

Vice-Chancellor's Office

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

The Office of the Vice-Chancellor provides support for the governance and executive functions of the University.

Within the Vice-Chancellor's Office are:

Registrar and Secretary to the Council

The main roles of the Office of the Registrar and Secretary to the Council involve servicing the University Council and its standing and other committees; co-ordination of overall accountability to meet the University's statutory obligations; advice on University policies and procedures; and provision of a repository of information and data on matters relating to governance. The office also includes Corporate Records Services and the University Mediator.

Māori Development

The Māori Development Office has responsibility for developing and maintaining University Treaty-based relationships with Ngāi Tahu and other Iwi and Māori providers, and co-ordinating and implementing Māori development and strategy, including: implementation of the Māori Strategic Framework; research consultation; leadership and support of cultural development; and leadership and support of Māori staff networks and development.

Planning and Funding

The Planning and Funding Office prepares the key documents required to secure Government support for the University's strategic direction and for funding to support that direction. As well as negotiating core funding, the Office is responsible for reporting information to Government agencies and other external parties for planning, reporting, statistical and reputational purposes. Within the University, the Office facilitates strategic planning, provides strategic advice (along with statistical information and analysis), prepares key corporate documents, and undertakes a wide range of special project work.

Administrative and Student Services and Facilities

The following is a summary of the chief services and facilities for staff and students, listed according to the Divisions which have responsibility for them. Further information is available by contacting the section concerned (University of Otago, PO Box 56, Dunedin 9054; university@otago.ac.nz) or on the University's website (www.otago.ac.nz), or in the Guide to Enrolment.

Academic Division

Academic Services

The chief responsibilities of this section (based in the Clocktower Building) are the provision of information about the University and its courses, admission and enrolment of students, timetabling, student records, examinations, and graduation matters, administrative support of academic committees, and oversight of student management systems. The University Information Centre (ground floor, Information Services Building) is also part of Academic Services.

Higher Education Development Centre (HEDC)

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

Library

The University Library system is a distributed network of libraries offering a wide range of information services and access to scholarly resources, both online and held locally, to support the research and teaching needs of the University.

The Library holds one of the richest research collections in New Zealand. The Hocken Collections are a national research collection of material in the field of New Zealand and Pacific studies. The Christchurch and Wellington campuses are served by the Canterbury and Wellington Medical Libraries.

Access to Library resources and other information may be found on the Library's website (www.otago.ac.nz/library).

Summer School and Continuing Education

Summer School and Continuing Education (Commerce Building, rooms 4.33 and 4.35) provides information and support to Summer School students, staff and departments. As well as being responsible for the overall organisation, administration and promotion of the Otago Summer School in Dunedin, Wellington, and Auckland, the office organises continuing education (non-credit) courses that are offered to the public. These include short courses, public lectures, symposia, workshops, seminars and special interest schools.

Distance Learning

The Distance Learning Office (Commerce Building, rooms 4.15 and 4.17) provides information and support on distance education to students, staff and departments. The University offers a range of papers and programmes by distance learning (a Distance Learning Prospectus is available on request) and students may contact Distance Learning for information about their proposed courses of study. The Distance Learning Office helps promote these programmes and provides strategic leadership within the University.

It also provides assistance to departments and academic staff in developing their programmes and assuring the quality of their distance teaching.

Quality Advancement Unit

The Quality Advancement Unit has responsibility for managing and administering the University's internal reviews process, conducting the University's Graduate and Student Opinion Surveys, co-ordinating preparations for external academic audit (conducted under the auspices of the Academic Quality Agency for New Zealand Universities), and fostering and supporting good practice in quality assurance and improvement across the University.

Research Division

Research and Enterprise

The Research and Enterprise Office (located in the Centre for Innovation) is responsible for the central administration of competitive research grants and commercial contracts, contract management, and the capture of intellectual property for commercialisation by Otago Innovation Ltd (the University's wholly-owned technology transfer company). It also fosters links between industry and Government agencies and University researchers.

Graduate Research School

The Graduate Research School provides support for graduate research students (i.e. PhD and masters' students undertaking thesis research) and for their supervisors.

It has responsibility for the PhD and professional and higher doctoral degrees, and scholarships (excluding undergraduate entrance scholarships), and promotes new initiatives and policies to foster the development of graduate student research.

Centre for Innovation

The Centre for Innovation provides an on-campus hub to facilitate the translation of research through the co-location of technology-based business with Research and Enterprise and Otago Innovation Ltd.

Otago University Press

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

PBRF and Publications

The PBRF and Publications Office oversees and coordinates the collection of publication and research output information for use in University reports and publications.

It has responsibility for coordinating activities and managing systems associated with the submission of research performance information for the Performance Based Research Fund (PBRF) quality evaluation exercises undertaken by the Tertiary Education Commission.

External Engagement Division

The External Engagement Division has a strong focus on strengthening the University's engagement and profile both nationally and internationally. The Division comprises the following:

Communications Office

The Communications Office provides media and social media advisory services for divisions, schools and departments. It is also the first point of contact for external media and manages media relations for the University. The Office also produces the Otago Bulletin, Otago Connection (an e-newsletter for parents and families), the research highlights publication *He Kiteanga*, the Otago alumni magazine, and the Expertise Directory for the media.

Development and Alumni Relations Office

The Development and Alumni Relations Office maintains and strengthens relationships with alumni (both graduates and other former students), who continue to benefit from their Otago experience long after studying here. This is to foster long-term mutually beneficial relationships between the University, its alumni, corporations, foundations and the broader community and to attract philanthropic support to enhance the University's teaching and research excellence.

The office facilitates relationships between the divisions, departments and their alumni through providing information about the University and its alumni community; managing national and international alumni events; maintaining the alumni register; and managing the University's bequest and annual giving programmes.

External Engagement Office

The External Engagement Office develops relationships with key industry and education stakeholders, and alumni, within Auckland and the wider region. The manager is based at the Auckland Centre which provides teaching, meeting, conference and IT facilities to support the University's academic programmes and other events.

International Office

The International Office (Archway West) provides information, advice, and support to prospective and current international students. The office provides exchange opportunities to more than 100 partner universities in over 30 countries for students who wish to study overseas and promotes internationalisation activities at Otago. There are dedicated teams responsible for international marketing, international student recruitment, and for the coordination of programmes when hosting international visitors to the Dunedin campus. The international admissions team is also situated in Archway West. The International Office provides assistance to staff and departments who wish to collaborate internationally, as well as helping the wider University administer international partnerships and memoranda of understanding with overseas institutions.

Marketing Office

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

Schools' Liaison Office

Schools' Liaison provides advice to prospective undergraduate students on study options and university life. Returning and transferring students also seek advice from Liaison staff members at each of the Auckland, Wellington and Dunedin offices. Liaison Officers visit most secondary schools throughout New Zealand twice a year. They also host information evenings, careers advisers' update days and attend school careers' events.

Undergraduate Entrance Scholarships Office

For new students at the University of Otago in undergraduate degree programmes, there is a range of undergraduate entrance scholarships available to provide financial support for at least the first year of study. The Undergraduate Entrance Scholarships Office manages these scholarships, from initial enquiries and applications to assessments, selections, payment of awards and celebrations of recipients. The administration of undergraduate entrance scholarships is based in the Clocktower Building, in a joint office with the Graduate Research School's postgraduate scholarships and prize administration.

Web Office

The Web Office manages the University's web environment and is accountable for the strategic overview, management, development, and design of the websites in the web domain and the aligned web presences and environments. The Office provides information via the website about all aspects of the University and the programmes and services it provides as well as providing expertise and assistance to the wider University community.

Division of Campus and Collegiate Life Services

Accommodation

The University has a Student Accommodation Centre (109 St David Street) which provides information and advice to students on accommodation in residential colleges and flats. The University also owns and operates flats for international students (University Flats, 105 St David Street). The following residential colleges and other student accommodation are controlled by or affiliated to the University (applications for admission should be made to the Student Accommodation Centre, preferably by the end of September).

Abbey College, 900 Cumberland Street

Head of College: Appointment pending

Aquinas College, 74 Gladstone Road

Head of College: Ms Morag L. Cunningham BA(Hons)(Otago) MCouns(Massey)
DipTchg

Arana College, 110 Clyde Street

Warden: Mr Jamie G. Gilbertson JP BA DipGrad CertSocWk(Otago)

Carrington College, 57 Heriot Row

Warden: Mr Peter R. Walker BCom BPhEd(Otago)

City College*, 911 Cumberland Street

Head of College: Mr Andrew R. Walne BA(Hons)(York)

Cumberland College, Castle Street

Head of College: Mr Nicholas J. McD. Bates BA(Otago) PGDipCouns(Massey) DipTchg

Hayward College, 110 Frederick Street

Head of College: Ms Pauline A. Donovan BCom MBA(Otago) DipTchg

Knox College*, 1 Arden Street, Opoho

Master: The Very Rev. Dr Graham E. Redding BCom(Auck) BTheol
PGDipTheol(Otago) PhD(Lond)

St Margaret's College*, 333 Leith Street

Master: Dr Charles M. Tustin MCom(Pret) DCom(SA)

Salmond College*, 19 Knox Street

Head of College: Mr Maurice A. Jackways JP BA DipEdStud(Well) DipPhEd(Otago)
DipTchg

Selwyn College*, 560 Castle Street

Warden: Mr James H. Lovelock LLB(Otago) BAppMgt(Otago Poly)

Studholme College, 127 Clyde Street

Warden: Mr Sagato (Ziggy) A. Lesa BPhEd(Otago) DipTchg

Te Rangi Hiroa College, 192 Castle Street

Warden: Mr Ashley R. Day QSM JP BA(Hons)(Otago) DipTchg
Chevalier dans l'Ordre des Palmes Académiques

Toroa College, 8 Regent Road

Head of College: Ms Christina D. Watson-Mills BA(Otago)

University College, 315 Leith Street

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

University Flats, 105 St David Street

Head: Mr Anthony J. Buchanan

* *Affiliated independent residential college*

University of Otago Union

The Union is a commercial University-owned business unit comprising 26 operations in 15 locations in and around campus. Employing more than 450 staff, it is a diverse service provider specialising in the provision of catering, retail, and beverage services.

Uniprint

Uniprint (161 Albany Street) provides printing, poster printing, photocopying, colour copying, graphic design, type-setting, digital publishing, ePubs and Campus Courier services for academic and general staff and students.

Information Technology Services Division

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

Student Services Division

Student Services Divisional Office

The Student Services Divisional Office is responsible for direction of the services within the Division and the administration of a number of processes on campus: requests for Student Services Fee exemptions; publication of the fortnightly communication to all Dunedin students via scarfie.com; approval of global emails to students; sponsorship and management of University ID Cards and Justice of the Peace services on campus.

Career Development Centre

Through individual appointments, a Drop In service (no appointment needed), seminars, workshops, and online resources via its website, the Career Development Centre (Information Services Building) provides information on current job opportunities, course options, and career planning strategies for students, intending students, and graduates. The Centre also co-ordinates Graduate Recruitment and the University's Volunteering Centre.

Chaplains

Chaplains are available to offer pastoral care, encouragement and spiritual support to all students and staff of the University. Chaplaincy offices are located at the eastern end of the mezzanine floor in the University Union Building and on the ground floor of the College of Education. The chaplains should be contacted for access to the University Prayer and Meditation Room or the Muslim Prayer Room (both on the top floor of the University Union Building).

Childcare

Childcare is provided by the Otago University Childcare Association (551 Castle Street North).

Disability Information and Support

Disability Information and Support (Information Services Building) provides learning support, advice, advocacy and information to students with disabilities, impairments, medical conditions, or injuries. Their vision is to work in partnership to promote an inclusive environment that celebrates diversity, promotes comprehensive academic support, and empowers individuals with impairments to reach and achieve their full potential.

Māori Centre / Te Huka Mātauraka

The Māori Centre (515, 519 and 523 Castle Street North) is the heart of Māori student life on campus and its main purpose is to assist and encourage Māori students to participate and succeed in their studies. The Centre provides academic, cultural, counselling and social support from before enrolment through to graduation and beyond and introduces students to local iwi community networks and whakawhānauangata.

Pacific Islands Centre

The Pacific Islands Centre (corner of Clyde Street and Leithbank) is a home away from home for students from the Pacific. The Centre provides academic mentoring, additional tutorials, a postgraduate students' support reference group, pastoral and cultural support, study assistance and advice, and links to other support services on campus. Cultural advice is also offered to staff and students undertaking research related to the Pacific.

Proctor

The Proctor's Office is located in the St David Lecture Theatre Building (opposite the Centre for Innovation). The Office works closely with students, staff and other local agencies and services to foster the unique town-gown relationship in Dunedin as it relates to student behaviour. The Proctor's Office also manages Campus Watch (staff available 24 hours a day, 7 days a week), building security (including door access and control), CCTV, the University ID Card system and the University Safety Patrol.

Recreation Services

Unipol Recreation Services (University Plaza Building) coordinates and offers facilities and services for a wide range of recreational and sporting opportunities for students and staff including weight and cardio studios, courts, group fitness, social sport, gear hire, and trips.

Student Health Services

Student Health Services (corner of Walsh and Albany Streets) provide student-centred holistic health care including GP, nursing, psychiatry, and short-course counselling services to all students who have paid the University of Otago Student Services Fee.

Visiting Lectureships and Fellowships

The income of certain bequest funds enables staff of other universities to hold visiting appointments in the University or to give a series of lectures. Amongst the positions available from time to time are James and Jean Davis Visitorships (all disciplines) de Carle Lectureships (Arts and Music), Harold Chaffer Lectureships (Medicine), Sir Thomas Kay Sidey Visiting Fellowships and Professorships (Dentistry), Thomas Burns Memorial Lectureships (Theology and Religion), and William Evans Visiting Fellowships and Professorships (all Departments).

The University offers the following annual awards, administered by the Division of Humanities: the Robert Burns Fellowship (for writers, established in 1958), the Frances Hodgkins Fellowship (for artists, established in 1962), and the Mozart Fellowship (for composers, established in 1969). There is also an appointment each year of a University of Otago College of Education Creative New Zealand Children's Writer in Residence. The Caroline Plummer Dance Fellowship (for community dance practitioners, teachers, and researchers, established in 2004) is administered by the Division of Sciences.

Policies

The University's policies on academic, administrative, financial, information, and personnel matters may be found on the University's website at www.otago.ac.nz/administration/policies/index.html.