Kei te pai, not all students have their own computer or laptop and that's ok! The University has many spaces that provide access to computers. You can find computers study spaces around central campus.

The computer study spaces close to the Business School are: Arts Cal (Arts Building, ground floor), Castle eStop (Castle Building), Central Library (ISB), Central (Richardson Building, ground floor), Law library (Richardson Building), Psychology eStop (Psychology Building, 1st Floor).

## Where can I find help?

### Māori Centre – Te Huka Mātauraka

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



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

The Māori Centre provides encouragement and support and is where Māori students can seek support and advice and access a rich community of iwi networks and whakawhānaukaka.

If you want to know more about the Māori Centre, feel free to head on over to the corner of Castle Street and St David Street – there will be a sign out front.

Tel: 03 479 8490

### Pacific Islands Centre

Make the most of your time at the University of Otago. The Pacific Islands Centre can help you with academic assistance, scholarships and accommodation, legal and immigration matters – and more.

The Centre is here to help students of Pacific Island descent with their time at the University, they offer a range of different support, from academic to personal.

The Centre hosts many events throughout the year such as cultural nights to study nights. It also has many community networks that students can connect to through them, and develop a relationship with.

If you want to know more, feel free to head over to the Centre which is located of the corner of Leithbank Street and Clyde Street – yellow house opposite the Business School.

Tel: 03 479 8278

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

# Student Learning Support and Information for Te Kura Pakihi (Otago Business School)

## Māori Student Support

**Rachel Sizemore** is the Kaiāwhina Māori for Te Kura Pakihi. She can help you with questions you may have about your academic studies and provides information about on campus services. Rachel also offers support to those studying away from their whanau, hapū and iwi, to feel safe and supported.

Tel: 03 479 5342

Email: [kaiarahi.obs@otago.ac.nz](mailto:kaiarahi.obs@otago.ac.nz)

**Katharina Ruckstuhl** is the Manutaki Tuarua-Māori (Associate Dean - Māori) at Te Kura Pakihi. In her role she provides leadership and strategic advice to the Business School in all matters relating to the University's Māori Strategic Framework.

Tel: 03 479 4916

Email: [katharina.ruckstuhl@otago.ac.nz](mailto:katharina.ruckstuhl@otago.ac.nz)

**Arihia Joseph** is the Kaituitui Māori/Māori Student Academic Advisor Coordinator at Te Huka Mātauraka, the Māori Centre. Feel free to pop into the Māori Centre, call or email Arihia if you need extra assistance with your academic studies.

Tel: 03 479 5163

Email: [arihia.joseph@otago.ac.nz](mailto:arihia.joseph@otago.ac.nz)

## Pacific Academic Advisor/Associate Dean Pacific

**Esmay Eteuati** is the Associate Dean – Pacific. She liaises with Academic Departments and Student Services relating to Pacific students and their course of study. Esmay supports both staff and students in the Business School and has a network of Pacific contacts in each department.

Tel: 03 479 4756

Email: [esmay.eteuati@otago.ac.nz](mailto:esmay.eteuati@otago.ac.nz)

## Disability Information and Support

Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early.

## Student Learning Development

The Student Learning Centre (SLC), which is part of the Higher Education Development Centre, provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students improve their learning strategies and their generic skills
- individual assistance with learning issues
- on-line study skills advice
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds
- conversational English groups for students from a non-English speaking background

The SLC also provides two very helpful study guides, “Guidelines for Writing and Editing” and “Writing University Assignments” and these are available on the SLC website. [slc.otago.ac.nz/](http://slc.otago.ac.nz/)

## Locals Programme

Supporting first year students living locally: flatting, boarding, or living at home.

The Locals Programme provides academic support, social and volunteering opportunities to first year students at the University who are living at home, flatting, or boarding.

If you are a Local student you need to register online by following the link on their homepage, [otago.ac.nz/locals/index.html](http://otago.ac.nz/locals/index.html). You can also keep up to date with events and any news they have to offer, as well as the academic support.



## Academic integrity

### What is academic integrity?

Academic integrity means being honest in your study and assessment. It is the basis for ethical decision-making and behaviour in an academic context. Academic integrity is informed by the values of honesty, trust, responsibility, fairness, respect and courage.

# How to reference

## What is referencing?

Referencing is a standard method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.

There are many acceptable forms. However, the referencing or citation style used by each discipline is different. Your course outline will tell you which referencing style you need to use. If in doubt email your lecturer or tutor.

## Why should I reference?

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments. Plagiarism is taken very seriously within the University. Please review the website about academic integrity to learn more:

[otago.ac.nz/study/academicintegrity/](http://otago.ac.nz/study/academicintegrity/)

# What is plagiarism?

Plagiarism is a serious issue once you're at University. You need to make sure that you are referencing correctly to avoid being penalised.

### **University Statement:**

*Students should make sure that all submitted work is their own.*

*Plagiarism is a form of dishonest practice. Plagiarism is defined as copying or paraphrasing another's work and presenting it as one's own (University of Otago Calendar 2011 page 244). In practice this means plagiarism includes any attempt in any piece of submitted work (e.g. an assignment or test) to present as one's own work the work of another (whether of another student or a published authority).*

*Any student found responsible for plagiarism in any piece of work submitted for assessment shall be subject to the University's dishonest practice regulations, which may result in various penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.*



To avoid plagiarism, refer to the website:

[otago.ac.nz/study/academicintegrity/otago006307.html](https://otago.ac.nz/study/academicintegrity/otago006307.html). If you need more assistance or assurance that you are not plagiarising please feel free to contact your lecturer or tutor for further help.

## How do I reference?

Depending on which reference style you are told to use, you can find the steps of how to use each of them in this link [otago.ac.nz/library/referencing/index.html](https://otago.ac.nz/library/referencing/index.html).

**Most lecturers will accept either APA, Harvard or Chicago as long as you are consistent with which ever style you are using.**

## What's the difference between a reference list and a bibliography?

A reference list is a list of academic sources that you have cited in your assignment that is in **alphabetical order** and on a **separate page** at the end of your assignment.

A bibliography is a list of academic sources that you have used during your research, whether you have cited them or not within your assignment. This must also be in alphabetical order and on a separate page at the end of your assignment.

You can also find the information of how to compose a reference list or bibliography here [otago.ac.nz/library/referencing/index.html](https://otago.ac.nz/library/referencing/index.html).

- Click on the style of reference you are using, e.g. 'APA citation style'
- Scroll down to 'Links'
- Click on 'APA 6th referencing examples – University of Otago'

Each section is for a different source, e.g. print journal articles, electronic journal articles, print books etc. The end column will show you how to structure the information you need for your reference list or bibliography.



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