



BUSINESS SCHOOL
Te Kura Pakihi

UNIO 101:

Getting started at Otago

Tips and tricks for surviving university





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Who are we?

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 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
PO Box 56
Dunedin 9054

Tel 03 479 5197
Email business@otago.ac.nz
otago.ac.nz/business



Key dates 2021

Huitanguru/February

Monday 22 – Friday 26

- Academic Orientation Week
- Māori welcome – pōwhiri, Ōtākou Marae
- Course advice for first-year Commerce students
- Locals welcome and BBQ

Thursday 25

- Māori welcome – hāngī
- University of Otago Pacific welcome

Friday 26

- Locals festival – HQ open day
- 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 Lecture Theatre

Poutūterangi/March

Monday 1

- Formal lectures begin

Friday 5

- Last day to add semester 1 or full-year papers (5pm deadline)

Friday 19

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

Paengawhāwhā/April

Friday 2

- Good Friday and mid-semester break begins

Monday 5

- Easter Monday

Monday 12

- Semester 1 resumes

Monday 26

- Anzac Day (observed)

Haratua/May

Friday 7

- Last day to withdraw from semester 1 papers (5pm deadline)

Pipiri/June

Friday 4

- Lectures end before mid-year examinations

Monday 7

- Queen's Birthday

Wednesday 9

- Semester 1 examinations begin

Wednesday 23

- Semester 1 examinations end

Hōngongoi/July

Friday 2

- Course advice day

Monday 12

- Semester 2 begins

Friday 16

- Last day to add semester 2 papers

Friday 30

- Last day to delete semester 2 papers with refund of fees (5pm deadline)

Hereturikōkā/August

Saturday 28

- Mid-semester break begins

Mahuru/September

Monday 6

- Semester 2 resumes

Monday 13

- Māori Language Week

Friday 17

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

Whiringa-ā-nuku/October

Friday 15

- Lectures end before semester 2 examinations

Wednesday 20

- Semester 2 examinations begin

Monday 25

- Labour Day

Whiringa-ā-rangi/November

Saturday 13

- 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?

otago.ac.nz > For Current Students > Blackboard > 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 can 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 to Blackboard](#) > [UNIO101](#) > [Intro to Blackboard](#) > [Upload an assignment and be in to win!](#)

Late assignments

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

Grading system

The grading scheme used at Otago is:

GRADE	PERCENTAGE RANGE
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 your class and exam timetable. Make sure your details are correct and change them if necessary.

Where do I find eVision?

otago.ac.nz > For Current Students > eVision Student Portal > 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 check 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?

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

IMPORTANT – DO THIS NOW!

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

[Login to student webmail](#) > [Click the cog button in the top right corner](#) > [Options](#) > [Forward your email shortcut \(under Account\)](#) > [Under the Forwarding heading, type in the email address you want your email forwarded to.](#) You can also choose to have a copy of these emails kept in your student webmail account > [Start forwarding.](#)

How to contact staff

- Look 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 provide their email addresses in the first class – make sure to write them down.

- Go to otago.ac.nz and type into the search bar the person's name, class name, code or department. You should be able to sift through the results to find the contact details you need.

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. Don't feel whakamā/shy to use Māori or other languages as greetings if you wish.

What do Cc and Bcc mean?

Cc (carbon copy): Use this option if you want recipients to see each other's email addresses.

Bcc (blind carbon copy): All email addresses in the Bcc field are kept hidden so recipients won't be able to see who else has received the email.

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

Do

- Use your student email.
- In the "Add a subject" box describe what your email is about. Start by including the class code and then include a description. For example, STAT 110 Question about assignment 2.
- Address your lecturer e.g. Dear / To / Kia ora / Hello [insert name].
- Introduce yourself if it is your first time emailing – there may be 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't

- Use text language – email 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 any necessary documents.
- Send emails from your personal email.

Where can I study?

Libraries

There are several libraries across campus: the Central Library (Commerce and Humanities), the Robertson Library (Education), the Health Sciences Library, the Law Library, the Science Library and the Hocken Collections (New Zealand and Pacific heritage material).

otago.ac.nz/library/using-the-library

Open spaces

Study areas include the Link, the St David Complex and the Business School.

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. Areas close to the Business School include: 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?

The Māori Centre Te Huka Mātaurakaa

Ka mate kāinga tahi, ka ora kāinga rua. Ko te Huka Mātauraka ka noho hei kāinga tuarua mō ngā tauria 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 tauria 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 whakawhānauktaka.

If you want to know more, 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

The Pacific Islands Centre can help 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 can also help students connect with community networks. If you want to know more, feel free to head over to the Centre which is located on the corner of Leithbank Street and Clyde Street (in the yellow house opposite the Business School).

Tel 03 479 8278

Email pacific@otago.ac.nz

Student learning support for Te Kura Pakihi / Otago Business School

Pacific student support

Our Pacific team liaise with academic departments, student services and other Pacific staff across the university. We have a network of departmental Pacific Island Liaison staff who are points of contact for Pacific students in the Business School. We offer advice to Pacific students, academic and professional staff.



First- and second-year students
Mary Jane Kivalu, Pacific Student Support
Tel 021 279 0871
Email mary-jane.kivalu@otago.ac.nz



Senior students (three+ years) and postgraduate students
Esmay Lemalu-Eteuati, Associate Dean – Pacific. Her role is to provide leadership and strategic advice in the Business School on all matters relating to the University's Pacific Strategic Framework.
Tel 021 161 5447
Email esmay.lemalu-eteuati@otago.ac.nz

Māori student support



Taikawa Tamati-Elliffe is the Kaiāwhina Māori for Te Kura Pakihi. He can help you with questions about your academic studies and provide information about on-campus services. Taikawa also offers support to those studying away from their whānau, hapū and iwi, to feel safe and supported.
Tel 03 479 5342
Email kaiarahi.obs@otago.ac.nz



Katharina Ruckstuhl is the Manutaki Tuarua – Māori / Associate Dean – Māori at Te Kura Pakihi. 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

The Māori Centre Te Huka Mātauraka

Te Huka Mātauraka is here to help iwi Māori students achieve their academic goals by providing academic, counselling, pastoral support and cultural advice. Come on in and meet our friendly kaimahi (staff), pick up our flyers or check our website for further information.

otago.ac.nz/maoricentre
Email maori-centre@otago.ac.nz
Tel 03 479 8490



Student Learning Development

HEDC Student Learning Development provides free learning support to ALL enrolled students. Their services include:

- Workshop programmes designed to help students improve their learning strategies and generic skills.
- Individual assistance with learning issues.
- Online study skills advice.
- Student leadership programme.
- Student-led peer support programme for students of all ages and backgrounds.
- Conversational English groups for students from a non-English speaking background.

They also produce two very helpful study guides: Guidelines for Writing and Editing and Writing University Assignments, available on their website:

slc.otago.ac.nz

Local students

Locals provides academic support, social and volunteering opportunities to first-year students who are living at home, flatting or boarding. You can register online by following the link on their homepage:

otago.ac.nz/locals

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

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

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. 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

If you need more assistance or assurance that you are not plagiarising, contact your lecturer or tutor.

How do I reference?

otago.ac.nz/library/referencing

Most lecturers will accept either APA, Harvard or Chicago style as long as you are consistent.

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

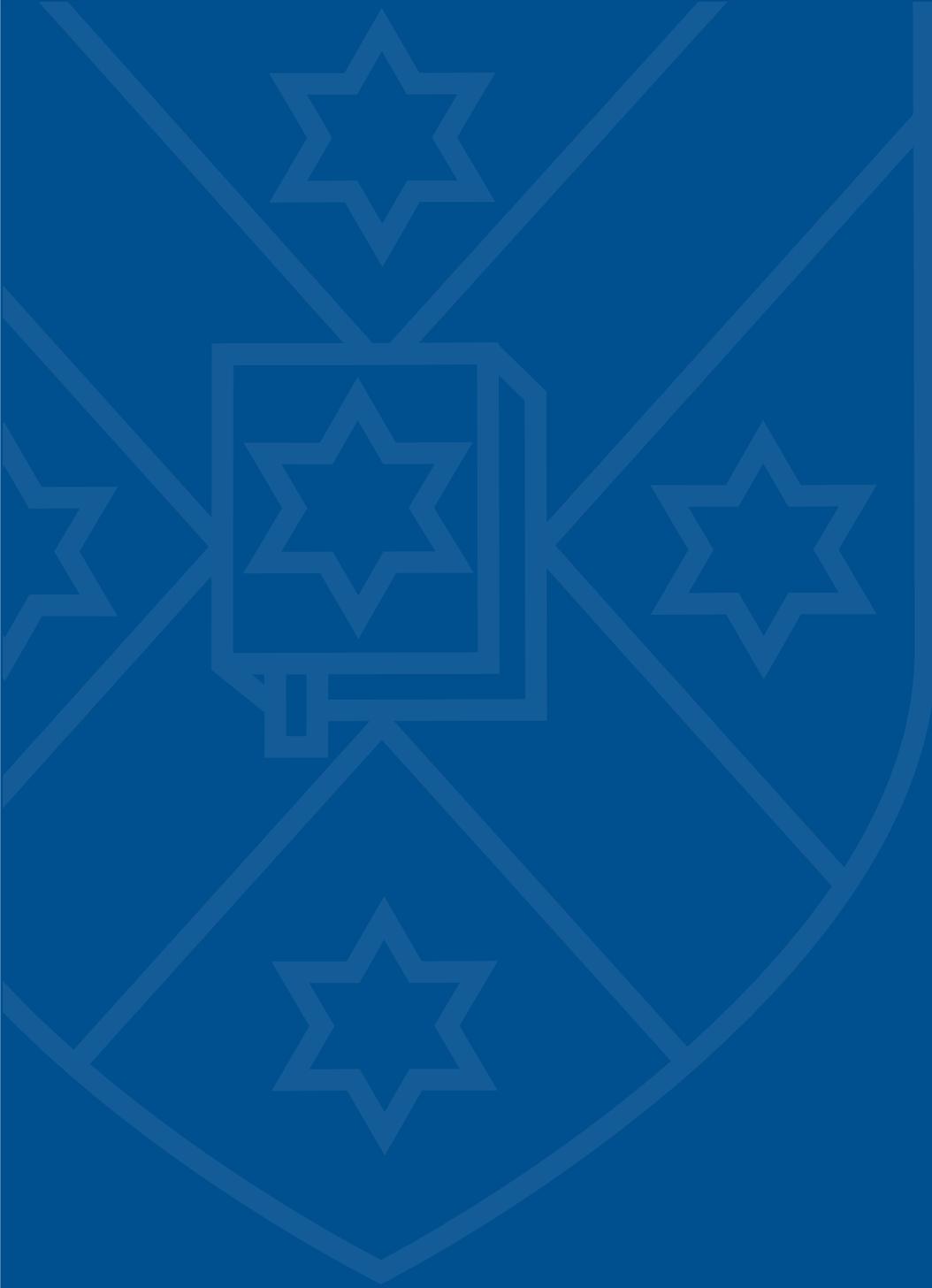
A reference list is a list of academic sources that you have cited in your assignment. It's presented in alphabetical order and on a separate page at the end of your assignment.

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 find information about how to compose a reference list or bibliography here: otago.ac.nz/library/referencing

- 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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