



2017

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# International Business

## Course Information



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**OTAGO**



# International Business (INTB)

Undergraduate and Postgraduate  
Handbook 2017

# Contents

Welcome to International Business	3
<b>Undergraduate Options – International Business</b>	<b>4</b>
What's in a BCom in International Business?	4
Group A Papers: 252 points of Commerce papers	6
Group B Papers: 108 Points of Language/Culture papers	6
Planning worksheet for International Business major	7
FAQ for all International Business students	8
Double degree, cross credit, double major, minors	10
FAQ regarding Language/Culture papers	12
List of example Culture papers	14
Diploma in Language (and Culture)	16
Plan for DipLang/DipLangC plus BCom (International Business) – starting 2016	17
Double degree plan for BCom (International Business) – starting 2016	18
General questions (exchange; postgraduate; timetable clash)	19
Managing your own information – Tips on 'getting things done'	20
<b>Postgraduate Options – International Business</b>	<b>21</b>
Postgraduate programmes – Overview	21
Bachelor of Commerce with Honours (BCom(Hons))	22
Postgraduate Diploma in Commerce (PGDipCom)	23
Master of International Business (MIntBus)	24
Master of Business (MBus)	25
Master of Commerce (MCom)	26
Doctor of Philosophy (PhD)	27
<b>Student Services</b>	<b>28</b>
Class representatives	28
International exchange programme	28
Business case competitions	29
Students with disabilities	29
Māori student academic mentoring	29
Student Learning Development	30
Contact information	31
Otago Business School	31
Department of Languages and Cultures	31
Other offices in the University	32

## Welcome to International Business

Welcome to the International Business programme. International Business is a unique programme within the Business School and we trust that you will find your time in the programme enriching and enjoyable.

The purpose of this handbook is to outline some of the more common questions and answers associated with pursuing a Bachelor of Commerce with a major in International Business, or postgraduate qualification in International Business. Please read it carefully.

The undergraduate International Business programme is completed as a Bachelor of Commerce (BCom). It comprises business papers as well as language/culture papers. This unique combination serves two purposes:

1. it provides students with skills in both business subjects and language/culture subjects, and
2. it helps graduates stand out from the pack when seeking employment.

The postgraduate opportunities for International Business students include completing a Postgraduate Diploma in Commerce (PGDipCom), Master of Business (MBus), Master of Commerce (MCom), Master of International Business (MIntBus), or Doctor of Philosophy (PhD).

You should also explore fully the Business School website ([business.otago.ac.nz](http://business.otago.ac.nz)) as it contains a significant amount of information for current students. If you find that a particular question you may have is not answered within this booklet or on our website, contact us [intbusiness@otago.ac.nz](mailto:intbusiness@otago.ac.nz) or call by to reception 6th floor Management.

## Undergraduate options – International Business

### Q1 What comprises the BCom in International Business degree?

**A1** The degree structure is comprised of 252 points (equivalent to fourteen papers) in Commerce (referred to as Group A papers) and 108 points (equivalent to six papers and referred to as Group B papers) in additional language and/or culture papers. Thus the total number of points for your degree is 360 minimum.

Of the 360 points needed for your degree, at least 180 points (ten papers at 18 points each) MUST be above the 100-level and at least 72 points must be at the 300-level. This is a standard requirement for all BCom degrees. In the case of IB majors, you will have at least seven Commerce papers and at least two language/culture papers at 200-level or higher; the tenth paper may be either a Commerce or a language/culture paper.

As you will see below, the BCom in International Business degree is quite structured, so you should plan your degree carefully. Take the time to ‘map out’ which papers you will be taking from one year to the next by using the latest Guide to Enrolment. If in doubt, get in touch with the Director using the Contact Information section found at the end of this booklet.

### Q2 So, how will my three years as a BCom student in International Business work?

**A2** Because the BCom “core” set of papers changed significantly at the start of 2017, the answer to this question depends on whether you started your BCom (IB) in 2016 or earlier, or in 2017. The answers in this (2017) version of the Handbook are intended for those starting in 2017.

*If you started in 2016 or earlier, you have two options: Refer to a previous version of the Handbook (hopefully you saved one, or we can email you a copy), or refer to the next Question and its Answer for a summary.*

For those starting a BCom in International Business in 2017, your three-year degree could look something like this:

Year 1	Year 2	Year 3
BSNS 111	ECON 201	ECON 302
BSNS 112	MANT 217 or 222	MANT 332 or 342
BSNS 113	BSNS 115	MANT 326
MANT 101		
ECON 112*		
BSNS 114	1 x 200-level Commerce paper	1 x 300-level Commerce paper
<i>2 x 18 point language/ culture papers</i>	<i>2 x 18 point language/ culture papers</i>	<i>2 x 18 point language/ culture papers</i>
<b>144 points</b>	<b>108 points</b>	<b>108 points</b>

*\*ECON 112 is recommended rather than required, and can count as a language/culture paper but only if taken before ECON 201. A suitable alternative if ECON 112 is not chosen is MART 112.*

The table on page 4 shows 8, 6, and 6 papers in years 1, 2, and 3 respectively. We encourage most students to take a full load (8 papers) in their first year, because it helps with flexibility later in the programme and offers the opportunity to pursue interests and expand employability.

Everyone's programme is different and depends on when you started, interests, career intentions, language experience, combination with other majors or degrees, etc.). The example gives you an idea of what a BCom major in International Business could look like.

**Q3 I started my BCom a few years ago – are the requirements for me different?**

**A3** Depending on when you started your BCom, different rules regarding the BCom core requirements may affect you. Those who first enrolled between 2010 and 2016 need to complete BSNS 102 through 108 (or their recommended substitutes).

If you began your BCom prior to 2010, or for more information on the changes that have taken place, go to [otago.ac.nz/business/study/undergraduate/otago032960.html](http://otago.ac.nz/business/study/undergraduate/otago032960.html)

If you began in 2010 through 2016, in particular if you did not complete all of your core papers (BSNS 102-108), the transition arrangements and current substitute papers are shown at [otago.ac.nz/business/study/undergraduate/otago613070.html](http://otago.ac.nz/business/study/undergraduate/otago613070.html)

For information relating to papers no longer offered by a specific department, please refer to specialist advisors in that department.

**Q4 Is there a specific order in which I should take my Commerce papers?**

**A4** Yes, with some variation.

First, general BCom rules affect the order of your papers. In particular, (a) you must pass at least 3 of the core papers (BSNS 111-115) before you will be allowed to enrol in any 200-level Commerce paper; and (b) you must pass all five before enrolling in any 300-level Commerce paper. (c) Another rule is that “for single-degree BCom students, all five must be attempted in the first year of study or equivalent” – but this is potentially unrealistic for IB majors due to the Language/Culture (Group B) papers requirement, so will not be strictly enforced (nonetheless, if you can, you should take all five of the core papers plus MANT 101 in your first year...). The papers least likely to impact on your performance if you delay taking them are BSNS 114, 115, and 112 – but this does depend on your individual strengths and past performance in related high school subjects.

Second, if you do not intend to attempt all of the core in your first year for whatever reason (including undertaking two degrees, part-time study, etc.), you need to consider the impact of prerequisites on your choices. For example, ECON 201 requires you to have completed BSNS 104 or 113, and although as an IB major you can take ECON 201 without having taken ECON 112 (which is normally a prerequisite), if you do take ECON 112 before you take ECON 201, it will count as a Language/Culture (Group B) paper for you.

You should take MART 112 prior to MART 326, as it provides marketing preparation for the latter paper.

**Q5****What Commerce (Group A) papers do I need to take?****A5**

All of the BCom core (five papers); MANT 101; three papers at the 200-level; and four papers at the 300-level, as detailed below. Group A (Commerce) papers total 252 points. Each of the papers listed below is worth 18 points.

**100-level papers:** The BCom core in 2017, plus MANT 101, are **required** for all IB majors. Additionally, ECON 112 and MART 112 are both **recommended**, as preparation for subsequent required papers (ECON 201 & 302, MART 326):

- ~ BSNS 111 Business and Society
- ~ BSNS 112 Interpreting Business Data
- ~ BSNS 113 Economic Principles and Policy
- ~ BSNS 114 Financial Decision Making
- ~ BSNS 115 Accounting and Information Systems
- ~ MANT 101 Managing for Performance
- ~ ECON 112 Principles of Economics 2, AND/OR
- ~ MART 112 Marketing Management

**200-level papers:** All International Business majors need to take at least these three:

- ~ ECON 201 Microeconomics
- ~ MANT 217 International Management
- ~ or MANT 222 Interpersonal/International Business Communication
- ~ Any other 200-level Commerce paper agreed to by the Director of International Business (the first recommendation is the other of the two MANT 200-level papers above; any other choice needs to be agreed as appropriate by the Director on an individual basis)

**300-level papers:** All International Business majors need to take at least these four:

**IMPORTANT NOTE:** You must pass all of the core papers BSNS 111 through BSNS 115 before taking any 300-level Commerce papers.

- ~ ECON 302 International Trade
- ~ MART 326 International and Export Marketing
- ~ MANT 332 International Management
- ~ or MANT 342 Global Business Strategy
- ~ Any other 300-level Commerce paper agreed to by the Director of International Business (the first recommendation is the other of the two MANT 300-level papers above; any other choice needs to be agreed as appropriate by the Director on an individual basis)

**Q6****How many Language/Culture (Group B) papers do I need to take?****A6**

You will need to take at least 108 points of language and/or culture papers. Of these, at least 36 points must be at 200-level or above.

## INTERNATIONAL BUSINESS MAJOR – planning worksheet

Paper code	paper name	intended year & semester
<b>Commerce papers (minimum 252 points)</b>		
BSNS 111	Business and Society	
BSNS 112	Interpreting Business Data	
BSNS 113	Economic Principles and Policy	
BSNS 114	Financial Decision Making	
BSNS 115	Accounting and Information Systems	
MANT 101	Managing for Performance	
(ECON 112*)	Principles of Economics 2 (optional, recommended)	
(MANT 112)	Marketing Management (optional, recommended)	
(any Commerce)	or one further Commerce paper at any level**	
<b>Commerce</b>	<b>200-level paper</b>	
ECON 201	Microeconomics	
MANT 217	International Management	
or MANT 222	Interpersonal/International Business Communication	
(200 Commerce)	One further Commerce paper at 200-level**	
<b>Commerce</b>	<b>300-level paper</b>	
ECON 302	International Trade	
MANT 332	International Management	
or MANT 342	Global Business Strategy	
MANT 326	International and Export Marketing	
(300 Commerce)	One further Commerce paper at 300-level**	
<b>Language/Culture papers (minimum 108 points)</b>		
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

### Other, optional papers beyond BCom requirements

- 36 points of Language/Culture papers must be 200-level or above
- 18 points must be a “business language” paper (depending on programme)
- At least 180 points for BCOM degree must be 200-level or above (in any subjects)
- First year should include at least BSNS 111, BSNS 113, and MANT 101

\* ECON 112 is recommended rather than required, and can count as a language/culture paper but only if taken before ECON 201

\*\* These choices (other than MANT 217/222 and MANT 332/342) need to be agreed as appropriate by the Director on an individual basis

**PLEASE SAVE THIS PAGE FOR FUTURE COURSE APPROVAL SESSIONS WITH UNIVERSITY STAFF**



**Q7****Which Language/Culture (Group B) papers am I eligible to take?****A7**

This depends on your native language, your prior language studies, and possibly also on your career aspirations.

**Students whose native language is English or Māori** are required to take approved language papers chosen from Chinese, French, German, Japanese, Portuguese, or Spanish. These will normally include an 18-point paper on cultural issues related to the language being studied and an 18-point business language paper.

**Students whose native language is neither English nor Māori** have the option of studying a language other than their native tongue (that means such a student could choose to study English or Māori). If this language option is not chosen, 108 points in culture papers must be taken instead. Additional Commerce papers, although potentially international in focus, will generally not count as a culture paper.

**Students permitted by the Department of Languages and Cultures to advance directly to higher-level papers** should continue insofar as possible with their chosen language, and if necessary supplement this with either culture papers or an additional language, in consultation with the Director of the International Business Programme.

**Q8****What are “Culture” papers, within Group B?****A8**

Culture papers are an alternative to language papers for some students and a supplement for others. Generally, they are about a culture other than your own/home culture, and are not about learning the language per se. See page 13 in this booklet for a list of approved culture papers. More details are provided in the section ‘**FAQ REGARDING LANGUAGE/CULTURE PAPERS**.’

## FAQ FOR ALL INTERNATIONAL BUSINESS STUDENTS

**Q9****I need my course approved. Who approves my programme of study?****A9**

You need to submit your course for approval on your eVision site. Approval – or requests for further information, or declines – will be made by the appropriate staff members, and you’ll be notified through eVision. You **do not** need to see anyone in person unless instructed to do so by a message sent via eVision.

However, course approval is not the same as course advice (helping you decide what to take). The Director of the International Business Programme is always available for individual course advice. Requests for an appointment should be made by email, and should indicate several possible preferred meeting times (and how long you would like for the meeting). You’ll be emailed back with an appointment time as soon as it’s possible to schedule one for you.

**Q10** Will I be told what papers to take?

**A10** It is your course; we offer advice in order to help you make your own decisions. Advising means relying on experience and knowledge to offer suggestions and options, but it does not mean that you will be prevented from making choices. Some things cannot be done as they might violate the regulations, but you are always encouraged to customise your study to fit your interests.

**Q11** Is there anybody else who can help, especially with complex situations?

**A11** Yes. Email us ([intbusiness@otago.ac.nz](mailto:intbusiness@otago.ac.nz)) and let's set a time to talk.

**Q12** I took economics for NCEA. Should I take ECON 112?

**A12** ECON 112 is a good option for you. However, it does not replace BSNS 113 as part of the BCom core requirements for your International Business major. ECON 112 is the only Commerce paper that can count towards the culture paper requirements, but only if taken before ECON 201.

**Q13** I did not take economics in high school. I see that the ECON 112 paper is recommended. What should I do?

**A13** IB majors are exempt from taking ECON 112 as a prerequisite for ECON 201. However, ECON 112 can be taken in addition to BSNS 113 to provide deeper backgrounding in economics, which will prove helpful for nearly all IB majors both while studying and subsequently in their careers; this is why it is recommended.

**Q14** When are the papers offered?

**A14** You should check [otago.ac.nz/courses/subjects/index.html](http://otago.ac.nz/courses/subjects/index.html) for the most up-to-date information on when papers are offered. They generally do not change from year to year, but changes do happen. Most of the 'core' papers (i.e., BSNS) are offered in both semesters and some are offered in summer school as well.

**Q15** When I look in the *Guide to Enrolment* or the *Calendar*, it says that in order to do many of the 200- or 300-level papers for International Business, I need to complete quite a few prerequisites that are not listed as part of the International Business degree. I'm confused!

**A15** Don't worry. You are working under different prerequisites than other students because you are an International Business major. As an example, you can take MANT 342 after having completed one of the MANT 200-level options in the International Business major, whereas Management students would normally be required to take additional papers.

As indicated above, there is a logical progression to the papers you take. If you have completed ECON 201, you will be permitted to take ECON 302. If you have completed a 200-level MANT paper for your International Business major, you will be permitted to take any of the 300-level MANT papers indicated for your International Business major, and may be granted exemption from prerequisites to other papers on request.

**Q16** Can I do a minor in International Business (for example, majoring in Management with a minor in International Business)?

**A16** No, a minor in International Business is not possible.

**Q17** Can I minor in another Commerce subject as part of my International Business BCom?

**A17** Yes, you can, but you cannot count your minor subjects in Commerce toward your 108 points of culture papers. Undertaking a minor in a Commerce subject will mean that your BCom degree will consist of more than the required number of points for the degree, which is acceptable as long as you satisfy the International Business degree requirements. Note that you can also double count 100-level Commerce papers between Commerce minors and majors if they are required papers. You cannot, however, double count 200- or 300-level papers.

**Q18** Can I minor in a language as part of my International Business BCom?

**A18** Yes, you can minor in a language, such as Japanese or Chinese, as long as this is not your first language. If your first language is not English you could alternatively minor in a particular 'culture'. You should check [otago.ac.nz/courses/ba.html#minor](http://otago.ac.nz/courses/ba.html#minor) for the most up-to-date requirements and discuss your options with the Director of the International Business Programme.

**Note:** In those cases where a minor in a language is undertaken, the business language requirement for the International Business major may (but not always) be waived (unless required for the minor itself, which it usually is). Except for Chinese, which requires 126 points, most minors require a prescribed 90 points in total, so to reach the 108 required for your International Business major, the additional 18 points must be a culture paper or another language paper.

**A final note on minors:** When undertaking a minor in a language, it is important to plan for future years as some required papers for the minor are only offered in either Semester 1 or Semester 2. You probably want to avoid the need to come back for one semester to take one paper in order to finish off your minor. This means careful course planning on your part!

**Q19** Can I do a double major with my International Business degree?

**A19** Absolutely. In fact, many students do double majors in International Business and, for example, Finance, or Management. All you have to remember is that you must satisfy the requirements of both majors. Papers at the 100-level and 200-level can count for both degrees. Papers at the 300-level, however, cannot be shared across majors (you must complete 72 points in each major at the 300-level).

Finally, when you do a double major, the total points you take for your degree will be more than 360, but your academic transcript will show that you have undertaken a double major. The likelihood of completing a double major in three years is slim. Most students take 3½ or 4 years and achieve good grades throughout. Bottom line: Double majors are highly encouraged as they show that you have significant depth in more than one subject/major area.

**Q20** Can I do a double degree (i.e., BCom and BA)?

**A20** Indeed you can. Some International Business students do both a BCom and a BA with a major in a language, such as Chinese or Japanese; or a BCom and a Diploma in Language and Culture (DipLangC). Others do a BCom and a BA with a major in Psychology or History. An IB BCom is also well matched with a Laws degree. Every student is different. Keep in mind, however, that because of the unique and rather prescribed nature of the BCom majoring in International Business, it is not uncommon for students doing double-degrees to take 4½ years or more (the total points taken could be more than 594, which is the minimum for double-degrees). It is important to remember that you must satisfy the full requirements of both degrees.

**Q21** Can I cross-credit papers if I do a double degree?

**A21** Yes, with some limitations. Cross-credited papers are also called “points in common” to both-degrees. A candidate who is concurrently enrolled for two degrees, or who has completed one degree and is proceeding with another, may cross-credit 100- and 200-level papers which are common to both degrees up to a maximum of 126 points where the other degree is a three-year degree, and up to a maximum of 180 points where the other degree is longer than a three-year degree.

**Q22** I'd like to take some of my papers at a different New Zealand university, and transfer the credits to Otago. Is this possible?

**A22** It depends on which papers you plan to take at a different university. All 300-level papers **must** be taken while enrolled at Otago in order to qualify for an Otago degree. There are no exceptions to this, as it is a New Zealand University requirement, not a University of Otago policy. Note that students on an approved exchange are effectively still enrolled as an Otago student, and therefore can take 300-level papers that count towards their major or minor.

For other papers (e.g., 100- and 200-level), all students wishing to take any papers at another university and ‘cross-credit’ the points to their Otago degree must see the Office of the Dean for prior approval. Students must complete a “Prior Approval of Transfer Credit from a New Zealand University” form, which is available from the Divisional Office, level 3, Commerce Building.

You can do some of your 100-level and 200-level papers at another university, but only the Divisional Office (Level 3, Commerce Building) decides which papers can be counted toward an Otago degree. You should email Bronwen Stephens ([bronwen.stephens@otago.ac.nz](mailto:bronwen.stephens@otago.ac.nz)) for advice in the first instance.

## FAQ REGARDING LANGUAGE/CULTURE PAPERS

**Q23** With respect to language papers, is there some kind of order in which they should be done?

**A23** Yes, there is. First, which language? Assuming your first language is English or Māori, you are required to complete the Business Language paper (e.g., Business Spanish or French for Professional Purposes).

Note that of the 108 points that make up the Language/Culture paper requirements, at least 36 of these (usually two papers) **must** be at the 200-level or above. (That applies regardless of which language or whether you take only culture papers).

Let's deal with the Business Language paper first. The following are the Business Language papers on offer at Otago and their prerequisites:

- ~ CHIN 334 Advanced Chinese 1 (requires CHIN 232, 231, 132, 131)  
or CHIN 244/344 Writing China: Texts, Ideas and History (requires CHIN 232, 231, 132, 131)
- ~ FREN 233 French for Professional Purposes (requires FREN 232, FREN 132, FREN 131)
- ~ GERM 333 German for Professional Purposes (requires GERM 231, 230, 132, 131)  
*[Note: Not on offer in 2017; GERM334 or 345 will be accepted in 2017 as alternate papers].*
- ~ JAPA 233 Business and Professional Japanese (requires JAPA 231, JAPA 132, JAPA 131)
- ~ SPAN 233 Business Spanish (requires SPAN 231, SPAN 132, SPAN 131)  
*[Note: Not on offer in 2017; SPAN331 will be accepted in 2017 as the alternate paper].*

You've probably noticed a pattern. Basically, in order to take the Business Language paper (which is usually designated as '233' or '333'), you'll need to have successfully completed three or four previous language papers. This has important implications for when you do those prerequisites, to ensure that you don't inadvertently extend your degree by one semester or one year. In the end, for your degree you will be taking 108 points of Language/Culture papers, so by doing the Business Language and the prerequisites, you've covered at least 72 points (or four papers) and in the case of German and Chinese you've covered 90 points. That leaves two other papers (or one other in the case of German and Chinese), which technically could be culture papers (or ECON 112 if taken before ECON 201). Students often undertake further language papers, in order to advance their foreign language facility.

In most cases, students are **highly encouraged** to minor in the language or consider the Diploma in Language and Culture. If a student decides to minor in a language, then the Business Language paper requirement for the International Business major **may** be waived. If the minor does not require the business language

paper to be taken and you have room to take one more paper for your Group B papers, you will be expected to take that business language paper.

You should check the regulations for Language minors on the University of Otago website. You should keep in mind that, if you decide to minor in a Language, quite often this requires more than 108 points. Finally, note that the Director of International Business is not able to approve plans of study leading toward a minor in a language; you need to meet with an advisor in the Department of Languages and Cultures.

**Q24** **I'd like to take Māori to meet my Language/Culture papers requirement; can I?**

**A24** In some instances, students whose native language is English may be approved to take Māori language papers as the language component of their International Business Programme. Where students have career aspirations that require fluency in Māori language, a programme of study (as recommended by the staff of Te Tumu, the School of Māori, Pacific and Indigenous Studies) will be approved.

**Q25** **I am an international student and my first language is not English. Do I have to study a language?**

**A25** No, you are not required to study a language, but you **must** study at least 108 points of various culture papers of which at least two (36 points) must be at or above the 200-level. These must be approved by the Director.

**Q26** **But, as an international student, can I take both language papers and culture papers to make up my 108 points?**

**A26** Yes, you can take both language and culture papers as long as the language papers you take are not your native language.

**Q27** **Can I take a business language paper in the language which happens to be my native tongue?**

**A27** Generally, this would not be allowed, but we recognise the fact that some languages are structured in such a way that certain protocols are introduced and discussed at length. Keep in mind, however, that course approval to take most language papers rests with the Department of Languages and Cultures and not with the Director of the International Business Programme. Thus, it will ultimately be their decision. The Director will advise on suitable courses and discuss options, but it is only the individual language programme that has the authority to sign you in to most 200- and 300-level papers in that language.

**Q28**

**As an international student, I will not be studying a language but will instead opt to study various culture papers. Can you give me some examples of culture papers that would count toward the International Business major?**

**A28**

The list below shows potential papers (note that some may not be offered in 2017 – check the main Otago website).

Some papers may require prerequisites in the same subject area. Thus, it would be wise to consider planning ahead and start with a few 100-level papers in a particular area/Department (e.g., History) which will give you the option to proceed to 200-level.

The following list shows some of the papers that qualify as Culture Papers for the Group B requirement. Note that not every paper will be offered every year, and that this list is incomplete – you may find other papers and suggest these as part of your degree.

ANTH 103	Anthropology, Culture and Society
ANTH 105	Global and Local Cultures
ANTH 205	Contemporary Pacific Cultures
ANTH 206	Anthropology of Contemporary Issues
ASIA 101	Introducing Asia
ASIA 201	Asian Popular Cultures
ASIA 202/302	Global China
CHIN 241	Contemporary Chinese Society
CHIN 244	Writing China: Texts, Ideas and History
ENGL 127*	Effective Writing
ENGL 128**	Effective Communication (see advisors in the Department of English and Linguistics for details on the compulsory test that you must write before being admitted to this paper)
ENVI 111	Environment and Society
EURO 202/302	The Culture of the European City
FREN 141	France and the Francophone World
GEOG 210	Social Geography
GERM 141	Excursions
HIST 102	The Global Twentieth-Century
HIST 106	East Meets West: Encounters in Global History
JAPA 242/342	Understanding Japanese Culture
JAPA 243/343	Issues in Japanese Culture Today

MAOR 110	Introduction to Conversational Māori
MAOR 111	Te Kākano 1 [post-introductory Māori language]
MAOR 112	Te Kākano 2 [post-introductory Māori language]
MAOR 211	Te Pihinga 1 [intermediate Māori language]
MAOR 212	Te Pihinga 2 [intermediate Māori language]
MFCO 102	Understanding Contemporary Media
MFCO 212	Media and Intercultural Communications
MFCO 313	Culture, Politics, Policy and Global Media
PACI 101	Pacific Societies
PACI201	Contemporary Pacific Island Issues
POLS 104	International Relations – Introduction
POLS 207	Environmental Politics
POLS 211	Global Political Economy
POLS 213	New Zealand Foreign Policy
POLS 250	International security in a globalising world.#
POLS 312	Ethics and International Relations
PSYC204	Justice, Race & Class #
SPAN 141	Introduction to Hispanic Culture
SPAN 243	Latin American Culture and Literature

**Not offered in 2017**

GEOG 215	Urban Geography
HIST 211	Inventing Tradition in Modern Japan
HIST 213	Rise to Globalism: The USA since 1900
HIST 223	Empires and Globalisations
JAPA 344	Modern Japanese Fiction
SPAN 343	Latin American Popular Culture

\*In some situations, the Department of English and Linguistics will suggest that students take LING 121 instead of ENGL 127.

\*\*Students need to consult with the Department of English and Linguistics early in each semester in order to determine if this paper is the appropriate option (the other being a LING paper, which will also count toward the International Business major).

# Some papers need Departmental approval; application is made via special permissions where decisions are made on a case by case basis.

Commerce papers will generally NOT count as a culture paper as they will have, as their focus, business and commerce issues.



**Q29**

**Can I take a minor in a language, or earn a Diploma in Language (and Culture), while earning my BCom in International Business?**

**A29**

Yes. Taking a minor or earning a Diploma in Language (or in Language and Culture) in addition to your BCom in International Business is possible, and is highly encouraged. For more information on how to minor in a language, consult:

Department of Languages and Cultures

Arts Building, Floor 3

Tel: 64 3 479 9032

Fax: 64 3 479 8689

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

Website: [otago.ac.nz/languagescultures/](http://otago.ac.nz/languagescultures/)

**Q30**

**What is this Diploma in Language (and Culture)?**

**A30**

There are two versions. The Diploma in Language (DipLang) and the Diploma in Language and Culture (DipLangC) each consist of seven papers (or 126 points). The International Business degree plus a DipLang (or DipLangC) together consist of 25 papers or a minimum 450 points.

If you undertake one of these diplomas, two papers (or 36 points) will be cross-credited as part of your Group B (Language/Culture) requirements for the International Business degree. That means that of the 108 Group B points you need for your International Business degree, 36 points will be covered by the papers you take as part of the diploma. That leaves 72 more points (or four papers) for the International Business degree and 90 more points (or 5 papers) for the diploma. The good news is that those 72 further points for the International Business degree can be anything in Arts and Commerce and, because you are doing the diploma, the Director will waive your language and culture requirements for your International Business degree. If you are doing a double major in Commerce, the papers you take for the second major can be included in those 72 further points.

Think of it this way:

- (1) 14 papers in Commerce for the International Business degree
- (2) 6 papers in Language/Culture for the International Business degree
- (3) 7 papers for the DipLang/DipLangC

Two papers from (3) can count toward the requirements for (2). Of the four remaining papers for (2), at least one must be from Commerce; the others can be from either Arts or Commerce. The example plan below may help clarify this:

## PLAN for DipLang/DipLangC plus BCom (International Business) – starting 2017

300 Level BCom	Comm 300	ECON 302	MANT 3AA*	MART 326					72 points
200 Level BCom	Comm 200	ECON 201	MANT 2AA*	200+ BCom					72 points
100 or higher BCom	100+ BCom	100+ BCom	100+ BCom						54 points
BCom Core	BSNS 111	BSNS 112	BSNS 113	BSNS B114	BSNS 115	ECON 112~	MANT 101		126 points
Points counting to both degrees	200+ Lang#	200+ Lang#							36 points
Diploma	Five of the seven required papers, as specified in the Regulations (varies by language)								90 points
<b>Total points required = 450</b>									

\* Note: 2AA & 3AA mean 200- or 300-level papers in Group A for the International Business major

~ Note: ECON 112 is recommended rather than required; another Commerce paper may be substituted

# Note: Two of the seven required papers, as specified in the Regulations (varies by language)

**Q31**

**I am doing a double degree (BA and BCom) and am a native speaker of English. Do I still have to do Language/Culture papers? Where would they fit in my whole programme?**

**A31**

Yes. You must satisfy the requirements of both degrees. In this case, you will take language papers as part of your BA degree, but you are taking them because the International Business major requires that you take them. Here is one example of a double degree plan:

**DOUBLE DEGREE PLAN for BA plus BCOM (International Business) – starting 2017**

300 Level BCom	Comm 300	ECON 302	MANT 3AA*	MART 326						72 points
BCom Core	BSNS 111	BSNS 112	BSNS 113	BSNS 114	BSNS 115	ECON 112~	MANT 101			126 points
<b>Points counting to both degrees</b>	<b>Comm 200</b>	<b>ECON 201</b>	<b>MANT 2AA*</b>	<b>200+ BCom</b>	<b>200 BA</b>	<b>200 BA</b>	<b>200 BA</b>			126 points
100 Level (or above) BA	L/C	L/C	L/C	L/C	L/C	L/C	100 BA	100 BA		144 points
300 Level BA	300 BA	300 BA	300 BA	300 BA						72 points
Any level, any subject	ANY	ANY	ANY							54 points
<b>Total Points Required = 594</b>										

\* Note: 2AA & 3AA mean 200- or 300-level papers in Group A for the International Business major.

What this shows is that you will be doing six Language/Culture papers that, technically, will count toward your BA but will **also** count toward the Group B (Language/Culture) requirement of your BCom major (International Business).

If your BA major happens to be a language (e.g. French), then you will **not** be required to take **extra** language papers in French because those French papers you take for the major count toward your International Business requirement (you have met the requirements for the 108 points of Group B papers because you earned a full degree in a language).

## GENERAL QUESTIONS

### **Q32** I want to go on exchange. Is this possible?

**A32** Great! Going on exchange is an excellent way to broaden your horizons, immerse yourself in another language, study hard, have a bit of fun and generally see another part of the world. Best of all, it looks great on a CV, and employers always look for something different on a CV.

Your first stop is [otago.ac.nz/study/studentexchange/](http://otago.ac.nz/study/studentexchange/), which contains lots of information on where you can go and how to go about applying.

Then check out the Business School's dedicated page on exchange: [otago.ac.nz/business/studentactivities/studentexchange](http://otago.ac.nz/business/studentactivities/studentexchange)

In the first semester there is an Exchange Fair for all Otago University students. Details will be made available close to the date on the International Business website. Generally, the earliest point at which you could go on exchange is the second semester of your second year in the International Business programme.

Once you have determined where you want to go on exchange, you should make an appointment to see the Director and bring with you a list of the courses/papers (including descriptions of the content of those courses/papers). You will be able to complete a **maximum** of 72 points per semester whilst on exchange. Many students opt to earn only 54 points (corresponding to three Otago papers) on exchange. Between you, the Director, and the Divisional Office, you will develop a Learning Agreement, which details which papers you will take on exchange.

### **Q33** Can I undertake postgraduate studies in International Business?

**A33** Yes, you can, provided you meet the entry requirements. Those considering graduate work in International Business are strongly encouraged to maintain **at least** a B+ average in their Commerce papers. Students with less than a B+ average in their Commerce Group A papers **will usually not be accepted** for postgraduate studies in IB.

Basic information on postgraduate options in International Business is provided later in this Handbook. Further information can be obtained from the Director. If you wish to undertake an Honours, MBus, MIntBus, or MCom degree, you will be required to undertake a 400-level Research Methods paper (in Management or Marketing) as part of your studies.

### **Q34** Help! I've got a timetable clash with two (or more) of my papers!

**A34** This can happen from time to time. Any timetable clashes will be automatically caught by the eVision system, and routed to an appropriate staff member to evaluate. Some clashes have pre-approved solutions; others do not. You'll be notified of the results and offered any solutions through eVision. Note that the Director does not have the authority to resolve timetable clashes for you.

**Q35**

**Are there any other things I should know as an International Business student?**

**A35**

Yes, a few small, random items that may help you plan your degree:

- In some cases, papers change which semester they are taught. Also, Summer School offerings are normally officially announced late in the calendar year.
- As a University of Otago student, you are automatically given a student email account. The account identifier usually appears on your student ID card. This is the primary means by which the Director of International Business and staff within the Commerce Divisional Office will contact you. Some students have this account automatically forwarded to other email accounts (such as Gmail, Live, or Yahoo), but you should ensure that these Otago accounts are not blocked as important emails may wind up in the trash.

### MANAGING YOUR OWN INFORMATION – TIPS ON ‘GETTING THINGS DONE’

1. eVision, which enables you to view your papers, work out any potential timetable clashes and update your personal information. eVision is very powerful as a student information management system, and you are strongly encouraged to make use of it.
2. Keep connected. It is **absolutely critical** that your contact information on eVision is kept up-to-date. If, for any reason, a staff member at the University needs to reach you, this is the first place they will look to see how to make contact. This also means ensuring that your @student.otago.ac.nz email address (every student gets one) is kept clean and is not over its size limit.
3. Familiarise yourself with the Information Technology Services “Information for Students” website ([otago.ac.nz/its/services/help/otago028618.html](http://otago.ac.nz/its/services/help/otago028618.html)) as it contains vital information regarding the services that ITS offer for students and many helpful tips on any technology issues you may have.

## Postgraduate options – International Business

The purpose of this section is to outline some of the more common procedures and characteristics associated with studying toward various Postgraduate (BCom(Hons), PGDipCom, IntBus, MBus, MCom, PhD) degrees offered in International Business at the University of Otago. It contains detailed information on the structure and admission procedures for postgraduate programmes in International Business at the Business School in the University of Otago. **Please read it carefully.**

There are six postgraduate programme options in International Business at the University of Otago:

1. Bachelor of Commerce with Honours (BCom(Hons)) in International Business
2. Postgraduate Diploma in Commerce (PGDipCom) in International Business
3. Master of International Business (MIntBus)
4. Master of Business (MBus) in International Business
5. Master of Commerce (MCom) in International Business
6. Doctor of Philosophy (PhD) in International Business

The Business School website ([otago.ac.nz/business](http://otago.ac.nz/business)) and the sites listed below contain a information for both current and prospective students. If you find that the answer to a particular question regarding postgraduate options in International Business is not here, feel free to contact the Director of the International Business Programme, at [intbusiness@otago.ac.nz](mailto:intbusiness@otago.ac.nz).

In addition to the information contained in this document, you should familiarise yourself with the extensive amount of information available on the University of Otago website. Below are some direct links that will help get you started.

[otago.ac.nz/internationalbusiness](http://otago.ac.nz/internationalbusiness) – the main International Business Programme website.

[otago.ac.nz/prospectivestudents](http://otago.ac.nz/prospectivestudents) – General information for prospective students (both international and domestic) – an excellent source of lots of information.

[otago.ac.nz/international](http://otago.ac.nz/international)– General information about studying at Otago for International Students. **This is the main portal for information for all potential international students.**

[otago.ac.nz/international/apply/index.html](http://otago.ac.nz/international/apply/index.html) – Application details for international students.

[otago.ac.nz/international/postgraduate/index.html](http://otago.ac.nz/international/postgraduate/index.html) – Essential information for postgraduate international students, including entrance requirements, fees, visa information, scholarships, and English qualification requirements.

[otago.ac.nz/courses/qualifications/postgraduate/index.html#commerce](http://otago.ac.nz/courses/qualifications/postgraduate/index.html#commerce) – the University Postgraduate page (with application details for **domestic** students).

Postgraduate papers (or ‘courses’) at Otago are generally one semester in length and normally worth 20 points. There are exceptions, however, where some might span both semesters and/or be worth 40 points. Semesters at the University of Otago are 13 weeks in length, excluding the formal examination period at the end and a one-week break in the middle.

The structure of most of the postgraduate offerings in International Business offers some choice of papers that is, in many ways, up to you. Of course, this does not mean that you can take any papers that you want. All papers must have an international focus and are subject to approval by the Director, International Business, but the Director does not have the authority to allow you to enrol in these papers. Entry into all 400-level papers is at the discretion of the individual department offering them. If you have no previous education background in a subject, you will not be admitted to a 400-level paper in that subject. For example, if you have never studied Finance, you will not be allowed to undertake 400-level papers in Finance. This is particularly true for higher-level language papers.

### BACHELOR OF COMMERCE WITH HONOURS (BCom(Hons))

To be admitted, students will normally be expected to hold a Bachelor of Commerce degree, with an emphasis or major in a specific concentration of business or commerce, and hold an overall grade average of B+ in their previous business/commerce papers.

The BCom(Hons) in International Business is generally comprised of four 20-point, one semester-long papers and the Honours dissertation worth 40-points, and is taken over a full year.

For a BCom(Hons) in International Business students must complete:

1. IBUS480 Dissertation; and
2. International papers at 400-level from Commerce subject lists (including a postgraduate research methods paper), worth 60 points as approved by the Director, International Business; and
3. Further international papers at 400-level worth at least 20 points from either Commerce or Arts and Music subject lists, as approved by the Director, International Business.

### Application procedures – BCom(Hons) (International Business)

Applications for the BCom(Hons) are taken only online, via the link “Apply Now” at:

[otago.ac.nz/courses/qualifications/bcomhons.html](http://otago.ac.nz/courses/qualifications/bcomhons.html)

## POSTGRADUATE DIPLOMA IN COMMERCE (PGDipCom)

Admission to the PGDipCom in International Business is highly competitive. Students will normally be expected to hold a three-year university degree with an emphasis or major in a specific concentration of business or commerce, and hold an overall grade average of B+ in their previous business/commerce papers. The difference between this degree and the BCom(Hons) course is that you do not have to complete a dissertation.

The PGDipCom in International Business is generally comprised of six 20-point, one semester-long papers, in one year.

For a PGDipCom in International Business students must complete:

1. International papers at 400-level from Commerce subject lists, worth 80 points as approved by the Director, International Business; and
2. Further international papers at 400-level worth at least 40 points from either Commerce or Arts and Music subject lists, as approved by the Director, International Business.

### Application procedures – PGDipCom (International Business)

Applications for the PGDipCom are taken only online, via the link “Apply Now” at:

[otago.ac.nz/courses/qualifications/pgdipcom.html](https://otago.ac.nz/courses/qualifications/pgdipcom.html)

### How to select your papers for the PGDipCom (International Business)

You should explore the papers on offer from the various departments in the Business School (start at [otago.ac.nz/business/study/postgraduate/index.html](https://otago.ac.nz/business/study/postgraduate/index.html)). If you wish to study at a higher level in the future you should include a postgraduate research methods paper.



## MASTER OF INTERNATIONAL BUSINESS (MIntBus)

Admission to the MIntBus requires a bachelor's degree in a relevant discipline with an overall grade average of B+ in the relevant 300-level papers. The MIntBus offers two pathways, depending on which type of project is chosen, for those intending business or research/academic careers.

The MIntBus consists of seven 20-point, one semester-long papers plus a 40-point project. This degree is intended to take 12 months full-time, or 24 months part-time, and commences in February each year.

A MIntBus requires completion of:

1. Three compulsory papers:
  - MANT 414 Research Process
  - MANT 454 Global Management
  - MANT 460 Advanced Global Business Strategy
2. Four elective papers chosen from those listed at [otago.ac.nz/courses/qualifications/mintbus.html](http://otago.ac.nz/courses/qualifications/mintbus.html) which (at present) are:
  - ACCT 412 International Accounting
  - BSNS 401 The Environment of Business and Economics
  - ECON 404 International Economics
  - ENTR 411 Introduction to Entrepreneurship
  - ENTR 415 New Venture Strategy
  - FINC 410 Advanced International Financial Management
  - MANT 415 Advanced Research Practice
  - TOUR 422 Tourism and Global Environmental Change
  - CHIN 441 Topics in Advanced Chinese
  - FREN 441 Topics in Advanced French
  - GERM 441 Topics in Advanced German
  - JAPA 441 Topics in Advanced Japanese
  - SPAN 441 Topics in Advanced Spanish
3. Plus one of the following projects (40 points each):
  - IBUS 501 Applied Project
  - IBUS 580\* Research Project

\*Students enrolling in IBUS 580 should take MANT 415 as one of their elective papers.

### Application procedures – MIntBus

Applications for the MIntBus are taken only online, via the link “Apply Now” at:

[otago.ac.nz/courses/qualifications/mintbus.html](http://otago.ac.nz/courses/qualifications/mintbus.html)

## MASTER OF BUSINESS (MBus)

The first year of the MBus is very similar to the PGDipCom programme, although students are required to undertake research methods courses. The thesis component allows students to work closely with a particular New Zealand firm in solving a particular problem through a thesis which is examined by external examiners.

For the MBus in International Business students must complete the following four items:

1. (Year 1) International papers at 400-level from Commerce subject lists, worth 80 points as approved by the Director, International Business; and
2. (Year 1) Further international papers at 400-level worth a total of at least 40 points from either Commerce or Arts and Music subject lists as approved by the Director, International Business; and
3. (Year 2) IBUS 5A (thesis, 96 points) (9 months of study).

MBus (International Business) students would **normally undertake a postgraduate research methods paper, typically in Management or Marketing**. Admission to the thesis component is normally approved only **upon successful completion** (with an overall average of B+) of 120 points of 400-level papers (with a minimum of 80 points from Commerce) during the papers year.

Applicants currently studying toward the PGDipCom (International Business) and who are interested in upgrading to a MBus (International Business) are encouraged to discuss their plans with the Director in person or via email **before** they have completed their 400-level papers as part of their PGDipCom programme, as you cannot graduate with a PGDipCom and then enrol in IBUS 5A.

### Application procedures – MBus (International Business)

Applications for the MBus are taken only online, via the link “Apply Now” at:

[otago.ac.nz/courses/qualifications/mbus.html](http://otago.ac.nz/courses/qualifications/mbus.html)

### About IBUS 5A

IBUS 5A forms the core of the MBus degree and is what distinguishes the MBus from the PGDipCom. IBUS 5A is a professionally oriented specialist thesis designed to meet the needs of employers and students. Full guidelines are available at the following link under the Master of Business section:

[otago.ac.nz/management/international-business/index.html#PGStudy](http://otago.ac.nz/management/international-business/index.html#PGStudy)

### About supervision

An MBus student is required to find a supervisor to supervise the IBUS 5A thesis work. Once you have determined what you would like to do for your IBUS 5A, you need to find a supervisor. A good starting point is to browse the websites of various faculty members within the School and see if anyone’s expertise lines up with what you are proposing. It is likely that you already know someone with whom you would enjoy working as you complete your IBUS 5A. In either case, an exchange of emails or a series of brief meetings should suffice in determining whether that person is willing and able to serve as your supervisor for your intended IBUS 5A.

Only when a supervisor has agreed to supervise your IBUS 5A will the application to the MBus programme be considered by the Director, International Business. That means that your application to the MBus programme **must** include a copy of an email or letter from the person who has agreed to supervise you **and** endorsement from the Head of Department of your proposed supervisor, sent to the Director, International Business. Failure to provide the Director with a letter or copy of an email will result in the application being sent back or delayed until such approval is received.

## MASTER OF COMMERCE (MCom)

The MCom in International Business is a minimum of one-year full-time (or equivalent part-time) research degree open to those who have completed a BCom (Hons), a PGDipCom, or an equivalent qualification from another university. Candidates choose a research topic in consultation with an academic staff member from within the School of Business who shall act as the formal supervisor.

It is the applicant's/student's responsibility to secure a supervisor based on the topic they have chosen to study/research for their thesis.

While the thesis, designated IBUS 5, that is written to satisfy the MCom degree requirement is not necessarily an original contribution to the research area, it is expected to stand as evidence that the student has mastered specific research skills, has extensive knowledge of relevant academic literature, and has the ability to design and coordinate substantial research projects and associated activities. One benefit of the MCom in International Business is linking of practical research experience and specialised knowledge, skills which are highly regarded in the international business environment. An MCom is also a means by which an academic career can be developed (i.e., this is the recommended pathway for those intending to subsequently pursue a PhD).

**Note:** Students wishing to enter the MCom in International Business will be required to have already undertaken a research methods paper at the 400-level.

Applications for the MCom are taken only online, via the link "Apply Now" at:

[otago.ac.nz/courses/qualifications/mcom.html](http://otago.ac.nz/courses/qualifications/mcom.html)

Additional general information on the requirements for an MCom can be found here:

[otago.ac.nz/courses/qualifications/mcom.html](http://otago.ac.nz/courses/qualifications/mcom.html)

## DOCTOR OF PHILOSOPHY (PhD)

The PhD is a programme of supervised, individual, original research. The PhD is by thesis only, although you may be required to take some papers to strengthen your background in relevant areas. The completion time for a PhD is approximately three years.

To be accepted for a PhD, students need to have either a good Master's degree with a research component or a good four-year honour's degree with a research component. In the application to do a PhD, students will need to include a topic proposal (approximately four pages in length).

Acceptance into a PhD in International Business depends on whether the student can find a supervisor to supervise the work. One initial way to identify a potential supervisor is to browse the websites of various faculty members within the School and see if anyone's expertise lines up with what you are proposing. Unfortunately, the Director is **not** in a position to find a supervisor for you, largely because the nature of what you want to do is a personal choice and thus better to come from you directly when soliciting a supervisor.

Only when a supervisor has agreed to supervise your PhD will the application be considered by the Director, International Business. That means that your application to the programme/degree **must** include a copy of an email or letter from the person who has agreed to supervise you **and** endorsement from the Head of Department of your proposed supervisor, sent to the Director, International Business. Failure to provide the Director with a letter or copy of an email will result in the application being sent back or delayed until such approval is received.

More information on the requirements for a PhD can be found here:

[otago.ac.nz/courses/qualifications/phd.html](http://otago.ac.nz/courses/qualifications/phd.html)

## Student Services

More information is available on the “Student Activities & Resources” section of the Business School website: [otago.ac.nz/business/studentactivities/](http://otago.ac.nz/business/studentactivities/)

### CLASS REPRESENTATIVES

You are welcome to approach your lecturers about matters relating to your coursework. Lecturers value feedback on courses.

Sometimes, however, you may have a suggestion that you would rather not approach a lecturer with directly. The class representative system is designed to cover such situations. At the beginning of each semester, all classes elect at least one class representative (“rep”) to act as a link between students and the relevant department. Class rep names and contact details are typically provided on the paper’s Blackboard site, or can be obtained from the department or lecturer or tutor(s).

It is the class rep’s job to represent the students in their class. Class reps attend Staff–Student Consultative meetings with a senior member of academic staff. Before these meetings, class reps let their class know that the meeting is going to take place so that students can raise any issues of concern beforehand. The class rep then reports back to the class after the meeting.

Class reps also pass on information from the Students’ Association and report back to the association any issues raised by their class. Remember – class reps are there to help you stay in touch and to give you a say in how papers are put together.

For more information on the class representative system, please visit:

[ousa.org.nz/your-executive/how-to-have-your-say/](http://ousa.org.nz/your-executive/how-to-have-your-say/)

### INTERNATIONAL EXCHANGE PROGRAMME

The University has exchange agreements with more than 90 institutions including about 60 prestigious business schools in over 30 countries. The exchange programme offers students the opportunity to study overseas while only paying University of Otago fees. The Business School offers travelling scholarships to aid students who are heading overseas on exchange. A full list of the Business School partner schools and details of the exchange programme and scholarships can be found at [otago.ac.nz/business/studentactivities/studentexchange/](http://otago.ac.nz/business/studentactivities/studentexchange/). For more information, please visit the Office of the Dean (Level 3, Commerce Building) or the University’s Student Exchange Office (Archway West).

## BUSINESS CASE COMPETITIONS

The Business School participates in national and international business case competitions offering students the opportunity to test their knowledge in a competitive environment. Each competition is generally held in one day at a specific venue. Team members are given a case to solve and must devise a strategy which they then present to a panel of judges. The winning strategy wins the competition. More information is available under the Business Case Competition heading at [otago.ac.nz/business/studentactivities/businesscase/](https://otago.ac.nz/business/studentactivities/businesscase/) or contact Dr Sergio Biggemann, Commerce Building, room 4.12, Tel: +64 3 479 8467 and email: [sergio.biggemann@otago.ac.nz](mailto:sergio.biggemann@otago.ac.nz)

## STUDENTS WITH DISABILITIES

If you have a disability or condition which may adversely affect your studies, please let your lecturers and tutors know. They are reliant on you to make your needs known and will try to meet those needs wherever possible.

You can check out the Disability Information and Support website: [otago.ac.nz/disabilities](https://otago.ac.nz/disabilities)

Contact:

Disability Information and Support

Tel: 03 479 8235

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

Website: [otago.ac.nz/disabilities](https://otago.ac.nz/disabilities)

## MĀORI STUDENT SUPPORT AND MENTORING

The Business School's Kaiawhina Māori, offer Māori students academic advice and general information about studying at the Business School. For more information please visit [otago.ac.nz/business/study/maori.html](https://otago.ac.nz/business/study/maori.html) or [otago.ac.nz/business/studentactivities/resources/otago033757.html](https://otago.ac.nz/business/studentactivities/resources/otago033757.html)

Otago Business School Kaiawhina Māori

Divisional Office

Level 1, Commerce Building

Te Tai Tuara, the Māori Commerce Students' Association, provides contacts and networking opportunities: [otago.ac.nz/business/studentactivities/tetaituara.html](https://otago.ac.nz/business/studentactivities/tetaituara.html)

You may also wish to use the Student Learning Centre or the Māori Centre (Te Huka Maturaka) to help your learning or just help you settle into the University community. The Business School hosts an annual hui for all students of Māori descent.

## STUDENT LEARNING DEVELOPMENT

The Student Learning Centre provides a range of services, free of charge, to assist all students in their study and learning. They provide a range of workshops throughout the year on study and learning techniques, including essay writing, effective reading, note-taking and note-making, oral presentation skills, critical thinking, learning to learn, time management, and examination techniques. They also offer individual assistance on study-related matters.

Contact:

Student Learning Centre

Tel: 03 479 5786

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

Website: [otago.ac.nz/hedc/students/index.html](http://otago.ac.nz/hedc/students/index.html)

## CONTACT INFORMATION

### OTAGO BUSINESS SCHOOL

International Business Programme  
c/ Department of Management  
Commerce Building, Level 6, Reception  
Tel: 03 479 8129  
Email: [intbusiness@otago.ac.nz](mailto:intbusiness@otago.ac.nz)

Divisional Academic Manager  
Bronwen Stephens  
Divisional Office, Level 1, Commerce Building  
Tel: 03 479 5635  
Email: [bronwen.stephens@otago.ac.nz](mailto:bronwen.stephens@otago.ac.nz)

Māori Student Support (Kaiārahi Māori)  
Emere Leitch-Munro  
Divisional Office, Level 1, Commerce Building  
Tel: 03 479 5432  
Email: [emere.leitch-munro@otago.ac.nz](mailto:emere.leitch-munro@otago.ac.nz)

Associate Dean - Māori/Manutaki Tuarua – Māori  
Katharina Ruckstuhl  
Divisional Office, Level 1, Commerce Building  
Tel: 03 479 4917  
Email: [katharina.ruckstuhl@otago.ac.nz](mailto:katharina.ruckstuhl@otago.ac.nz)

Pacific Islands' Student Academic Advisor  
Esmay Eteuati  
Divisional Office, Level 1, Commerce Building  
Tel: 03 479 4756  
Email: [piadvisor@otago.ac.nz](mailto:piadvisor@otago.ac.nz)

### DEPARTMENT OF LANGUAGES AND CULTURES

Email: [languages@otago.ac.nz](mailto:languages@otago.ac.nz)  
Tel: +64 479 9032



## **OTHER OFFICES IN THE UNIVERSITY**

University of Otago

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

University of Otago Contact Centre (for initial enquiries and information)

Tel: 0800 80 80 98

Otago Business School

[business.otago.ac.nz](http://business.otago.ac.nz)

Fees Information

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

Scholarships Information

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

Māori Centre

515-523 Castle Street

Tel: 03 479 8490

[otago.ac.nz/maoricentre](http://otago.ac.nz/maoricentre)

Pacific Islands Centre

Nina Kirifi-Alai – Manager

1 Leithbank

Tel: 03 479 8278

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

[otago.ac.nz/pacific](http://otago.ac.nz/pacific)

International Office

Archway West Ground Floor

Tel: 03 479 8344

[otago.ac.nz/international](http://otago.ac.nz/international)

Careers Development Centre

Information Services Building

65 Albany Street, loading bay opposite Clubs & Societies Building

Tel: 03 479 8244

[otago.ac.nz/careers](http://otago.ac.nz/careers)

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