

General Information

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General Information

Vision and Mission of the University

Vision

A research-led University with an international reputation for excellence.

Ko te Aronga

He Whare Wānanga e aronui ana ki te rangahau, e rongonui ana i ngā tōpito o te ao i āna tutukinga ikeike.

Mission

The University of Otago will create, advance, preserve, promote and apply knowledge, critical thinking and intellectual independence to enhance the understanding, development and well-being of individuals, society and the environment. It will achieve these goals by building on foundations of broad research and teaching capabilities, unique campus learning environments, its nationwide presence and mana, and international links.

Ko te Uaratanga

Ko tā Te Whare Wānanga o Otāgo he whakawhanake, he pupuri, he whakatairanga hoki i te mātauranga, i te ihomatua tātari kaupapa, i te whakaaroaro motuhake o te tangata, kia hāpai ai te mōhio, te mārāma, te hiatotanga, otirā, te oranga o te tangata, o te iwi hoki. Mā te rangahau me te tika mārīka o te whakaako, mā te whai wānanga ahurei, mā te whakaū ki tōna mana, me ōna toronga puta noa i te motu, i te ao hoki ēnei whāinga e tutuki.

(The Vision and Mission will be updated in 2022.)

History

The University of Otago, founded in 1869 by an ordinance of the Otago Provincial Council, is New Zealand's oldest university. The new University was given 100,000 acres of pastoral land as an endowment and authorised to grant degrees in Arts, Medicine, Law and Music.

The University opened in July 1871 with a staff of just three Professors, one to teach Classics and English Language and Literature, another having responsibility for Mathematics and Natural Philosophy, and the third to cover Mental and Moral Philosophy and Political Economy. The following year a Professor of Natural Science joined the staff. With a further endowment provided in 1872, the syllabus was widened and new lectureships established: lectures in Law started in 1873, and in 1875 courses began in Medicine. Lectures in Mining were given from 1872, and in 1878 a School of Mines was established.

The University was originally housed in a building (later the Stock Exchange) on the site of John Wickliffe House in Princes Street but it moved to its present site with the completion of the northern parts of the Clocktower and Geology buildings in 1878 and 1879.

The School of Dentistry was founded in 1907 and the School of Home Science (later Consumer and Applied Sciences) in 1911. Teaching in Accountancy and Commerce subjects began in 1912. Various new chairs and lectureships were established in the years between the two world wars, and in 1946 teaching began in the Faculty of Theology. The School of Physical Education was opened in 1947.

A federal University of New Zealand was established by statute in 1870 and became the examining and degree-granting body for all New Zealand university institutions until 1961. The University of Otago had conferred just one Bachelor of Arts degree, on Mr Alexander Watt Williamson, when in 1874 it became an affiliated college of the University of New Zealand.

In 1961 the University of New Zealand was disestablished, and the power to confer degrees was restored to the University of Otago by the University of Otago Amendment Act 1961.

Since 1961, when its roll was about 3,000, the University has expanded considerably (in 2021 there were over 21,000 students enrolled) and has broadened its range of qualifications to include undergraduate programmes in Surveying, Pharmacy, Medical Laboratory Science, Teacher Education, Physiotherapy, Applied Science, Dental Technology, Radiation Therapy, Dental Hygiene and Dental Therapy (now combined in an Oral Health programme), Biomedical Sciences, Social Work, and Performing Arts, as well as specialised postgraduate programmes in a variety of disciplines.

Although the University's main campus is in Dunedin, it also has Health Sciences campuses in Christchurch (University of Otago, Christchurch) and Wellington (University of Otago, Wellington) (established in 1972 and 1977 respectively), an information and teaching centre in central Auckland (1996), a dental facility in Manukau (2020), and a School's Liaison office in Wellington (2001). The Dunedin College of Education merged with the University on 1 January 2007, and this added a further campus in Invercargill, which also supports Health Sciences activities.

Governance

The supreme governing body of the University is the Council, presided over by the Chancellor. When it was first established its members held office for life. Its constitution was progressively amended in 1891, 1911 and 1946 to provide for the representation of certain local bodies and educational groups, the graduates, the student body and non-professorial staff. The present structure of the Council was laid down in the Education Amendment Act 2015.

The Council is advised on academic matters by the Senate, the membership of which is drawn mainly from the Heads of academic Departments, but with representatives of other teaching staff and students. The Vice-Chancellor, who is designated as Chief Executive of the University by the Education and Training Act 2020, convenes the Senate, which, in turn, is advised by the Divisional Boards and other Committees and Boards on matters which fall within their particular terms of reference.

In 1989 the internal governance of the University was reformed by grouping the existing departments, faculties, and schools into four academic Divisions (Commerce, Health Sciences, Humanities, and Sciences). Each academic Division is headed by a Pro-Vice-Chancellor. Further changes to the executive group resulted in the appointment of two Deputy Vice-Chancellors (Academic, and Research and Enterprise) in 1994, a Chief Operating Officer in 2005, and a third Deputy Vice-Chancellor (External Engagement) in 2015. The executive group also includes the Directors of Human Resources; Strategy, Analytics and Reporting; Māori Development; Pacific Development; the Chief Financial Officer, and the Registrar and Secretary to the Council.

There are several non-teaching Divisions and Offices with responsibility for administrative, financial, and property and facilities matters, and for the provision of other services for staff, students and alumni (see University Staff section for the names of the various areas).

Coat of Arms

The University's coat of arms was granted by the Lord Lyon King of Arms (Scotland's premier officer of arms) on 21 January 1948. Its design is based on that of the unauthorised arms which appeared on the University's seal in use by September 1870.

The blazon (technical description) of the arms is:

Azure, on a saltire cantoned between four mullets of six points Or, a book, gilt-edged and bound in a cover Gules charged with a mullet of six points of the second [i.e. Or] and a book-marker of the third [i.e. Gules] issuant from the page-foot, and in an Escrol under the same this Motto "SAPERE AUDE".

(Lyon Register vol.36, p.102)

In ordinary language, the shield is blue, with a gold saltire (Saint Andrew's cross) between four gold six-pointed stars. On the centre of the saltire there is a closed red book, gilt-edged and with a red book-marker protruding, bearing another gold six-pointed star on its cover.

The motto may be translated as 'dare to be wise' or 'have courage to be wise'.

Academic Divisions

The University's four academic Divisions include the staff in all of the Departments, Schools, and Faculties in each of the four groups of related disciplines. The Schools and Faculties within each Division, and their constituent Departments and other academic sections, are as follows:

Division of Humanities

School of Arts

Classics; English and Linguistics; History; Centre for Irish and Scottish Studies; Languages and Cultures; Philosophy; and Theology.

School of Geography (including the Centre for Sustainability)

School of Performing Arts

Music; Theatre Studies; Dance Studies.

School of Social Sciences

Archaeology; Media, Film and Communication; National Centre for Peace and Conflict Studies; Politics; Religion; Social Anthropology; Social and Community Work; Sociology, Gender Studies and Criminology.

Faculty of Law (including the Children's Issues Centre)

Te Tumu: School of Māori, Pacific and Indigenous Studies

College of Education

The College also includes Education Support Services; Educational Assessment Research Unit; Centre for Distance Education and Learning Technologies; and Centre for Educational Leadership and Administration.

Division of Sciences

The Science Departments in the Division are the Departments of Botany; Chemistry; Computer Science; Food Science; Geology; Human Nutrition; Marine Science (incorporating the Portobello Marine Laboratory and Marine Studies Centre); Mathematics and Statistics; Physics; Psychology; Science Communication; and Zoology.

School of Physical Education, Sport and Exercise Sciences

School of Surveying

Division of Commerce

The Otago Business School is the alternative name for this Division: Departments of Accountancy and Finance; Economics; Information Science; Management; Marketing; and Tourism; and Executive Programmes.

Division of Health Sciences

School of Biomedical Sciences

Departments of Anatomy; Biochemistry; Microbiology and Immunology; Pharmacology and Toxicology; and Physiology.

Faculty of Dentistry

Departments of Oral Diagnostic and Surgical Sciences; Oral Rehabilitation; Oral Sciences; and Sir John Walsh Research Institute.

Otago Medical School

University of Otago, Christchurch: Departments of Anaesthesia, General Practice, Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery and Musculoskeletal Medicine, Paediatrics, Pathology and Biomedical Sciences, Population Health, and Psychological Medicine; Radiology; Department of Surgery; and Centre for Postgraduate Nursing Studies.

Otago Medical School Dunedin Campus: Departments of General Practice and Rural Health; Medicine; Pathology; Preventive and Social Medicine; Psychological Medicine; Surgical Sciences; and Women's and Children's Health (Obstetrics and Gynaecology and Paediatrics and Child Health); Bioethics Centre.

University of Otago, Wellington: Departments of Medicine; Obstetrics, Gynaecology and Women's Health; Paediatrics and Child Health; Pathology and Molecular Medicine; Primary Health Care and General Practice; Psychological Medicine; Public Health; Radiation Therapy; and Surgery and Anaesthesia.

School of Pharmacy

School of Physiotherapy

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 Office of the Registrar and Secretary to the Council services the University Council and its committees; co-ordinates accountability and compliance activities to meet the University's statutory obligations (including record keeping, provision of official information, copyright and privacy matters); advises on University policies and procedures; and provides information on matters related to governance. The Office also includes Corporate Records Services and the University Mediator.

Māori Development

The Office of Māori Development 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; leadership and support of cultural development; and leadership and support of Māori staff networks and development.

Pacific Development

The Pacific Development Office is responsible for leading the progress of the Pacific Strategic Framework, which was adopted by the University of Otago in December 2012. The Pacific Strategic Framework is the University's commitment to ensuring equity in Pacific student achievement, including University-wide goals in research, teaching, external engagements and operations. It gives strategic and implementation advice to University leadership on advancing institutional goals for Pacific students, staff and communities including developing local Pacific community partnerships, in Aotearoa and in the Pacific Region and providing leadership and support to Pacific staff and students networks.

Strategy, Analytics and Reporting Office (SARO)

The SAR Office facilitates university strategic planning, provides strategic advice, prepares key corporate documents, and undertakes a wide range of project work. It undertakes core demand forecasting for the University, co-ordinates institutional benchmarking and work in relation to international rankings, and prepares the key documents required to secure Government support for the University's strategic direction and associated funding. As well as negotiating core funding, SAR is responsible for reporting information to Government agencies and other external parties for planning, statistical and reputational purposes.

Administrative, Student and Academic 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 (otago.ac.nz), or in the *Guide to Enrolment*.

Academic Division

Academic Committees and Services Office

Academic Committees and Services provides support and advice to various stakeholders, and secretarial services to many of the University's central committees, including Senate, Committees of Senate, Divisional Boards and some sub-committees of the Council. The office is organised into two broad areas: research support, which supports the committees for research including human participant research ethics and animal ethics; and teaching and learning support, which has Specialists who are embedded in each of the academic divisions and centrally in the Academic Committees Office to support the approval and reporting processes for new and changing programmes and papers.

Distance Learning

The Distance Learning Office 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.

English Language Centre | Te Puna o te Kī

The University of Otago offers a variety of English-language programmes through the English Language Centre | Te Puna o te Kī, which are delivered both on campus in Dunedin and online. Programmes include General English, through which students can progress to Pathway if they choose, and English for Otago, which meets the English requirements for most undergraduate and postgraduate programmes at Otago, and preparation courses for international English examinations such as IELTS. The Centre also engages with international partners to deliver online blended English learning programmes which can complement institutions' existing programmes. It can also deliver tailored programmes of English for specific purposes both in New Zealand and off-shore.

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, other professional and academic activities, and student learning. HEDC staff work with University academic staff and managers, as well as undergraduate and postgraduate students, and 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 (otago.ac.nz/library).

Pathway | Te Huarahi

The University of Otago offers a 26-week Pathway programme consisting of 10 academic papers. Students who successfully complete the two 13-week semesters are awarded the Foundation Studies Certificate. This CUAP approved, NZQA Level 4 certificate guarantees students entry to their chosen University of Otago first-year course (except those with limited intakes) and is recognised by all New Zealand universities as an entrance qualification.

There are three intakes each year: February to October; June to February and October to June. Students may study any one of the four academic streams which align with the four University of Otago academic divisions: Business/Commerce; Health Sciences; Arts/Humanities; and Sciences/Applied Science/Life Science.

Quality Advancement Unit

The Quality Advancement Unit has responsibility for managing and administering the University's internal reviews process, conducting the University's core student and graduate surveys, managing the University's teaching and paper evaluations service, 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.

Student and Academic Services

Student and Academic Services Director's Office

The Student and Academic Services Director's Office is responsible for direction of the services within Student and Academic Services and the administration of a number of processes on campus, including: managing student critical incidents and approval of global emails to students.

Career Development Centre

Through individual appointments, seminars, workshops, and online resources via its website, the Career Development Centre (Information Services Building) provides information on current job opportunities, and career planning strategies for students, prospective students, and recent graduates. The Centre also co-ordinates Graduate Recruitment and the University Social Impact Studio.

Chaplains

Ecumenical 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 University Prayer and Meditation Room or the Muslim Prayer Room (both on the top floor of the University Union Building) are available for use by contacting the Chaplains for access.

Disability Information and Support

Disability Information and Support (Information Services Building) provides learning support, advice, advocacy and information to students who have a disability, impairment, injury or medical condition that affects their study. 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 their full potential.

Te Huka Mātauraka – the Māori Centre

Te Huka Mātauraka is the heart of taurira Māori life on campus and its main purpose is to provide a range of tautoko that will contribute to a successful and enjoyable year of study. The Centre provides academic, cultural, counselling and social support in a way that is filled with aroha and manaaki and starts before enrolment through to graduation and beyond. It is a caring, committed and loyal whānau on campus.

Pacific Islands Centre

The Pacific Islands Centre is a home away from home for students from the Pacific and around New Zealand. 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), pastoral care and support, building security (including door access and control), CCTV and the University Safety Patrol.

Office of Student Success

The Office uses research to support the improvement of student success across all levels of study and across all disciplines in the University. The Office works collaboratively across the University to access, generate and integrate University data, to initiate and evaluate interventions, and to undertake independent research in the area of student success. The Office also hosts the Locals Collegiate Community, which supports first-year students who choose to live in the local community (boarding, flatting or living at home) to have a successful year.

Te Whare Tāwharau

Te Whare Tāwharau is a sexual violence support and prevention centre. It is a place of shelter that provides assistance and education to students and staff with the aim of reducing sexual violence in the University community. Te Whare Tāwharau is situated at 5 Leithbank and walk-in hours are 10am–4pm, Monday to Friday during semesters, and 11am–2pm Monday to Friday during Summer School.

Research Division

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

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 promotes new initiatives and policies to foster the development of graduate student research.

Postgraduate Scholarships, Prizes and Awards Office

This office has oversight of strategy, policies and processes for the award of University scholarships (excluding undergraduate entrance scholarships), with particular emphasis on scholarships for doctoral and masters' students. Support is also provided for students applying for prestigious national and international scholarships, such as the Rhodes or Woolf Fisher scholarships. In addition, the regulations and processes for the award of University Prizes and Awards are overseen by the Manager, Postgraduate Scholarships, Prizes and Awards.

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 co-ordinates the collection of publication and research output information for use in University reports and publications. It has responsibility for co-ordinating 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:

Communication Services

Communications Services provides strategic communications, and media and social media advisory services for divisions, schools and departments. It is the first point of contact for external media and manages media relations for the University. Communication Services also produces the *Otago Staff Bulletin*, *Otago Connection* (an e-newsletter for parents and families), the research highlights publication *He Kitenga*, and the Otago alumni magazine. Communication Services is also central to emergency communications for the University.

Development and Alumni Relations Office

The Development and Alumni Relations Office (DARO) facilitates an ongoing relationship with the University's alumni and donor community in New Zealand and around the world. It co-ordinates contact with former students, graduates, and friends to keep them up to date with happenings at the University and what's new for alumni and friends. DARO promotes Otago as a place of philanthropy to enable the University to build on its strengths, enhance student experiences, extend research programmes, and create the best possible environments within which people can excel. The Office is made up of a number of teams which support the advancement of philanthropy and alumni relationships – fundraising, alumni relations, engagement, stewardship, research services, communications, events, and data management.

External Engagement Office (Auckland)

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 is responsible for the recruitment and support of international students, the maintenance of the University's key international partnerships, the operation of the Student Exchange Programme, and promoting internationalisation activities at Otago. There are dedicated teams responsible for international marketing, international student recruitment, international student support, delivering student visa, insurance and US Financial Aid services, as well as the student exchange programme. The International Office provides assistance to staff and departments who wish to collaborate and engage internationally, and helps the wider University administer international partnerships.

Marketing Services

This area is responsible for developing the University's marketing strategy, including campaigns for both undergraduate and postgraduate recruitment, designing and implementing tactical advertising and promotional activities, producing most of the University's flagship publications, and ensuring consistency and cohesiveness in all publications across the University. Marketing Services 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, website design and website content management service, and is responsible for the University of Otago brand.

Pacific Community Engagement

The Pacific Community Engagement Manager is based in Auckland. They lead University engagement with Pacific communities in Auckland and elsewhere within New Zealand, and support Pacific engagement more widely.

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 strategy, governance and management of these scholarships fall within the remit of the Undergraduate Entrance Scholarships Manager. The scholarships are administered by Student Experience.

Office of the Chief Operating Officer

Campus and Collegiate Life Services

Accommodation

The University has a Student Accommodation Centre (Black Sale House, 100 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, Black Sale House, 100 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).

Aquinas College, 74 Gladstone Road

Warden: Mr L. G. Luke Morrison LLB(Hons) MA(Otago)

Arana College, 110 Clyde Street

Warden: Mr Ruben L. Katigbak

Caroline Freeman College, 911 Cumberland Street

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

Carrington College, 57 Heriot Row

Warden: Ms H. Alison Norton BJour(Carleton) MS(Western Illinois)

Cumberland College, Castle Street

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

Hayward College, 110 Frederick Street

Warden: Ms Pauline A. Donovan BCom MBA(Otago) DipTchg

Knox College*, 1 Arden Street, Opoho

Head of College: Mrs Caroline Hepburn-Doole BSc(Otago) BTchg(Sec)(Otago)

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 Nicholas J. McD. Bates BA(Otago) PGDipCouns(Massey)
DipTchg(DCE)

Selwyn College*, 560 Castle Street

Warden: Mr Luke McClelland BSc(NE) PGDipSc(Qld) PGDipEd(Massey)
DipBusAdmin(Otago)

Studholme College, 127 Clyde Street

Warden: Mr Johnny Nu'u LLB DipGrad(Otago)

Te Rangi Hiroa College, 192 Castle Street

Warden: Mrs Rosemary G. Tarbotton BAppMgt DipHospMgt(Otago Poly)
DipCompNurs(Chch Poly IT) ADipSCSM

Toroa College, 8 Regent Road

Warden: Ms Christina D. Watson-Mills BA(Otago)

University College, 315 Leith Street

Warden: Mr Andrew R. Walne BA(Hons)(York)

University Flats, 109 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 24 operations in 16 locations in and around campus. Employing more than 450 staff, it is a diverse service provider specialising in the provision of catering, retail, hospitality, food and beverage services.

Uniprint

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

Recreation Services

Unipol Recreation Services (University Plaza Building) co-ordinates 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, and gear hire.

Student Health Services

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

Campus Development

The Campus Development Division leads the planning and delivery of large capital works projects, from redevelopments to new builds.

Health and Safety

The University of Otago is committed to providing a safe and healthy place of work for staff, students and visitors. The Health and Safety team supports and facilitates the development of health and safety policies, defines responsibilities and ensures open communication on health and safety issues.

Information Technology Services

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.

Project Management Office

The University of Otago Project Management Office (UOPMO) works to facilitate the successful delivery of the organisation-wide portfolio of projects and programmes that often involve construction, IT, or workplace processes and systems. This includes writing robust business cases for potential projects, and working directly with project managers and other departmental representatives to ensure best practice is upheld.

Property Services

Property Services provides a wide range of building and facility related services, including planning and co-ordination of building projects, grounds management, managing and allocating space, maintenance and alterations to existing space, and related services such as mail, cleaning, energy and compliance.

Risk, Assurance and Compliance

The Office of Risk, Assurance and Compliance supports the strategic themes and objectives of the Operations Division by providing value added risk management, assurance and compliance services across all areas of the University's business, including its academic, research, administrative, project and commercial activities.

Shared Services

The Shared Services Division provides operational support to the University through administration services, a University-wide contact centre, services related to student administration (admissions, enrolment, course management, academic records, scholarships, examinations, and graduations), timetabling, the progression of students and associated activities, services relating to IT desktop support, audio-visual, eConferencing and media production, services related to the purchase of goods and payments of creditors and invoicing (student fees), and payroll and human resources administration.

Sustainability

The Sustainability Office supports and co-ordinates sustainability activities across the whole University. It leads the university's Net Carbon Zero 2030 programme, helps to remove roadblocks to sustainability initiatives and shares success stories to celebrate positive change.

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. Among 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 otago.ac.nz/administration/policies