

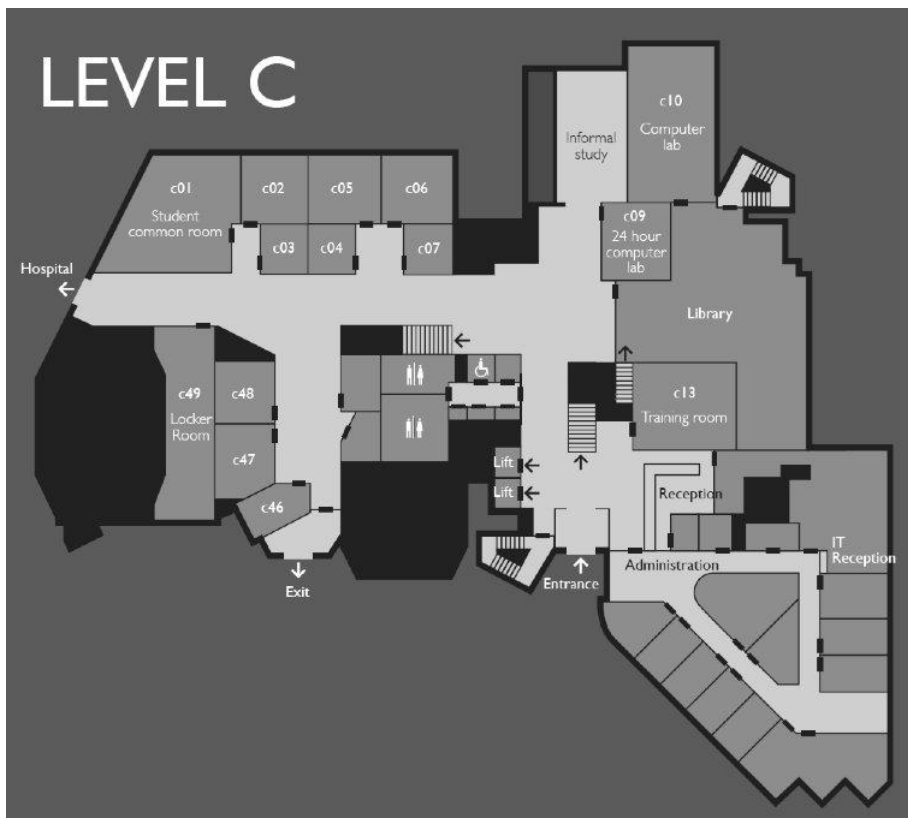
Student information

University of Otago Wellington

Welcome to the University of Otago, Wellington

The Wellington Campus is host to the School of Medicine and Health Sciences, one of three Clinical Schools in the University. About 300 fourth, fifth and sixth year Medical students and 100 Radiation Therapy students attend the School, as well as a similar number of postgraduate students who are involved with diploma courses and research degrees. Human Nutrition and Physiotherapy students are also based on the Wellington Campus

Finding Your Way around the Campus





Main entry to the University Campus is off Mein Street, Newtown. There is pay and display parking throughout the hospital site. There is also limited off-site street car parking available.

TRANSPORT IN WELLINGTON

Taxis and buses

Taxis and buses to the city centre and train station are available outside the main entrance to the hospital. Bus maps are available from sites throughout the Hospital.

Car parking

Campus car parking is organised by CarePark. There is a booth at the main entrance to the car park or phone 04 473 8609 (extension 5048 or 4048).

INSURANCE

It is very important that you insure your possessions. The University does not insure your private possessions.

ACCOMMODATION IN WELLINGTON

ACCOMMODATION OPTIONS

Private board, home stays, and flatting.

Boarding can save money because expenses cover only the academic year. Board arrangements and costs vary depending on individual arrangements.

There is a wide variety of flats in Newtown and Wellington. We recommend consulting local and main newspapers, letting agencies, and flatting directories.

<http://www.otago.ac.nz/wellington/study/students/otago018202.html>

www.flatfinder.co.nz/

<http://www.trademe.co.nz/>;

<http://www.otago.ac.nz/flats/index.php?option=flats&resetoptions=true>

TEMPORARY ACCOMMODATION

If you travel to Wellington to look for accommodation it is advisable to book temporary accommodation.

We have included a short list of backpackers and motels but there is a wide variety so consult the Yellow Pages or an accommodation directory. A listing here does not constitute a recommendation or guarantee of availability.

www.yellowpages.co.nz/

BACKPACKERS

Downtown Backpackers

28 Waterloo Quay

Tel 04 473 8482

www.downtownbackpackers.co.nz/

Rowena's Backpackers

115 Brougham Street

Tel/Fax 04 385 7872

Reservations 0800 80 14 14

Email rowenas@wellingtonbackpackers.co.nz

Rosemere Downtown Backpacker and Budget Lodge

6 McDonald Crescent

Tel 04 384 3041

www. <http://backpackerswellington.co.nz/>

Cambridge Hotel

28 Cambridge Terrace

Tel 04 385 8829

Fax 04 385 2503

Reservations 0800 375 021

Email info@cambridgehotel.co.nz

www.cambridgehotel.co.nz

YHA Wellington City

Corner of Cambridge Terrace and Wakefield Street

Tel 04 801 7280

Fax 04 801 7278

www.yha.co.nz/hostels/north-island-hostels/yha-wellington

MOTELS**Adelaide Motel**

209 Adelaide Road, Newtown

Tel 04 389 8138

Fax 04 389 8146

Email adelaide.motel@xtra.co.nz

www.adelaidemotel.co.nz

Marksman Motor Inn

42 Sussex Street

Tel 04 385 2499

Fax 04 385 2982

Reservations 0800 MARKSINN (627 574)

Email marksmanmotel@marksmanmotel.co.nz

www.marksmanmotel.co.nz/

747 Motel

80 Kilbirnie Crescent, Kilbirnie

Tel 04 939 1747

Fax 04 939 1747

Reservations 0800 747 668

Email 747motel@paradise.net.nz

www.747motel.co.nz/contact.html

Southgate Motor Inn

70-72 Riddiford Street, Newtown

Tel 04 939 9292

www.southgate.co.nz

Wallace Court Motel

88-90 Wallace Street, Newtown

Tel 04 385 3935

www.wallacecourt.co.nz

Ascot Motor Lodge

46 Riddiford Street, Newtown

Tel: 04 380 0047

www.ascotmotorlodge.co.nz

FOOD

Newtown is a varied and vibrant community and offers a wide range of choices for eating out.

ON SITE

Medical School Café run by Simply Food

Level D of the School

Menus: Snacks and hot meals.

Hours: 8am to 3pm Monday to Friday.

MONEY AND SHOPPING

Banks

Most major banks are represented in the Newtown town-centre.

ATM machines

There is an ASB ATM in the main lobby of Wellington Hospital and all the other banks have ATMs in the centre.

Lynchgate Mall

Five minutes walk from the School. It includes: dentist; café; and optometrist.

Newtown Mall

Ten minutes walk from the School. Includes: supermarket; stationery shop with Lotto outlet; pharmacy; \$2 shop and café

STUDENT SERVICES

Department of Student Affairs

<http://www.uow.otago.ac.nz/admin/studentaffairs.html>

Student Counsellor

There is a part time on site counsellor. Email: studentcounsellor.uow@otago.ac.nz

Student Health

Students have a wide range of GPs to choose from. Please contact student affairs for information: ann.thornton@otago.ac.nz

Māori Student Support

Academic, cultural, and social support is provided for all students of Iwi descent in conjunction with the Māori Support Group at Capital and Coast Health. Also see <http://www.otago.ac.nz/services/maori.html>

Pacific Island Student Support

<http://www.otago.ac.nz/pacific/>

Disability Information and Support

Disability Information and Support offers advice, support, and advocacy to students who have a physical, sensory, learning, psychological, medical, or psychiatric disability. They provide the necessary resources and equipment, including note takers, one-to-one tutors and assistants, examination support, and the reformatting of course materials. The office can also help find appropriate accommodation and parking. All services are completely confidential and free.

<http://www.otago.ac.nz/disabilities/>

Otago University Students Association (OUSA)

<http://www.ousa.org.nz/>

Mail

Mail to be sent care of the School should be addressed in the following manner:

Example: (Name)
4th Year Medical Student
University of Otago, Wellington
School of Medicine & Health Sciences
PO Box 7343
Wellington South 6242

Mail for Medical students will be delivered to the students' locker room. Mail for Radiation Therapy students will be delivered to the Department of Radiation Therapy

Student Email

Staff will communicate with you by email, so all students should check their email regularly. If you are not using your @student.otago.ac.nz address, please make sure this is forwarded to the one you do use.

Change of Address

Each student should ensure that the Student Affairs Office, Level C, is advised of any change of address and/or telephone number during the year, and also be notified of forwarding addresses during vacations and electives and especially when you graduate. **Before** absences on electives, and at the end of the year, students should ensure that the Student Affairs Office is advised of a forwarding address. There are a number of

situations in which this may be necessary, including advice on examination results and matters surrounding medical registration.

UOW Student Computing Services

Kathleen Johnson has primary responsibility for managing the lab and assisting you with local computer related questions and the Otago helpdesk can also assist, especially with information regarding Dunedin based services such as email.

Kathleen's email is: ts-student.uow@otago.ac.nz and phone number 6844.

The Help Desk in Otago is also available by telephone (1-0800 479 888) or email helpdesk@otago.ac.nz).

All information on student computing services can be found at:
<http://www.otago.ac.nz/wellington/departments/technologyservices/studentcomputing/index.html>

LIBRARY

Wellington Medical Library

Wellington Medical Library is jointly funded by the Wellington School of Medicine and Capital and Coast District Health Board. It supports patient care, educational and research activities of staff and students of both institutions, and the medical profession in the greater Wellington region.

<http://www.uow.otago.ac.nz/medlibrary.html>

CONTACTS

Emergencies

If an emergency occurs when you are on campus **phone 1-111**

Police

Newtown Community Constable
114 Riddiford Street
PO Box 693
Wellington
Tel 04 389 2330
Fax 04 389 2431

Citizens' Advice Bureau

Newtown CAB
Corner Rintoul/Colombo Streets

PO Box 7021
Tel 04 389 3813
Fax 04 389 8329
Email cab.newtown@xtra.co.nz

Hospital

Capital and Coast District Health Board
Wellington Hospital
Private Bag 7902
Wellington South
New Zealand
Tel 04 385 5999
Fax 04 385 5881 (general inquiries)
04 385-5869 (employment inquiries)
Web <http://www.ccdhb.org.nz/>

University of Otago, Wellington

School of Medicine and Health Sciences

PO Box 7343
Wellington South 6242
Tel 04 385 5541 main reception
Fax 04 389 5725
<http://www.wnmeds.ac.nz/>

University of Otago website

<http://www.otago.ac.nz/>

Wellington City website

<http://www.wellington.govt.nz/>

EMERGENCY PROCEDURES

Fire

1. If you discover a fire or suspect a fire in the area, remove people from the immediate danger.
2. Sound the ALARM – TELEPHONE THE OPERATOR ON 1-111
Identify yourself, your location and the type of fire.
3. Shut smoke-stop doors.
4. EVACUATE:
 - Away from danger
 - To safe area beyond effects of fire
 - Complete evacuation of building
 - Use the nearest safe exit.
5. ON HEARING THE FIRE ALARM:

- Check your immediate area for signs of danger/fire
 - Shut down all non-essentials
 - EVACUATE – use the nearest safe exit route and shut all doors as you leave.
6. Assemble outside clear of the building.

Earthquake

1. DO NOT run outside the building during an earthquake.
 2. TAKE SHELTER – under a table or desk.
 3. If there is no shelter, move against an INSIDE WALL with your back to the windows in a crouched position protecting your head.
 4. Stay UNDER COVER until the shaking stops.
 5. STAY TOGETHER. Once the shaking has stopped, account for everyone on your floor.
 6. IF EVACUATION IS ORDERED follow the instructions given to you
- DO NOT USE LIFTS
 - DO NOT RUN OR PASS OTHER PEOPLE.