

2017

Guide to Enrolment



How to use this Guide

The information in this Guide is in three main sections.

Section one - General information

> pages 1-44

This section will lead you through the step by step process of enrolling at the University of Otago.

These steps include:

- things to consider when choosing your programme of study
- University and programme entry requirements
- creating your eVision account (through which you manage all of your study-related activities from admission to graduation)
- selecting your papers
- paying your fees
- useful information and contacts for University resources and support services

Section two - Qualifications

> pages 45-106

This section details particular qualifications and their required papers (Bachelors', Honours, diplomas and Masters' degrees).

Section three - Paper prescriptions

> pages 107-207

This section lists the available papers and provides a short description and content, teaching period and location, and other relevant details such as prerequisites.



Otago Life

Find out how to make the most of your time at Otago.

The Otago Life website is a hub of links and information about life at Otago.

otago.ac.nz/otago-life

We're here to help

University Information Centre

Information Services Building
Tel 0800 80 80 98 from New Zealand
1800 46 82 46 from Australia
64 3 479 7000 from outside New Zealand
Email university@otago.ac.nz

otago.ac.nz

For online information and help go to:



[facebook.com/
otagouniversity](https://facebook.com/otagouniversity)

askotago
ask.otago.ac.nz



twitter.com/otago

Course advice – there's more to it than you think. Find out for yourself.

- Planning in your first year sets you up for your second, third, fourth, fifth...
- Get one-on-one advice that's tailored for you.

Whether you are a first-year or returning student, if you need help selecting your papers, or you're not sure which degree is right for you, talk to the experts.

Course advice is a chance to talk through your course of study – planning what you want to study, helping you choose the degree and papers that are right for you, looking at your career aspirations and how your study fits in with them, or just to make sure you have the right combination of papers to meet regulations.

It's also an opportunity to find out about other services that are available at the University to allow you to finish your qualification with the skills, knowledge and confidence to tackle life's challenges beyond University.

You are able to access course advice throughout the year, and at any time during your studies.

Talk to one of our Liaison Team or, once you are on campus, book an appointment with a member of the University Course Advice Service.

The University Course Advice Service

The University Course Advice Service is your first point of contact regarding course advice at Otago. They can also put you in touch with expert staff from around the University who can help you with your course.

For more information or to book an appointment to talk to a Course Adviser see

otago.ac.nz/courseadvice

Other places to find information

- otago.ac.nz
- University Information Centre (UIC) - otago.ac.nz/services/uic.html
- University publications - see otago.ac.nz/study/publications.html

Course advice events

See page 43 for a list of the course advice events that are held throughout the year.



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Section two

Qualifications

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Section three

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Throughout the Guide there are links to relevant information on the University of Otago website otago.ac.nz

Welcome



This publication provides you with all the information you will need to enrol at the University of Otago. It tells you what you need to do to complete your degree and it lists the papers that are available in 2017. You will need this information to plan your course and complete your application.

This publication also provides information about University life and describes some of the support services that are available at Otago. Please keep this guide handy because it will be a useful resource throughout the year. It should contain all you need to know, but please contact us if you still have any questions.

The University of Otago offers students excellence in teaching and research, an outstanding campus environment, and a large number of support services and recreational opportunities. The University takes pride in the achievements of its staff, students, and graduates.

So whether you are enrolling for the first time or are a returning student, whether you will be studying in Dunedin or elsewhere, we welcome you to the University of Otago and to the unique learning experience that we offer.

A handwritten signature in blue ink that reads "Harlene Hayne". The signature is fluid and cursive.

Professor Harlene Hayne
Vice-Chancellor
July 2016

Important dates

2016

August

- 20 Graduation ceremony
- 29 Mid-semester break begins
- 31 Applications due for first enrolment in Teacher Education programmes in 2017
University of Otago International School ends

September

- 1 Applications due for Music Performance papers in 2017
- 5 Second semester resumes
- 8 Degree Planning Days (until 14 September)
- 15 Applications due for first year courses in Dental Technology, Oral Health and Radiation Therapy, and second year classes in Dentistry, Medical Laboratory Science, Medicine, Pharmacy and Physiotherapy in 2017
- 16 Last day to withdraw from second semester and full year papers (5pm deadline)

October

- 1 Applications due for second year classes in Law and the third stage of the Bachelor of Social Work programme in 2017
- 14 Lectures end before second semester examinations
- 19 Second semester examinations begin
- 24 Labour Day

November

- 12 Second semester examinations end
- 15 Applications due for second year classes in Surveying in 2017

December

- 10 Applications due from all new and recommencing students, and returning students applying for a new programme, commencing in Summer School or first semester subject to the Entry Pathway system in 2017
Applications due for first enrolment in most Honours, Postgraduate Diploma and Masters' programmes in 2017
Applications due for the first year of the Bachelor of Physical Education programme in 2017 (later applications will be considered if places are available)
Graduation ceremonies
- 14 Graduation ceremonies
- 15 Due date for submission of Summer School papers for course approval
- 17 Graduation ceremonies
- 21 Due date for completion of course enrolment declaration concerning Summer School papers (late fee may apply)

2017

January

- 4 University reopens
- 8 Latest arrival date for new international students studying at Summer School
Enrolment/Orientation seminar for new international students
- 9 Summer School classes begin
- 13 Summer School fees due
- 15 Due date for submission of papers for course approval by students taking first semester or full years papers
- 16 Last day to add or delete Summer School papers (5pm deadline)

February

- 6 Waitangi Day
- 7 Last day to withdraw from Summer School papers (5pm deadline)
- 10 Fees due for study beginning in the first semester
- 17 Summer School classes end
- 18 Summer School examinations begin
- 20 Academic Orientation Week commences

- 20 Latest arrival date for new international students studying in first semester
Enrolment/Orientation activities for new international students (until 24 February)
- 22 Course Advice Day
- 23 Course Advice Day
Summer School examinations end
- 24 Preliminary lectures for first semester and full year papers
Academic Orientation Week ends
Due date for completion of course enrolment declaration by students taking first semester and full year papers (late fee may apply)
- 27 Formal lectures begin

March

- 3 Last day to add first semester or full year papers (5pm deadline)
- 17 Last day to delete first semester papers with refund of fees (5pm deadline)
- 24 Last day to delete full year papers with refund of fees (5pm deadline)

April

- 14 Good Friday
Mid-semester break begins
- 17 Easter Monday
- 18 Otago Anniversary Day observed (Dunedin)
- 24 First semester resumes
- 25 ANZAC Day

May

- 5 Last day to withdraw from first semester papers (5pm deadline)
- 13 Graduation ceremonies
- 20 Graduation ceremonies

June

- 2 Lectures cease before mid-year examinations
- 5 Queen's Birthday
- 7 First semester examinations begin
- 15 Applications due from students taking only second semester papers for a programme subject to the Entry Pathway system in 2017
- 21 First semester examinations end
- 25 Due date for submission of papers for course approval by students taking only second semester papers
- 30 Due date for completion of course enrolment declaration by students taking only second semester papers (late fee may apply)

July

- 3 Latest arrival date for new international students studying in second semester
Enrolment/Orientation activities for new international students (until 6 July)
- 6 Course Advice Day
- 10 Fees due for second semester only enrolments
Second semester begins
- 14 Last day to add second semester papers (5pm deadline)
- 28 Last day to delete second semester papers with refund of fees (5pm deadline)

August

- 19 Graduation ceremony
- 26 Mid-semester break begins
- 31 Applications due for first enrolment in Teacher Education programmes in 2018

September

- 1 Applications due for Music Performance papers in 2018
- 4 Second semester resumes
- 15 Last day to withdraw from second semester and full year papers (5pm deadline)
Applications due for first year courses in Dental Technology, Oral Health and Radiation Therapy, and second year classes in Dentistry, Medical Laboratory Science, Medicine, Pharmacy and Physiotherapy in 2018

October

- 1 Applications due for second year classes in Law and the third stage of the Bachelor of Social Work programme in 2018
- 13 Lectures end before second semester examinations
- 18 Second semester examinations begin
- 23 Labour Day

November

- 11 Second semester examinations end
- 15 Applications due for second year classes in Surveying in 2018

December

- 10 Applications due from all new and recommencing students, and returning students applying for a new programme, commencing in Summer School or first semester subject to the Entry Pathway system in 2018
Applications due for first enrolment in most Honours, Postgraduate Diploma and Masters' programmes in 2018
Applications due for the first year of the Bachelor of Physical Education programme in 2018 (later applications will be considered if places are available)
- 9 Graduation ceremonies
- 13 Graduation ceremonies
- 16 Graduation ceremonies
- 15 Due date for submission of Summer School papers for course approval
- 19 Due date for completion of course enrolment declaration concerning Summer School papers (late fee may apply)

2018

January

- 15 Due date for submission of papers for course approval by students taking first semester or full year papers



otago.ac.nz/news/events/keydates

See the Academic Key Dates page for a current list.

Notes

1. Applications from first year and transferring PhD and Masters' (thesis) students may be accepted throughout the year.
2. Teaching periods, examination periods and holiday dates for Teacher Education, Dentistry, Medicine, Pharmacy, Physiotherapy, and some postgraduate courses may differ from the above. Please contact the appropriate School or Department for more information.

Enrolling at Otago

To enrol at Otago you must complete the following process.

THINGS TO CONSIDER >>>

1

Are you eligible for admission to the University?

To be eligible for admission you must:

- meet the age requirement (be at least 16 years old by the first day of classes in your period of study)
- hold (or expect to gain) a university entrance qualification
- meet language requirements

See pages 8-12 or
otago.ac.nz/study/entrance

Applies to: New students

2

What do you want to study?

Otago offers a wide range of study options. Things to consider are:

- what you intend to study including your programme, specialisation (major subject or endorsement (if applicable), minor subject), and paper choices
 - where you intend to study
 - when you intend to start
- These choices will affect each other.

See pages 13-14 or
otago.ac.nz/courses/qualifications

Applies to: All students

3

What are the entry requirements of the programme?

Different types of programmes have different entry requirements.

- General bachelors' degrees are subject to the Entry Pathway system
- Specialised bachelors' degrees have their own specific entry requirements, restricted choice of papers and admission procedures.

See pages 15-18 or
otago.ac.nz/study/planning

Applies to: New or recommending students; returning students applying for a new programme

APPLICATION >>>

4

What are the application due dates?

While you can start the application process via [eVision](#) as early as May, you must submit your application by certain due dates. Make sure to take note of the due date that applies to the programme you're interested in to avoid missing out – some programmes will not accept late applications.

See page 21 or
otago.ac.nz/study/enrolment/important-dates


Applies to: New or recommending students; returning students applying for a new programme

5

Creating your eVision account

[eVision](#) is the University's student management system, and is your one-stop shop for study-related information.

Once you have answered questions 1-4, you're ready to create your [eVision](#) account.


Click the  button on the programme page and provide the required details.

See page 22 or
otago.ac.nz/courses/qualifications or log into evision.otago.ac.nz

Applies to: New students

6

Complete and submit your application

- Log into your [eVision](#) portal
- Under My programmes and papers:
 - Click **Complete application** (if new student)
 - Click **Apply for another programme** (if existing student)
- Complete steps until  appears
- Submit your application

See page 22-23 or
otago.ac.nz/study/enrolment/submitting

Applies to: New and recommending students; returning students applying for a new programme

Need further help?

If you need additional help, contact the University Information Centre
Ground floor, Information Services Building
0800 80 80 98

university@otago.ac.nz

askotago
ask.otago.ac.nz

COURSE ENROLMENT >>>

7 University Admission

University staff will process your application including:

- verifying your identity
- checking your University Entrance qualification
- verifying that you meet age and language requirements.

They may also request any additional documentation that may be required.

See page 24 or

otago.ac.nz/study/enrolment/submitted

Applies to: New or recommencing students

8 Programme Admission

The Department or Division responsible for your programme will:

- assess your application
- request any additional documentation that may be required

The University will inform you of the outcome and (if appropriate) make you an offer via [eVision](#). Accept this offer to proceed to Course Enrolment.

See page 24 or

otago.ac.nz/study/enrolment/submitted

Applies to: New or recommencing students; returning students applying for a new programme

9 Provide annual details

Every year you must provide information required by the New Zealand Government and/or the University (e.g. study address, emergency contact details).

See page 26 or

otago.ac.nz/study/enrolment/course-enrolment

Applies to: All students

10 Select your papers

[eVision](#) guides you through the process of selecting papers. Once you have selected your papers, and applied for any special or departmental permission you may need, you must submit your paper selection for course approval.

See pages 27-29 or

otago.ac.nz/study/enrolment/selecting-papers

Applies to: All students

11 Course approval

Your paper selection will be reviewed and you will be advised via your [eVision](#) portal whether your paper selection has been approved or declined.

See page 30 or

otago.ac.nz/study/enrolment/course-approval.html

Applies to: All students

12 Complete the declaration

To finalise your enrolment you must complete the online declaration via [eVision](#).

See page 31 or

otago.ac.nz/study/enrolment/declaration.html

Applies to: All students

PAYMENT OF FEES

13 Pay your fees

You will find all the information you need to organise payment in the Finance section of your [eVision](#) portal.

See pages 32-33 or otago.ac.nz/study/fees

Applies to: All students

A **new student** is someone who has never previously enrolled at Otago.
A **returning student** is someone who was enrolled at Otago in 2015 and/or 2016.
A **recommencing student** was last enrolled at Otago in 2014 or earlier.

Additional information

otago.ac.nz/courses/qualifications

otago.ac.nz/courses/subjects

otago.ac.nz/courseadvice

Things to consider

Are you eligible for admission to the University?

1 This section outlines the admission requirements for new students.

Criteria for admission

To be eligible for admission at a New Zealand university you must:

- meet the age requirement – you must be at least 16 years old by the first day of classes in your period of study
- hold a university entrance qualification
- meet language requirements (see page 12).

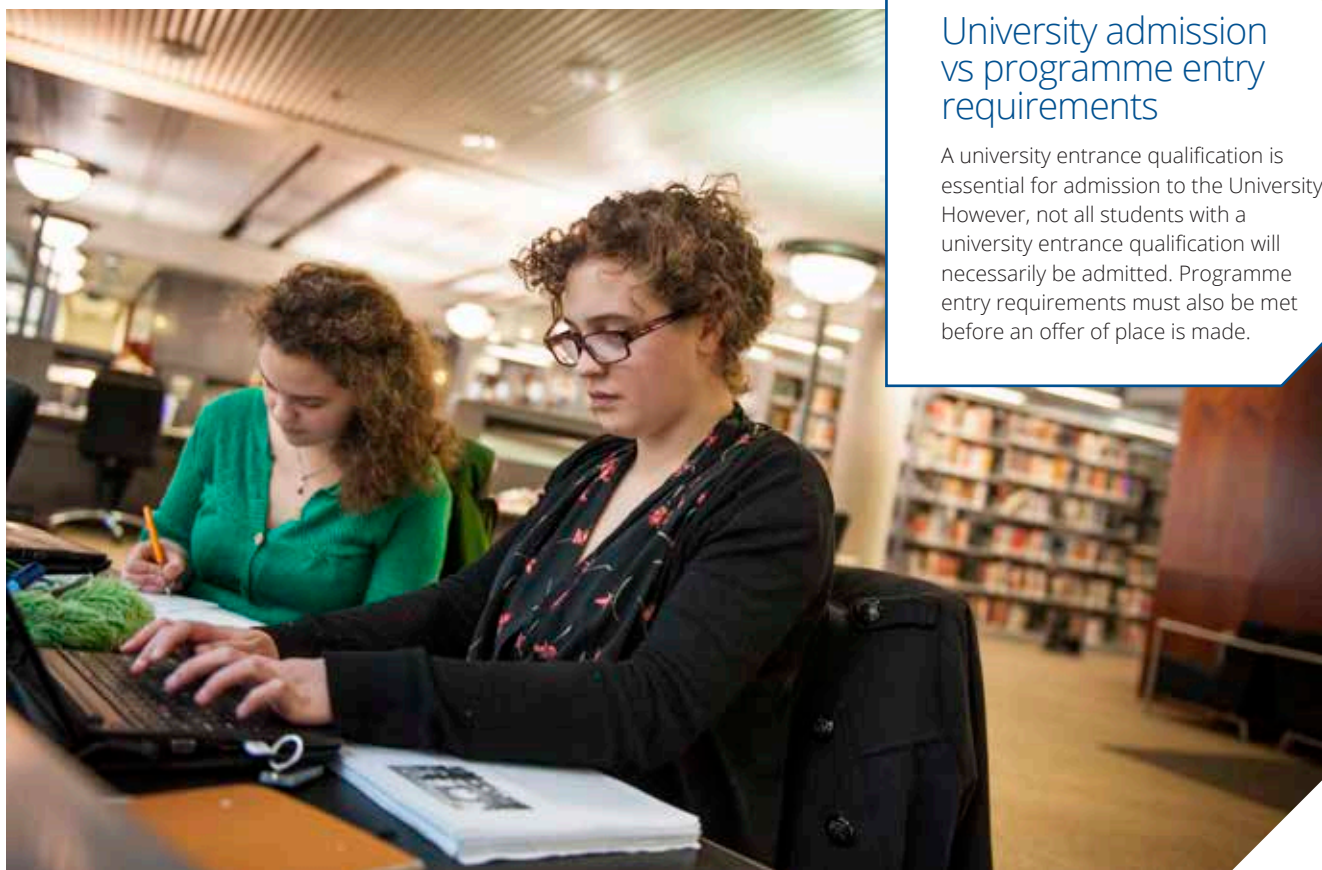
Note: Students enrolling for Foundation Studies or solely for Interest Only are not required to hold a University Entrance qualification.

University entrance qualifications

The following tables describe the minimum requirements which must be met in order to be considered for admission to a New Zealand university. To be offered a place at Otago you must also meet entry requirements for your chosen programme (see page 15). If you have previously undertaken tertiary study, your admission will also be subject to the Academic Progress Policy.

University admission vs programme entry requirements

A university entrance qualification is essential for admission to the University. However, not all students with a university entrance qualification will necessarily be admitted. Programme entry requirements must also be met before an offer of place is made.



New Zealand secondary school entrance qualifications

NCEA Level 3 – National Certificate in Educational Achievement

To be eligible for admission in this category, you must achieve the following:

2014 onwards

- NCEA Level 3, and
- 14 credits at Level 3 in each of three subjects from the approved list

You must also meet literacy and numeracy requirements:

- Literacy: 10 credits at Level 2 or above in standards from the specified list, with at least 5 credits in reading and 5 credits in writing
- Numeracy: 10 credits at Level 1 or above, made up of
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards – package of three numeracy unit standards (26623, 26626, 26627 – all three required).

Refer to nzqa.govt.nz/qualifications-standards/awards/university-entrance for approved subjects and literacy/numeracy standards.

2004-2013

14 credits in each of two approved subjects plus 14 additional credits in no more than two domains or approved subjects; literacy (4 credits in approved reading and 4 credits in approved writing at Level 2 or above); numeracy (14 credits in Maths or Pāngarau).

CIE – Cambridge International Examinations (studied in New Zealand)

Admission ad eundem statum at entrance level

To be eligible for admission in this category, you must achieve:

- at least 120 points on the UCAS Tariff system, with a grade of D or better at AS or A level in syllabuses from at least three different syllabus groups, which are broadly equivalent to the NCEA approved list.

Literacy and numeracy requirements:

- an E grade or better in any one of AS English Language, AS Literature in English or AS Language and Literature in English, and a D grade or better in IGCSE or GCSE Mathematics; or
- as for entrance through NCEA.

IB – International Baccalaureate (studied in New Zealand)

Admission ad eundem statum at entrance level

To be eligible for admission in this category, you must achieve the IB Diploma (24 points minimum).

Literacy and numeracy requirements:

- you must have completed the diploma with English as the language at Higher or Standard level in Language A: literature or Language A: language and literature, or at Higher level in Language B, together with any mathematics subject.

University Entrance (UE)/ Bursary or Scholarship Examinations/Unit Standards

To be eligible in this category, you must have achieved:

1993-2003: either

- at least three C passes in Bursary plus Higher School Certificate; or
- an A or B Bursary; or
- a combination of Bursary passes and NQF or NCEA credits at Level 3 or above

1987-1992: four individual subject passes with D grades or better

Before 1987: aggregate total of 160 marks in four subjects

Before 1986: University Entrance (UE) by examination or accrediting

Other

Please contact the University Information Centre (see page 44) for details on Entrance via other New Zealand school qualifications (e.g. Steiner School Certificate).

Overseas secondary qualifications

Admission ad eundem statum at entrance level

To be eligible for admission in this category, you must have achieved one of the following:

Australian secondary school ranking	<ul style="list-style-type: none"> • ATAR of 74 or above, or • OP of 12 or below
A Levels: CIE or General Certificate of Education (studied overseas)	<ul style="list-style-type: none"> • at least 3 results (excluding General Studies) at A level with at least one of these at C grade or above.
IB – International Baccalaureate (studied overseas)	<ul style="list-style-type: none"> • the IB Diploma (24 points minimum).
Other overseas entrance qualifications	<ul style="list-style-type: none"> • an approved overseas entrance qualification other than those specified above (e.g. US High School Diploma together with acceptable SAT scores). Contact the University Information Centre (see page 44) for more advice on specific qualifications.

Note: A non-refundable administration fee will normally be charged for applications under the Overseas Secondary Qualifications category.

Prior tertiary study

If you have studied overseas or at another New Zealand tertiary institution, the University will consider your admission based on previous academic performance. Your previous records will be assessed under the Academic Progress Policy (see page 40) as if you had been enrolled at the University of Otago. The possibilities for this type of admission are listed below. Copies of supporting documentation (e.g. transcripts) must be supplied when you apply.

You have previously studied at, or are transferring from, another New Zealand university	Your entrance qualification will normally transfer from that university.
You have a tertiary degree	<p><i>Admission ad eundem statum at graduate level</i></p> <p>You may be considered for admission at graduate level if you have completed a degree or equivalent qualification overseas or at a non-university tertiary institution in New Zealand.</p> <p><i>Note: A non-refundable administration fee will normally be charged for applications under this category.</i></p>
You have studied towards a tertiary qualification	<p><i>Admission ad eundem statum on the basis of tertiary level passes</i></p> <p>You may be considered for admission if you have university-level passes from overseas institutions, or non-university tertiary institutions in New Zealand.</p> <p><i>Note: A non-refundable administration fee will normally be charged for applications under this category.</i></p>
Recognition of Prior Learning (RPL)	<p>You can seek RPL credit on the basis of non-credentialled learning, only in Māori Studies, Teacher Education or Surveying. Please contact the relevant School.</p> <p><i>Note: A non-refundable administration fee will normally be charged for applications under this category.</i></p>

International students

If you are an international student, contact the International Office for specific advice on admission requirements or visit otago.ac.nz/international



Admission from Foundation Studies

Admission ad eundem statum at entrance level

You may be eligible for admission if you have completed the University of Otago's Foundation Studies Certificate, or another approved Foundation Studies programme in New Zealand. Contact the University Information Centre for advice on approved programmes, or to check if your intended Foundation Studies programme is suitable for admission.

Note: A non-refundable administration fee will normally be charged for applications under this category.

Special Admission - 20 years of age or over

You may be eligible for admission in this category if you:

- are aged 20 years or over on the first day of classes in the teaching period you wish to begin study
- are a New Zealand citizen, or
- are a New Zealand permanent resident or an Australian citizen or permanent resident, studying in New Zealand
- do not otherwise qualify for admission
- meet language requirements (if your first language is not English or Māori). See table on page 12.

Notes: If you are applying for programmes subject to the Entry Pathway system there are some extra requirements when applying for Special Admission. Please see page 17 for further information.

If you do not meet the normal age requirements but are otherwise adequately prepared for university study you may, in exceptional circumstances, apply for Special Admission. Restrictions may apply.

Special Admission is not available to international students.

A non-refundable administration fee will normally be charged for applications under this category.



Discretionary Entrance – under 20 years of age

You may be eligible for admission under Discretionary Entrance (on the basis of NCEA Level 2 or equivalent results or other academic achievement), if you are:

- a New Zealand citizen or permanent resident, or
- an Australian citizen or permanent resident (you must have completed your most recent year of schooling in New Zealand), and
- under 20 years of age on the first day of classes in the teaching period you wish to begin study, and
- not otherwise qualified for admission.

The normal minimum criteria are:

- a minimum of 80 NCEA credits at Level 2 or higher with at least 16 credits in each of your top 4 subjects.
Each of these subjects should also include some merit and/or excellence credits. Three subjects must be from the approved list;
and
- literacy and numeracy requirements as for NCEA

You will need to provide a personal letter of application. A supporting letter of recommendation from your school is also required if you are applying directly from secondary school.

> Discretionary Entrance if you have completed the equivalent of Year 13 overseas

If you have completed your Year 13 overseas you may be considered for Discretionary Entrance. You will need to provide evidence as outlined above and confirmation of your exchange. This could be in the form of a certificate showing the completion of an approved exchange programme or a letter from your overseas secondary school.

> Discretionary Entrance and NCEA Level 3

You cannot be considered for Discretionary Entrance to take first semester or full year papers if you have sought admission on the basis of NCEA Level 3 or equivalent or are undertaking Year 13 study beyond 1 June in the year immediately preceding enrolment. However you may apply to start in the second semester.

> Discretionary Entrance and Summer School

You may be considered for Discretionary Entrance if you wish to take Summer School papers. If you do not gain University Entrance via NCEA Level 3 or equivalent in the January immediately after application, you must withdraw from the University at the end of the Summer School. You may apply for re-admission in the second semester or subsequently.

Notes: Discretionary Entrance is not granted automatically. You will need to show you are capable of undertaking university study, either by NCEA Level 2 or equivalent results, or other academic achievement (normally one semester of successful full-time academic study at NQF Level 4).

A non-refundable administration fee will normally be charged for applications under this category.

Applicants wishing to take the not-for-credit Jumpstart Physics course do not need to apply for Discretionary Entrance as enrolment in this course is separate from your application for formal university study.

Language requirements

If you are seeking admission to the University you must be competent in the use and understanding of written and spoken English.

You fulfil language requirements if you meet the admission criteria for:

- NCEA*
- University Entrance (via Bursary or older New Zealand UE qualifications)
- Discretionary Entrance
- CIE – Cambridge International Examinations*
- IB – International Baccalaureate*
- Australian secondary school ranking.

**Students studying NCEA, CIE and IB in New Zealand cannot use results from tests such as IELTS or TOEFL.*

If you do not meet the criteria for any of these methods of admission, and your first language is not English or Māori, you must normally provide results in one of the assessment methods listed in the table below.

- The minimum entry requirements listed below form part of the matriculation requirements for admission to the University. Admission to some courses may require higher levels of attainment.
- Other evidence of language proficiency may be considered to satisfy the admission requirements and will be evaluated on a case-by-case basis.
- The University does not accept responsibility for academic failure which can be attributed to a student's lack of competence in English.

> English language requirements

Assessment method	Undergraduate requirements	Postgraduate requirements
NCEA National Certificate in Educational Achievement	10 Level 2 credits in approved literacy (5 in reading, 5 in writing)	10 Level 2 credits in approved literacy (5 in reading, 5 in writing)
IELTS International English Language Testing System	6.0 in academic module (with no individual band below 6.0)	6.5 in academic module (with no individual band below 6.0)
TOEFL (paper based) Test of English as a Foreign Language	550 – Test of written English 4.5	587 – Test of written English 4.5
TOEFL (internet based) Test of English as a Foreign Language	80 (with a writing score of 20)	95 (with a writing score of 22)
CPE Cambridge Certificate of Proficiency in English	Overall score of 176 with no individual band below 169	Overall score of 176 with no individual band below 169
University of Otago Foundation Studies Ltd	Successful completion of 'English for Undergraduate Academic Purposes' paper	Successful completion of 'English for Postgraduate Academic Purposes' paper
CAE Cambridge Certificate in Advanced English	Overall score of 176 with no individual band below 169	Overall score of 176 with no individual band below 169
NZUEBS New Zealand University Entrance Bursaries and Scholarships	English mark of 46% or higher	English mark of 46% or higher
CIE Cambridge International Examinations	Grade E or better in AS English	Grade E or better in AS English
IB International Baccalaureate	English as the language at Higher or Standard level in Language A: Literature or Language A: language and literature, or at Higher level in Language B	English as the language at Higher or Standard level in Language A: Literature or Language A: language and literature, or at Higher level in Language B
Pearson Test of English (PTE) Academic skills	Overall score of 58 with no communicative skills score below 50	Overall score of 64 with no communicative score below 57

Things to consider

What do you want to study?

- 2 With so many possibilities to choose from it can be challenging deciding which subject to study, or what qualification will be best to help you achieve your goals.

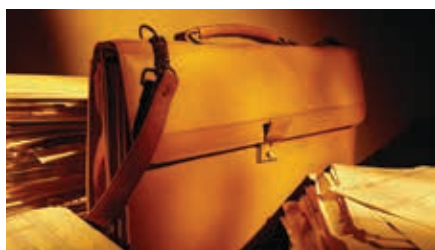
THINGS TO CONSIDER >>>



What subjects are you interested in and/or are good at?

See page 50 for a list of subjects available at Otago, or

otago.ac.nz/courses/subjects



Are you aiming for a particular career?

Talk to the University Course Advice Service who can help match your career aspirations with a qualification at Otago.

otago.ac.nz/courseadvice



Do you have a particular degree and/or major subject in mind?

See page 46 for a list of qualifications and page 50 for a list of subjects available at Otago, or

otago.ac.nz/courses/qualifications

otago.ac.nz/courses/subjects



Need advice?

The University Course Advice Service is here to help

Course advice is about ensuring you have the information and guidance you need to get the most from your studies.

It's a chance to talk through your course of study – planning what you want to study, helping you choose the degree and papers that are right for you, looking at your career aspirations and how your study fits in with them, or just to make sure you have the right combination of papers to meet regulations.

It's also an opportunity to find out about other services that are available at the University to allow you to finish your qualification with the skills, knowledge and confidence to tackle life's challenges beyond University.

The University Course Advice Service is your first point of contact regarding course advice at Otago. They can also put you in touch with expert staff from around the University who can help you with your course.

You are able to access course advice throughout the year, and at any time during your studies.

otago.ac.nz/courseadvice



Things to consider

Choose your programme

The University offers over a hundred different qualifications grouped into the following categories: Bachelors' degrees, Honours degrees, and postgraduate programmes.

General bachelors' degrees

A general bachelor's degree is a first or undergraduate degree which normally takes at least three years of full time study (or the equivalent in part-time study). For a list see page 15.

Every degree needs a minimum of 360 points (typically twenty 18-point papers) and usually has a pyramid structure (e.g. 180 points at 100-level, 108 points at 200-level, and 72 points at 300-level). Most require the selection of one or more major subjects and many allow minor subjects as well. There is generally a wide range of papers to choose from in order to tailor the programme to your areas of interest.

Admission to these programmes is by way of the Entry Pathway system (see pages 15-17).

otago.ac.nz/study/enrolment/general-bachelors

Specialised bachelors' degrees

Specialised bachelors' degrees usually relate to a particular field of study and have their own specific entry requirements and individual admissions procedures. They generally have a restricted choice of papers associated with their particular subjects and structures. For a list see page 15.

For some specialised bachelors' degrees, admission to the programme is at first year level. For others, admission is at second year level (or sometimes even third year), with the initial year of study normally consisting of a first year course that is subject to the Entry Pathway system. For example, if you wish to enrol for the Bachelor of Pharmacy programme, you will initially apply for the Health Sciences First Year course, and will then apply to be admitted to the Bachelor of Pharmacy programme in your next year of study.

If you are considering applying to one of the specialised degree programmes, you should check the specific requirements for admission in the regulations for your intended programme on the University's website or in the University Calendar.

otago.ac.nz/study/enrolment/specialised-bachelors

Honours degrees

In most subjects, the Honours degree is a postgraduate degree, requiring an additional year of study after you have completed a general three-year bachelor's degree (e.g. BA/BA(Hons)). Honours degrees usually involve more papers in the major subject of your degree, and a research report or dissertation.

In other cases (particularly professional programmes), the Honours degree is an undergraduate degree requiring additional work but taking no longer than the corresponding general degree.

All Honours programmes have specific entry requirements. For more information see otago.ac.nz/study/honours-degrees

Postgraduate study

The University offers a wide variety of other postgraduate programmes:

- Postgraduate Certificates (especially in Health Sciences disciplines)
- one-year Postgraduate Diplomas
- Masters' degrees (see otago.ac.nz/masters/handbook)
- Doctor of Philosophy (PhD) (see otago.ac.nz/study/phd)
- other doctoral degrees

Further information about postgraduate study can be obtained from the relevant school or department or online from:

otago.ac.nz/courses/qualifications
otago.ac.nz/postgraduate

Graduate diplomas

Graduate diplomas require at least one further year of study after you have completed your bachelor's degree. Most of the required papers are normally at undergraduate level, with at least 72 points above 200-level.

At Otago, most graduate diploma students study for the Diploma for Graduates (DipGrad).

For more information see otago.ac.nz/courses/qualifications

Certificate of Proficiency

If you wish to take a paper that is additional to your degree requirements, or not being credited to a University of Otago qualification, or repeat a paper you have already passed to obtain a higher grade, you may be permitted to enrol for that paper for Certificate of Proficiency (COP). It is not a formal qualification and a physical certificate is not awarded.

Application processes for papers at undergraduate level and due dates are as for general degree programmes.



Things to consider

Check your programme's entry requirements

- 3 In addition to holding a University Entrance qualification (see page 8-11), you must have admission to a specific programme or group of programmes, or be eligible to continue in those programmes, to be able to enrol in each year of study.

Admission to your programme depends on whether it is:

- a general undergraduate programme or course subject to the Entry Pathway system
- a specialised bachelor's degree programme
- a postgraduate programme.

The entry requirements that apply to programmes under the Entry Pathway system are detailed on page 16.

Specialised bachelors' degree programmes have their own specific entry requirements and admission procedures. They generally have a restricted choice of papers associated with their particular subjects and structures.

For information on the programme entry requirements for specialised bachelors' degrees see otago.ac.nz/study/enrolment/specialised-bachelors

Postgraduate programmes are normally for students who have already completed a bachelor's degree. They also have their own specific entry requirements. See otago.ac.nz/postgraduate



All students, both domestic and international, fall into one of the following categories:

- **new students** (never previously enrolled at the University of Otago)
- **returning students** (enrolled at the University of Otago in 2015 and/or 2016)
- **recommencing students** (last enrolled at the University of Otago in 2014 or earlier)

New international students should contact the International Office for advice on admission to their intended programmes.

New and recommencing domestic students will be assessed for admission under the Entry Pathway system except when applying for specialised qualifications which have their own specific entry requirements.

All returning students may normally enrol again, subject to the standard provisions of the University's Academic Progress Policy and the admission regulations for specific programmes they are applying for.

> General bachelors' degrees and other programmes and courses subject to the Entry Pathway system

Bachelor of Applied Science (BAppSc)

Bachelor of Arts (BA)

Bachelor of Arts and Science (BASc; subject to approval)

Bachelor of Biomedical Science (BBiomedSc)

Bachelor of Commerce (BCom)

Bachelor of Music (MusB)

Bachelor of Performing Arts (BPA)

Bachelor of Science (BSc)

Bachelor of Theology (BTheol)

Bachelor of Laws (LLB) (first year only)

Certificate of Proficiency (COP) for undergraduate papers

Diploma in Language (DipLang)

Diploma in Language and Culture (DipLangC)

Health Sciences First Year

Social Work Pre-Professional

Surveying First Year

other intermediate courses

For due dates see pages 4-5.

> Specialised bachelors' degrees

Bachelor of Dental Surgery (BDS)

Bachelor of Dental Technology (BDentTech)

Bachelor of Education (BE) (TESOL endorsement only)

Bachelor of Education Studies (BEdSt)

Bachelor of Laws (LLB)

Bachelor of Medical Laboratory Science (BMLSc)

Bachelor of Medicine and Bachelor of Surgery (MB ChB)

Bachelor of Oral Health (BOH)

Bachelor of Pharmacy (BPharm)

Bachelor of Physical Education (BPhEd)

Bachelor of Physiotherapy (BPhy)

Bachelor of Radiation Therapy (BRT)

Bachelor of Social Work (BSW)

Bachelor of Surveying (BSurv)

Bachelor of Teaching (BTchg)

For due dates see pages 4-5.



Entry Pathways

Admission to general undergraduate programmes and courses for new and recommencing domestic students is by way of the Entry Pathway system.

There are two pathways:

- Preferential Entry which guarantees a place for high-calibre students (subject to gaining a university entrance qualification and fulfilling minimum age and language requirements), and
- Competitive Entry

It is expected that the majority of students admitted through the Entry Pathway system will achieve entry via the Preferential Entry pathway. As long as enrolment patterns remain similar to previous years, a reasonable number of places will also be available via the Competitive Entry pathway.

The selection process includes an enhanced admission system for Māori and Pacific applicants. Particular consideration may also be given to applications from prospective students with disabilities if they supply the relevant information on the form provided for that purpose, available on request from the University Information Centre (see page 44).

Preferential Entry

Preferential Entry is available under the categories below. Those who have previously undertaken substantial study at tertiary level will normally be considered on the basis of their tertiary GPA rather than their secondary school results.

In addition to the categories below, application must be made to the University by:

- **10 December 2016** for study commencing in the Summer School or first semester
- **15 June 2017** for study commencing in the second semester

Preferential Entry automatically converts to a guaranteed place at Otago when you also meet university entrance requirements (including minimum age and language requirements). If you don't have Preferential Entry when you first apply you may qualify later when your examination results become available or you accept a place in a residential college.

The University may in limited circumstances agree to grant Preferential Entry to any applicant who does not meet any of the criteria below but who has achieved an appropriate standard in other recognised qualifications or study, or who has otherwise demonstrated strong ability to achieve to a high standard in study at the University.

> Requirements for gaining Preferential Entry

No previous tertiary study undertaken

NCEA	NCEA Level 2 with merit or excellence gained in Year 12 or earlier NCEA Level 3 with merit or excellence NCEA Entry Score of 140 or above (see page 18)
CIE – Cambridge International Examinations (taken in NZ)	CIE Entry Score of 140 or above (see page 18)
IB – International Baccalaureate (taken in NZ)	Diploma awarded with 26 points or more
Australian qualifications	ATAR of 80 or above OP of 10 or below
Older NZ qualifications	University Entrance by accrediting and/or an A or B Bursary or Scholarship
Other	Accepted a place in a residential college owned by or affiliated to the University of Otago Accepted a University of Otago undergraduate scholarship Māori applicant, or a Pacific applicant of Polynesian, Melanesian, or Micronesian descent, who has not previously studied at a tertiary institution but who holds or is studying towards a New Zealand university entrance qualification (you may be required to provide verified evidence of your iwi affiliations and/or of family ancestry originating from at least one relevant Pacific nation).

Previous tertiary study undertaken

Previous Otago study	GPA of 4 (B-) for your most recent equivalent two full-time years of tertiary study
Previous study at other New Zealand or overseas university	GPA of 4 (B-) for your most recent equivalent two full-time years of tertiary study
Previous study at a non-university tertiary institution	Considered on a case by case basis depending on the programme and level of study

Competitive Entry

New and recommending students who cannot initially be placed on the Preferential Entry pathway will be placed on the Competitive Entry pathway.

If you don't meet the criteria to transfer to the Preferential Entry pathway (see more information in the box to the right) you will remain on the Competitive Entry pathway and will be competing against other applicants. Applicants will be ranked primarily according to academic performance and will be offered places, in order of priority, if there are places available (subject to meeting minimum university entrance, age and language requirements).

Applications for admission via Special Admission or Discretionary Entrance will be considered under the Competitive Entry pathway only.

See page 11 for more details on Discretionary Entrance.

> Special Admission

If you wish to be considered for admission via Special Admission to undertake a general degree programme you must normally provide a brief curriculum vitae containing details of any work experience or other activity undertaken which you feel may help us assess your suitability for admission to the University, and information (and, where possible, supporting documentation) in relation to any qualifications held.

In addition, you are asked to provide an essay of between 500-600 words on a topic that will be provided by the University. Instructions will be sent for the essay once you've submitted an application.

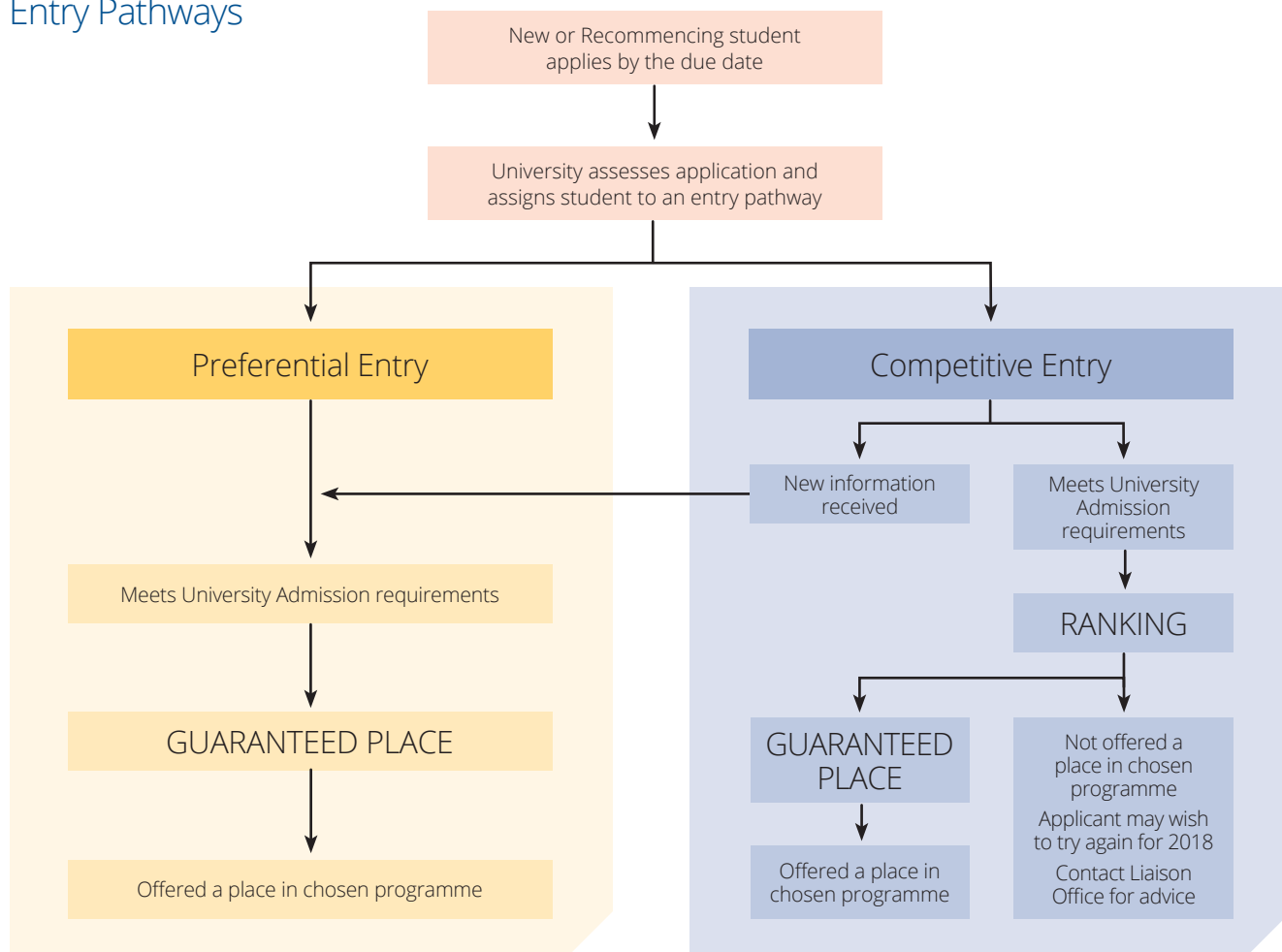


From Competitive to Preferential

If you're placed on the Competitive Entry pathway when you first apply you may qualify to be switched to the Preferential Entry pathway as further information becomes available (for example, when your examination results become available or you accept a place in a residential college). If this occurs, you will be notified via [eVision](#).

It is expected that the majority of students will ultimately meet the criteria for Preferential Entry.

Entry Pathways



Entry scores

For most students being considered under the Entry Pathway system, an Entry Score is calculated, based on results for examinations taken in their final year at secondary school. These scores will be used to determine eligibility for Preferential Entry or rankings for Competitive Entry.

> Calculating your NCEA entry score

- Your entry score will be calculated using your 80 best credits in up to five University Entrance subjects taken at Level 3 (achievement standards only).
- No more than 24 credits in any subject can be used in the entry score calculation. Credits will be weighted according to the level of attainment.
- If you achieve fewer than 80 credits at Level 3 or above in up to five University Entrance subjects, the entry score will be based on the credits achieved.

The entry score will be calculated by awarding points as follows:

- Excellence 4 points; Merit 3 points; Achieved 2 points

Example of entry score for an NCEA Level 3 student

Approved subject (Best 24 credits per subject)	Excellence credits	Merit credits	Achieved credits
English	3	4	9
Accounting	3	-	12
French	-	3	18
Economics	-	-	16
Statistics	2	3	10
<i>Subtotals</i>	<i>8</i>	<i>10</i>	<i>65</i>
<i>Best 80 credits</i>	<i>8</i>	<i>10</i>	<i>62</i>
Calculate points	32 pts (8x4)	30 pts (10x3)	124 pts (62x2)
Entry score	186		

Note: Excellence and Merit credits are counted first, then Achieved credits as required to a maximum of 80 credits. In this example, only 62 of the Achieved credits may be counted.

Specialised degrees, honours degrees and postgraduate qualifications

If you are seeking admission for the first time to a programme that has its own specific entry requirements, you will not be assessed under the Entry Pathway system. Instead, you should check the specific requirements in the regulations for your intended programme on the University's website or in the University Calendar.

otago.ac.nz/courses/qualifications

otago.ac.nz/about/official-documents/calendar

In many cases the numbers of students who can be admitted are limited, and in all cases selection is primarily on the basis of academic merit.

Depending on the programme, applicants will be assessed on the basis of their school record (programmes with admission at first year), or on their standard of achievement in one or more years of university study (e.g. the Health Sciences First Year course for professional degrees in Health Sciences, or a completed degree for postgraduate study).

In some cases, an audition or the submission of a portfolio of work or a research proposal might be required. Admission is subject to approval by the relevant Pro-Vice-Chancellor or Admissions Committee.

> Calculating your CIE entry score

- Your entry score will be calculated on the basis of your UCAS Tariff score.
- You can count no more than six subject units over the last two years of study, in subjects at AS, A2 or A level from subjects matching the NCEA University Entrance approved subjects.
- An A level counts as two subject units and an AS level counts as one subject unit. You can include only your six best subject units when calculating your entry score.

The entry score will be calculated by awarding points as follows:

Level	A	B	C	D	E
A	120 pts	100 pts	80 pts	60 pts	40 pts
AS	60 pts	50 pts	40 pts	30 pts	20 pts

Example of entry score for a student studying for CIE

Subject	Level	Subject Units	Grade	Tariff points	Entry score
English Language	A	2	D	60	60
Physics	AS	1	C	40	40
Biology	AS	1	C	40	40
Chemistry	AS	1	E	20	20
Mathematics	AS	1	E	20	20
French*	AS	1	E	20	nil*
Entry score	180				

** In this example, French is not included as only 6 subject units may be used to calculate the entry score.*



Things to consider

Programme structure

While some degrees, such as Bachelor of Teaching, or the Health Science programmes usually have a set programme of papers, within the general bachelors' degrees (e.g. BA, BSc, BCom) there are many different ways to put a programme of study together.

Major subjects and endorsements

For many qualifications the name of the degree or diploma shows the area of specialisation (e.g. LLB, BPhy) and there may be restricted choice or even no choice in the papers taken.

For many others, however, the title of the qualification is more general (e.g. BA, BSc) but there is a choice of specialisations called either major subjects or endorsements.

With a few exceptions, most general bachelors' degrees need to have at least one major subject, which is the subject chosen as your main area of study.

In most general bachelors' degrees there is a requirement to take additional papers in addition to the papers required for your major subject, to achieve the necessary 360 points to complete the programme. These papers can often come from outside the major subject you have selected.

Double majors

'Double major' refers to the situation where requirements for two major subjects are included in a bachelor's degree programme.

Two separate sets of 300-level papers are required but there may be some overlap of papers at 100- and 200-level. A double major programme may require more than 360 points in some cases, and can extend beyond three years. A double major typically requires an increase in the number of 300-level papers from four to eight (which can involve a demanding workload if they are all taken in one year of study).

Varying numbers of compulsory papers are needed for major subjects, but if two separate groups of nine papers are needed for two major subjects, then those 18 papers plus two further papers will satisfy the degree requirements in most cases. Some combinations of subjects, particularly if minor subjects are also taken, might mean that more than 20 papers are needed.

Double majors produce a greater depth of knowledge in specific areas, but may reduce the variety of papers included in a programme. You are strongly recommended to seek advice before enrolling in a double major programme.

Minor subjects

In addition to a major subject, it is possible to have one or more lesser specialisations in other subjects recognised as minor subjects in BA, MusB, BPA, BTheol, BSc, BAppSc, BCom, or BASc programmes.

A minor subject need not be one normally associated with the degree concerned (e.g. Management may be taken as a minor subject in a BA programme). The requirements for minor subjects are on pages 98-105.

A minor subject generally involves a set of five papers worth 90 points, with at least three papers above 100-level, including one at 300-level. You cannot count papers towards both a major and a minor unless they are compulsory for both subjects at 100- or 200-level.

Double Degree programmes and Cross Credits

It is often possible to study for two degrees concurrently in a double degree programme. In such cases, it is normally possible to cross credit (share) several papers between the two qualifications, so your overall workload is reduced. You may cross credit up to:

- 126 points between two three-year degrees (e.g. BSc, BCom)
- 180 points between a three-year and a four-year degree (e.g. BCom, BPhEd)
- 234 points between two four-year degrees (e.g. BPhEd, LLB)

Credit for study elsewhere

If you have successfully undertaken studies at another tertiary institution, you may be eligible for credit towards an Otago degree. For further information contact the University Information Centre.

otago.ac.nz/services/uic.html

Workload

A full-time course is generally between 54 and 72 points in any one semester or 108 and 144 points in any one year. If you intend to enrol for papers worth more than 162 points in a year, or 90 points in a semester, you must get permission from the Pro-Vice-Chancellor of the Division concerned.

In general, 1 point represents 10 hours of formal instruction or independent study, which can be a combination of lectures, tutorials, laboratories, assignments and reading. Some professional, honours and postgraduate programmes may differ from this.

Any course with a workload of fewer than 54 points in any one semester or 108 points in any one year is considered part-time. Part-time students are not normally eligible to receive Student Allowances.

Timetable

It is also important to consider your timetable when choosing papers to study. Timetable information for each paper is available on the paper page on the website via otago.ac.nz/courses/subjects

The University Web Timetable Viewer is available via otago.ac.nz/study/study-timetables



Interest Only

Interest Only enrolment enables you to attend certain classes for your own general interest without undertaking any form of assessment or receiving any result or credit. It is not normally available if you are also taking courses for credit in the same enrolment period.

If you are enrolled for Interest Only you will normally be permitted to attend lectures only and would not normally attend tutorials, practical classes, or laboratories. You will not submit any assignments or sit any tests or final examinations.

If you wish to apply for a paper for Interest Only enrolment in 2017 you should contact the University Information Centre for assistance with completing the application process. Further information is available at

otago.ac.nz/study/entrance/interestonly

Summer School

Summer School, which will run from 9 January to 17 February 2017, offers you an opportunity to broaden, redirect or speed up your degree programme, or to pursue a particular interest. Many papers are unique to Summer School, while others are core components of degree programmes.

See page 208 for a list of Summer School papers. Further information is also available at

otago.ac.nz/summerschool

University of Otago International School

The Otago International School is a unique opportunity to study the New Zealand environment and culture, while also enjoying the special “town and gown” experience that the University of Otago offers. The School provides a short-term study option for international students which is timed to coincide with the northern hemisphere summer.

For more information including application dates and process

otago.ac.nz/internationalschool



Need help?

Contact the **University Information Centre**

Ground floor, Information Services Building

Tel 0800 80 80 98 from New Zealand

1800 46 82 46 from Australia

64 3 479 7000 from outside New Zealand

Email university@otago.ac.nz

otago.ac.nz/services/uic.html

Things to consider

Check application due dates

It is important to apply for admission by the due date for your intended programme.

A number of qualifications have earlier application dates than for general degree programmes and for some, late applications may not be considered.

The due date for your application may also depend on whether you are:

- a **new student** (you are enrolling at Otago for the first time)
- a **returning student** (you were enrolled at Otago in 2015 and/or 2016), or
- a **recommencing student** (you have been enrolled at Otago previously, but not in either 2015 or 2016).

4 Application due dates

First time enrolments for new and recommencing students, and returning students applying for a new programme(s)

> Undergraduate

31 August	Teacher Education programmes (first year)
15 September	Bachelor of Dental Technology Bachelor of Oral Health (first year) Bachelor of Radiation Therapy (first year) Bachelor of Dental Surgery Bachelor of Medicine and Bachelor of Surgery Bachelor of Medical Laboratory Science Bachelor of Physiotherapy (second year) Bachelor of Pharmacy (second year)
1 October	Bachelor of Laws (second year) Bachelor of Social Work (third stage)
15 November	Bachelor of Surveying (second year)
10 December	New and recommencing students, and returning students applying for a new programme commencing in Summer School or first semester subject to the Entry Pathway system Bachelor of Physical Education (first year)
15 June	Students taking only second semester papers for a programme subject to the Entry Pathway system

> Postgraduate

10 December	Postgraduate Honours Postgraduate Diplomas and Certificates Masters' degrees
No specific due dates	Doctor of Philosophy (PhD)



Further information

For further information about postgraduate study see:

otago.ac.nz/study/honours_degrees

otago.ac.nz/study/masters

otago.ac.nz/postgraduate

otago.ac.nz/study/phd

If you are applying to enrol for the first time in a postgraduate or specialised degree programme with its own selective entry requirements, the due date for applications might be earlier than for applications to later years of the programme or for general degree programmes.



Apply to Otago

Create your eVision account

Once you've chosen a programme, checked the University and programme entry requirements, and the due dates, you're ready to create your eVision account. eVision is the University's student management system through which you will complete all the steps in the application and enrolment processes.

5 Create your eVision account

> If you're a new student

- Start at the Qualifications webpage otago.ac.nz/courses/qualifications/apply and select the programme you wish to take.
- When you're ready, click the  button, which is displayed only while a programme is open for applications, to begin your application. This takes you to [eVision](#) where you can click **Create new account**.
- Confirm you're a  and provide details. The University will use the email address you provide to contact you.

You will receive a message acknowledging your application to create a portal. This will be followed by an email to confirm that you now have access to your portal, using the email address and password you have provided.


> If you are a returning or recommencing student or have previously applied to study at Otago

You should already have an [eVision](#) account and should use that one. If you're not sure, follow the process to create a new account (see left) and we will contact you if you already have a login.

A new student is someone who has never previously enrolled at Otago. A returning student is someone who was enrolled at Otago in 2015 and/or 2016. A recommencing student was last enrolled at Otago in 2014 or earlier.

6 Complete your application

> If you're a new student

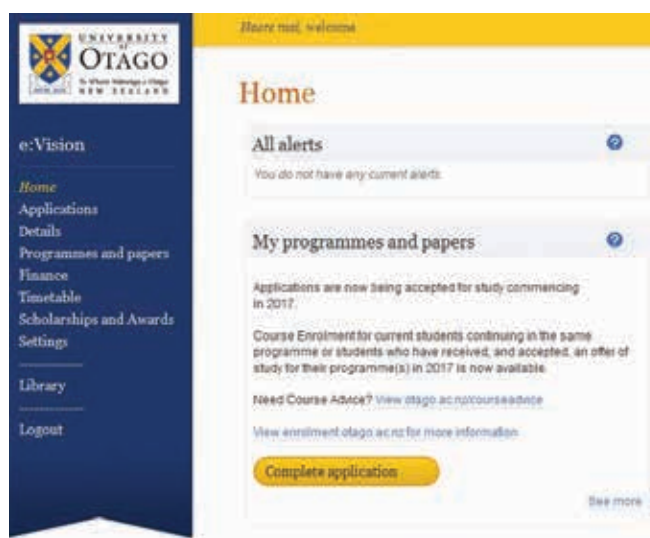
Once you have access to [eVision](#) you can complete your application. Log into your [eVision](#) portal and click on .

You'll be presented with a number of steps and instructions (see next page). Complete each step until a check mark appears in the circle on the left-hand side. You may need to upload additional information such as evidence of previous study. For more details about submitting documents see page 25.

When the instruction changes from **Complete this step** to **Review this step** it means you have completed the step but are still able to edit the information. Once you submit the application, you won't be able to edit the information until your application has been processed.

> If you are a returning or recommencing student


If you want to add a programme, log into your [eVision](#) portal. Go to **My Programmes and papers** (see right) and click **Apply for another programme** to provide the information for your application.



Major and minor subjects

Most general bachelors' degree programmes require you to select a major subject. It is not necessary to select more than one. You may also specify one or more minor subjects, but it is not normally mandatory to do so.

Help

If you have a query on a section click on the  in [eVision](#) for more details.

Apply to Otago

Submit your application

- 6 You need to complete all of the steps below using the yellow buttons then submit your application.

Applications

Welcome to your application

Complete all of the steps below using the yellow buttons.

When you're done
You will receive a confirmation email from the University acknowledging that your application has been submitted.

Personal details
Your personal, ethnicity and disability details.

Review this step

Contact details
Your address and contact details.

Review this step

Educational background
Details of high school and tertiary study.

Review this step

You are applying for admission to the following:

Bachelor of Science (BSc) (2017, Dunedin)
Subject specialisation required for the Bachelor of Science (BSc)
Additional questions related to the Bachelor of Science (BSc)

Review this step

Add another qualification (optional)
You may apply for up to three qualifications.

Add Qualification

Remove qualification(s) (optional)
[Click here to remove qualification\(s\).](#)

Starting semester, declarations and submit application
Please specify intended starting semester and accept the declarations and authorisations. You must complete this step to submit your application.

Complete this step

Steps

When the yellow button changes from **Complete this step** to **Review this step** you have completed the step but are still able to edit the information if needed.

Submit your application

On the last page of the application you will be asked to agree to a formal declaration. The declaration is a legal statement that you will abide by the University's rules. Once you have read and agreed, you can submit your application, which is ready for processing by the University.

A message will appear on screen confirming that your application has been submitted.

Apply to Otago

University and Programme Admission

Once you have submitted your application you have started the enrolment process at Otago. Your application will now be assessed by the University for admission.

7 University Admission

University staff will process each new student's application for University Admission, which includes:

- verifying your identity and citizenship/residency status
- checking whether you hold or are eligible for a University Entrance qualification
- checking that you meet minimum age and language requirements.

You'll be contacted via [eVision](#) and/or the email address you used when you applied, if you need to provide any additional information or documentation.

If you are still at school and expecting to gain University Entrance through NCEA, CIE or IB, in most cases the University will receive your results automatically when they are released. However, you may still need to provide evidence of identity or other information.

Your application will be in a **University Admission in progress** state until the University has received all relevant documents. You may not see any changes in your [eVision](#) portal unless the University has sent you an alert.

You'll be informed of the outcome of your application via [eVision](#).

Home

All alerts

- 24 March 2017
A decision has been made regarding your application to study the Bachelor of Science programme.
[View details](#)
- 24 March 2017
Please provide evidence of your citizenship/ residency
[View details](#)

[Previous alerts](#)

My University admission

- University admission (In progress)
- Name
- Date of birth
- Citizenship or Residency
- University Entrance
- English language proficiency

8 Programme Admission

The department responsible for your programme will assess your application against the admission criteria and may request further supporting documentation through your [eVision](#) portal.

You will normally either: receive an offer of a place in your chosen programme(s), or be placed on the Competitive Entry pathway to await further consideration or assessment. Your place may be conditional upon providing further information, completing further steps, or gaining University Admission.

It is important that you respond to any offer you receive. Accepting your offer will allow you to proceed to Course Enrolment.

Keep informed

Both steps 7 and 8 are completed by the University and you will be advised of the outcome via your [eVision](#) portal. To see if there have been any updates to your application, check whether the University has sent you an alert.

Communications from the University in relation to your application will be sent via [eVision](#) and/or to the email address you used when you applied. Returning or recommending students will be contacted via their student email address.

Through your [eVision](#) portal you can check the progress of your application and find out if there is anything further you need to do such as providing additional supporting information.

It is important that you check [eVision](#) and your email throughout the application process.

Apply to Otago

If you're asked to provide supporting documents

In the majority of cases, the University will use your National Student Number to collect the information it needs to identify you. However, this is not always possible.

If you are new to Otago

If the University is unable to match your details against the National Student Index (NSI), you may be asked to provide physical witnessed documentary evidence of your name, date of birth, and citizenship or residency status.

If you're a New Zealand or Australian citizen, and have never changed your name, an original or witnessed copy of any of the following will normally provide all the information required:

- your birth certificate (if born in New Zealand or Australia)
- the page of your passport showing your name and other details
- your citizenship certificate

A copy of your driver's licence will not be accepted as it does not provide evidence of your citizenship or residency status.

If you're not a New Zealand or Australian citizen, and have never changed your name, witnessed copies of both of the following will provide all the information required:

- the page of your passport showing your name and other details, and
- your residence visa/permit or student visa, or an original or witnessed copy of a statement from Immigration New Zealand confirming your citizenship and residency status.

If you have changed your name

If the name on the NSI, your birth certificate, passport, or citizenship certificate differs from your current name, or the name in which you gained any qualifications relevant to your admission, you must also provide an original or witnessed copy of one or more of the following as formal evidence of each change:

- Marriage or civil union certificate
- Certificate of dissolution of marriage or civil union
- Deed poll
- Statutory declaration issued by a Registrar of Births, Deaths and Marriages

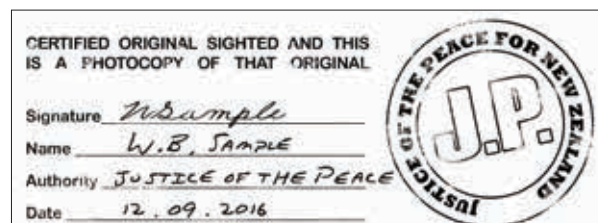
Note: Any document concerning a change of name must include both your previous name and the new name.

Having your documents witnessed

For all documents giving evidence of name, date of birth, name changes, citizenship or residency status, please:

Either

Take the original document and a photocopy to a person of suitable authority to be witnessed. They must indicate the authority with which the copy is certified as true and print their name under their signature on each page (see example).



Or

Bring the original copy to the University Information Centre in the Information Services Building, where a photocopy of the document will be made and witnessed for you.

Documents should be witnessed as true copies of originals by an authorised person (i.e. a person listed in the Oaths and Declarations Act 1957 as able to take declarations) such as:

- Justice of the Peace
- Barrister or Solicitor of the High Court

The following may also witness documents:

- Court Registrar or Deputy Registrar
- Notary Public
- University of Otago Administrative or Liaison Staff
- Member of Parliament
- Land Transport New Zealand, Public Trust, or local authority employee (authorised under the Oaths and Declarations Act 1957 - an authorised stamp is required)

In New Zealand you can check the Yellow Pages for a list of Justices of the Peace in your area. If you're from a remote area and do not have access to anyone in the approved categories, contact the University Information Centre for advice.

If you have studied at other tertiary institutions

If you have been at another tertiary institution you should upload your transcript via your [eVision](#) portal when you apply, or as soon as possible after results become available.

It is your responsibility to provide your transcript as Otago cannot normally request records from other institutions on behalf of students and cannot match this information on the NSI. If you have completed papers at a tertiary institution you may apply for credit on the basis of passes achieved; a fee is charged for such applications. Submit your application via the 'My Details' section in [eVision](#) once you have been accepted for enrolment.

Submitting your documents

You can submit any identification documents at the University Information Centre or you can post them to The Manager, Admissions and Enrolment, University of Otago, PO Box 56, Dunedin 9054.

Enrol at Otago

Complete course enrolment

Course Enrolment is completed through eVision and applies to all students, whether you're new to Otago, a recommencing or returning student enrolling for a new programme or continuing with the same programme.

9 Provide annual details

> Review current information

While [eVision](#) allows you to update, or request changes to, your personal and contact details (e.g. name, citizenship, email address) at any time, you are given the chance to review this information during Course Enrolment.

> Information required for 2017 study

The University must also collect 'Information required for study' annually for the New Zealand Government and/or University purposes. Answering these questions is mandatory and can cover such things as your study address and emergency contact details.

If you're an international student studying in New Zealand, you will need to answer additional questions about your Visa and apply for StudentSafe travel and health insurance.

Study address

It is important that you confirm your study address so we are able to contact you if needed.

Welcome to your 2017 Course Enrolment

Follow the instructions on the yellow buttons below.

<input checked="" type="checkbox"/> Review current information Update your personal and contact details.	Review this step
<input type="checkbox"/> Information required for 2017 study Mandatory information the University is legally required to gather each year.	Complete this step
<input type="checkbox"/> Paper selection Select the papers you want to study in 2017.	Complete this step
<input type="checkbox"/> Course Approval (to be completed by the University) After you select your papers your course needs to be approved by the University.	
<input type="checkbox"/> Declaration Complete your declaration to finalise your course content for 2017.	Complete this step

Cancel
Exit



Summer School papers

If you wish to enrol in a Summer School paper(s) you will normally need to add your Summer School papers in [eVision](#) first, before selecting any papers for first and second semester.

10 Paper selection

To start paper selection select **Course Enrolment** in your [eVision](#) portal then under **Paper selection** click [Complete this step](#) then **Select papers**.

If you are enrolling for more than one programme, complete the selection of papers for one programme before going back to select papers for the next. Only submit for course approval once you have selected papers for all your programmes.

Select/view my papers

My programmes

These are the programmes that are available for paper selection. If you have applied for a programme that is not showing here, check its status on the [Programmes and papers](#) page.

For most programmes, you select your papers. Click on the **Select papers** button to do this.

For programmes where all the papers are added by a member of staff, click on the **View** button to view the papers that have been added. The programmes that have papers added by staff are Diploma for Graduates, Inbound Exchange/Study Abroad, Interest Only and PhD.

Programme

Bachelor of Science
Major(s): Physics

[Select papers](#)

This is where you select the papers for your course. [eVision](#) will show the required papers for your major.

Note: You only need to select the papers you are studying in 2017.

Programme:
Bachelor of Science

Neuroscience Major

All of: CELS191, HUBS191, PSYC111
And two of: BIOC192, BIOL112 or HUBS192, CHEM191, PHSI191
[View](#)

AND

All of: ANAT242, FHSL231, PSYC211
And one of: BIOC221, BIOC223, GENE221, GENE222, PHAL211, ZOOL223
[View](#)

Selected Papers

All my papers
Papers from current block

Paper	Name	Year	Prd	Mode	Campus	Points		
As you select your papers they will show in this section.								

All of: CELS191, HUBS191, PSYC111
And two of: BIOC192, BIOL112 or HUBS192, CHEM191, PHS1191

[Hide](#)

Paper search

Search by full or partial paper code or name

(e.g. CHEM1, CHEM191 or Chemistry) [Search](#)

[Show advanced](#)

Paper	Name	Prd	Mode	Campus	Pts	
BIOC192	Foundations of Biochemistry	S2	I	DN	18	+
BIOL112	Animal Biology	S2	I	DN	18	+
CELS191	Cell and Molecular Biology	S1	I	DN	18	+
HUBS192	Human Body Systems 2	S2	I	DN	18	+
PSYC111	Brain and Behaviour	S1	I	DN	18	+

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Click on **View**. This will show a table with the details of each paper.

To add the paper to your selection click on the [+](#) against each paper you wish to select.

As you select papers, eVision automatically enforces paper selection rules, such as checking you have completed any prerequisite papers. A pop-up window will appear when you do not meet the conditions to select a particular paper and will explain why.



Taking a prerequisite for a paper in the same year

If you are taking a prerequisite for a second semester paper in the first semester, ensure you select the prerequisite first to allow eVision to apply the paper selection rules correctly.

Additional Papers

Select additional papers as required to meet the points requirements for your degree:
Minimum 360 points; 180 points at 200-level or above and 72 points at 300-level or above

Science Schedule C
Enter a paper code or word in the search field to search available papers

[Hide](#)

Paper search

Search by full or partial paper code or name

phil105 [Search](#)

[Show advanced](#)

Paper	Name	Prd	Mode	Campus	Pts	
PHIL105	Critical Thinking	S1	I	DN	18	+

Page 1 of 1 View 1 - 1 of 1


You can also search for and select any additional papers required to meet the points requirements for your degree in the **Additional Papers** section.

As you select your additional papers eVision will check the paper selection rules and a popup window will appear with an explanation if you do not meet any particular requirements for the paper.

Need advice?

To phone, skype or book an appointment with the University Course Advice Service otago.ac.nz/courseadvice

As you select your papers they will appear in the right hand section under **Selected Papers**.

If you wish to remove any papers click on the  next to the relevant paper.

Once you are happy with your selection click [Continue](#).
Select continue until you get to the **Review and submit** page.

Timetable

It is important to consider your timetable when choosing papers to study. Timetable information for each paper is available on the paper page on the website via otago.ac.nz/courses/subjects

The University Web Timetable Viewer is available via otago.ac.nz/study/study-timetables



Selected Papers

[All my papers](#) [Papers from current block](#)

Paper	Name	Year	Prd	Mode	Campus	Points		
Current papers								
ANAT242	Neurobiology	2017	S2	I	DN	18		
BIOC192	Foundations of Biochemistry	2017	S2	I	DN	18		
CELS191	Cell and Molecular Biology	2017	S1	I	DN	18		
PHS1191	Biological Physics	2017	S1	I	DN	18		
PSYC111	Brain and Behaviour	2017	S1	I	DN	18		
PSYC211	Brain and Cognition	2017	S2	I	DN	18		
Continue								

Submit for course approval

Once you have selected all your papers, [eVision](#) shows you a summary of your course (Review and submit), which includes any warnings about your choices such as a high workload and timetable clashes.

Your provisional timetable will be generated showing you the times and days for all of your classes. It will also tell you if you have any timetable clashes. It is important to note that this information is provisional, and timetable information may change between the selection of your papers and the start of classes for each semester.

Note: Not all papers are timetabled through eVision. Papers offered through the Christchurch, Wellington and Southland campuses, as well as some postgraduate and other papers may be timetabled separately.

You're also given the opportunity to view your 'Course Fee Assessment' detailing your course tuition fees based on your current paper selection and enrolment fee status.

Once you are happy with your course select the **Submit** button at the bottom of the page to submit your choice of papers for consideration for approval.

Review and submit your papers

* Indicates mandatory fields.

Programme-specific questions *

Programme
☒ Bachelor of Science Review this step

Will you complete your qualification?
 With this paper selection do you expect to complete your Bachelor of Science in 2018? *

☐ Yes ☒ No

You selected these papers

+ Bachelor of Science
 Major(s): Neuroscience, Minor(s): Physiology

Summary Help

Departmental Permission papers are included in the points, EFTS and timetable shown below. Special Permission papers are not included.

	Points	EFTS
Main enrolment period	90	0.7500
Summer School	18	0.1500

View your provisional timetable based on your current paper selections (doesn't include departmental or special permission papers). View Timetable

Course Fees Assessment Total NZ\$ 6,720.60

This is not an invoice. You will be notified when an invoice is available. View Course Fee Assessment



Know what papers you want to take but having trouble with the process?

Contact the University Information Centre
otago.ac.nz/services/uic.html

Once you're happy with your selection scroll to the bottom of the page and click



To make any changes select



If the **Submit** button is greyed out, make sure you have completed the **Programme specific questions** (see above).

Timetable clashes

A timetable clash is when you have two (or more) teaching events scheduled at the same time. Paper selections that include timetable clashes may not be accepted.

To make changes to your papers select **Change papers** at the end of the **Review and confirm** screen.

Note: The University does not encourage timetable clashes. You need to carefully consider the effect on your workload and should only apply if the timetable clash is absolutely necessary.

For more information see

otago.ac.nz/study/otago121418

Special Permission and Departmental Permission

Requests for special permission are likely to be for papers:

- where you don't have a prerequisite or corequisite
- that are not normally available for the programme you are completing
- where you wish to repeat a paper to achieve a better grade
- where you wish to repeat a special topic paper (with different content).

For more information see

otago.ac.nz/study/enrolment/SP-DP



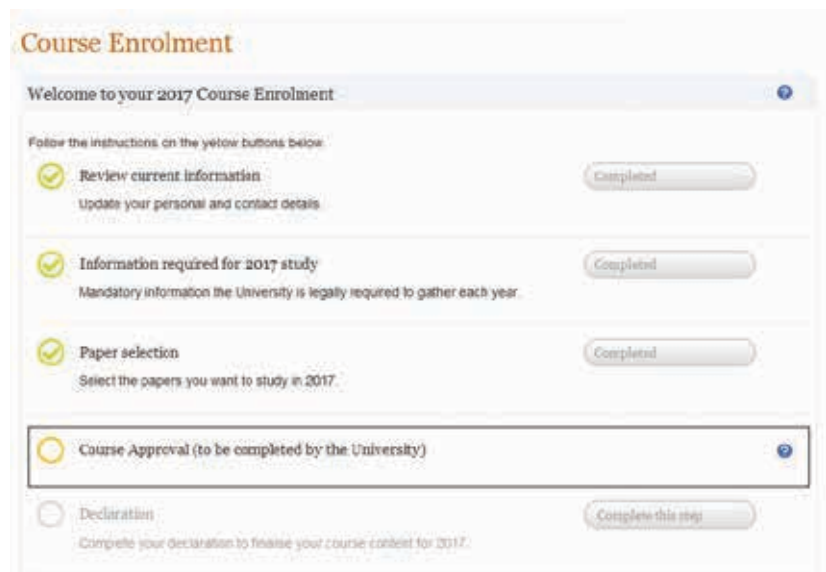
11 Course approval

Once you have submitted your choice of papers for consideration for approval, it will be reviewed to ensure that it meets the requirements for your chosen programme. If everything is fine, your selection of papers will be approved and you will receive a message in your [eVision](#) portal advising this.

In some cases, a staff member will contact you to discuss your course selection to make changes to papers, or to allow for exceptions to your programme or workload requirements.

They may also recommend that you discuss your course with an adviser. Our Course Advice website has more details on what that may involve

otago.ac.nz/courseadvice



Course Enrolment

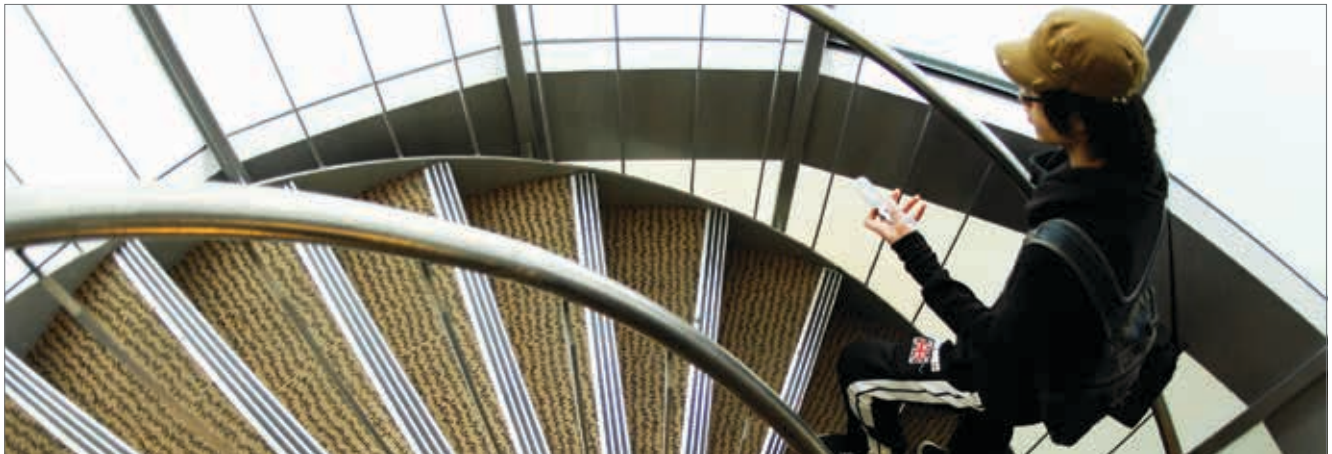
Welcome to your 2017 Course Enrolment

Follow the instructions on the yellow buttons below:

- ☒ **Review current information**
Update your personal and contact details Completed
- ☒ **Information required for 2017 study**
Mandatory information the University is legally required to gather each year Completed
- ☒ **Paper selection**
Select the papers you want to study in 2017 Completed
- ☐ **Course Approval (to be completed by the University)** ?
- ☐ **Declaration**
Complete your declaration to finalise your course content for 2017 Complete this step

> Review the outcome of course approval

You will be advised via your [eVision](#) portal whether your course has been approved or declined. You can review your course, along with notes about any changes and information about your fees.



Course enrolment due dates

Summer School

- 15 December Due date for submission of Summer School papers for Course Approval
- 21 December Due date for completion of course enrolment declaration concerning Summer School papers (late fee may apply)

2017

First semester and full year papers

- 15 January Due date for submission of papers for course approval by students taking first semester and full year papers
- 24 February Due date for completion of course enrolment declaration by students taking first semester and full year papers (late fee may apply)

Second semester papers

- 25 June Due date for submission of papers for course approval by students taking only second semester papers
- 30 June Due date for completion of course enrolment declaration by students taking only second semester papers (late fee may apply)

12 Complete the formal declaration

> Main enrolment period

To complete Course Enrolment you need to accept the declaration in your [eVision](#) portal. This will allow you to access University resources.

The declaration becomes available from 1 January. Once your course has been approved, and you have been granted admission to the University, you will be able to view and complete the declaration. International students will also require a current visa before being able to view and complete the declaration.

To do this, select the yellow **Course Enrolment** button in your [eVision](#) portal and complete the **Declaration** step.

Read, then accept the declaration which is a legal statement that you will abide by the University's rules (e.g. payment of fees). Accepting the declaration completes your course enrolment and allows you access to University resources. You can now proceed to pay your fees and obtain your student ID card.

> Study address

It is important that you confirm your study address when you complete the declaration so we are able to contact you if needed.



> Summer School

The process for applying for a Summer School paper is the same as for the main enrolment period.

Summer School papers are equivalent to papers in other semesters, but because they are taught in just six weeks, the pace of instruction and associated study is more intensive. For this reason enrolling for Summer School papers is not normally recommended to students for whom this would be their first experience of university study.

One 18-point paper is considered full time study. Able students may take up to 36 points.

Summer School declaration

Once you have been course approved for Summer School you will need to complete the Summer School declaration before we can progress your course approval for the main enrolment period.

Course Enrolment

Welcome to your 2017 Course Enrolment

Follow the instructions on the yellow buttons below

- Review current information (Completed) - Update your personal and contact details.
- Information required for 2017 study (Completed) - Mandatory information the University is legally required to gather each year.
- Paper selection (Completed) - Select the papers you want to study in 2017.
- Course Approval (to be completed by the University) (Completed) - Your 2017 course has been approved.
- Declaration (Complete this step) - Complete your declaration to finalise your course content for 2017.

Cancel Exit



Student ID card

Your student ID card will allow you to access to a range of resources and systems. You need to wait at least one working day after completing the Declaration before your card can be issued. For more information see the student ID card page on the Student Services website.

otago.ac.nz/studentIDcards

Course Enrolment

Welcome to your 2017 Course Enrolment

Follow the instructions on the yellow buttons below

- Review current information (Completed) - Update your personal and contact details.
- Information required for 2017 study (Completed) - Mandatory information the University is legally required to gather each year.
- Paper selection (Completed) - Select the papers you want to study in 2017.
- Summer School paper approval (to be completed by the University) (Completed) - Your 2017 Summer School papers have been approved.
- Summer School declaration (Completed) - Complete your declaration to agree to your Summer School papers for 2017.
- Course Approval (to be completed by the University) (Completed) - Your 2017 course has been approved.
- Declaration (Complete this step) - Complete your declaration to finalise your course content for 2017.

Pay your fees

- 13 Once your course is approved, your invoice will be available on the 'My Account' page of your eVision portal with all the information you need to organise payment. Fees should be paid, or loan arrangements finalised, before you begin your studies.

Most fees fall under the following categories: tuition fees, student services fee, and non-tuition (administration) fees. Fees are charged on a year-by-year basis.

Tuition fees

Tuition fees for 2017 will not be finalised until November 2016. Once the fees have been set, they will be available at otago.ac.nz/study/fees

The tuition fees listed below are for 2016 and for domestic students only. Tuition fees for international students are available at otago.ac.nz/international/otago002190.html

Domestic tuition fees (2016) (per 1.0 EFTS)

Undergraduate (excluding Honours)	
Arts, Languages, Theology, Mathematics, Education	\$5,568
Commerce, Teaching	\$5,317
Law (excluding Honours)	\$6,211
Computer Science, Design, Geography, Information Science, Music, Science	\$6,654
Physical Education	\$6,654 to \$7,692
Health Sciences, Pharmacy, Surveying	\$7,692
Dentistry	\$14,791
Medicine	\$14,791
Physiotherapy – Years 2-3 inclusive	\$6,654
Physiotherapy – Year 4	\$7,765
Postgraduate Taught	
Arts, Languages, Theology, Mathematics, Commerce	\$7,566
Law (Honours)	\$7,258
Computer Science, Design, Geography, Information Science, Science	\$8,682
Health Sciences	\$10,560
Dentistry (MDS)	\$34,587
Postgraduate Thesis and Honours	
Arts, Languages, Theology, Mathematics	\$6,331
Commerce	\$6,104
Law (thesis only)	\$6,846
Computer Science, Design, Geography, Information Science, Music, Science	\$7,392
Health Sciences, Pharmacy, Surveying	\$9,377
Medicine	\$9,377
Dentistry	\$9,569

Generally, your total tuition fee is made up of the collective fees for each paper for which you are enrolled.

The fee for the subject category of a paper and its EFTS value will determine the fee of the paper. For example, if an Accounting paper has a value of 0.15 EFTS, multiply \$5,317 by 0.15 to get the fee for the paper (\$797.55). The degree/diploma/course enrolled for has no bearing on this calculation. In practice, a year's course may comprise papers from more than one subject category, such as a mixture of Commerce and Science papers.

Pro rata fees for thesis students

You should note that the fees that you will be expected to pay upon initial enrolment for your thesis study will be calculated on a pro rata basis according to the date when you commence your studies. For example, if you commence your studies on 1 May, your fee will be 8/12ths of the usual fee. The accuracy of this date is very important. If your starting date changes after you have finalised your enrolment, please notify the Student Records Office in writing at enquiries.masters@otago.ac.nz

You will be charged full fees in subsequent semesters or years of study. A similar pro rata calculation will be made upon completion of your studies, depending on the actual date of submission of your thesis. Please note that you are normally required to be enrolled at the time of submitting your thesis.

Non-tuition fees

> Administration fees

The following non-refundable fees (GST inclusive) may be charged (where applicable):

Fee for late payment of fees	\$100
Plus additional charge per month or part thereof	\$25
Late paper submission	\$120
Late declaration completion	\$120
Application for Special Admission	\$93
Application for Discretionary Entrance	\$93
Application for admission ad eundem statum	\$93
Credit for study elsewhere	\$93
Extramural enrolment	\$93
Final Examination Only enrolment (per paper)	\$93
Reinstatement of enrolment after cancellation	\$59
Tuition refund fee (for students who withdraw from their entire course)	\$100

Notes: Fees listed above are for 2016 and are subject to change.

A complete list of Administration Fees is available at otago.ac.nz/study/fees

Student Services Fee

The University of Otago is required by Government regulation to ensure a range of services is available to students and these are funded through the charging of the Student Services Fee.

Category	2016 Student Services Fee (GST inclusive)
Dunedin	\$732
Wellington, Christchurch	\$180.80
Southland	\$129.85
Distance (not living within commuting distance of an Otago campus)	No fee
Summer School	\$122

The Otago University Students' Association (OUSA) membership is voluntary in 2016 and there is no charge for membership.

Further details regarding the Student Services Fee is available at otago.ac.nz/student-services/otago029756.html

While the Student Services fee is compulsory, some exemptions may apply to you. More information is available at otago.ac.nz/administration/policies/otago029542.html

Paying your fees

You can pay your fees in any of the following ways:

- by internet banking or telegraphic transfer
- by cash, cheque or EFTPOS (subject to individual bank limits and available in Dunedin only)
- by Government student loan
Applications for Government student loans are available from StudyLink. Please apply online at: www.studylink.govt.nz
Ensure that you authorise the direct transfer of your compulsory fees from your loan account to the University
- by internet banking or telegraphic transfer
- by scholarship, staff study assistance and third party payments.

If your fees are being offset against a University scholarship they should be adjusted accordingly on your fees account. In some cases the account is printed before the scholarship is processed. If you receive a fees account that doesn't have your scholarship taken into account, contact the Doctoral and Scholarships Office, University of Otago, PO Box 56, Dunedin 9054, Tel 03 479 5292 to ensure there are no problems. Further payment details will be printed on the reverse of your fees account.



Important dates

You must pay your total fees account to the Revenue Management Office no later than:

- 13 January 2017 for Summer School papers
- 10 February 2017 for study beginning in the first semester
- 10 July 2017 for study in the second semester only

You won't have access to all University resources if you're listed as a debtor to the University.

Late payment fee

If you pay your fees or have authorised payment by direct transfer from your Government student loan after the due date for payment, you will be charged a \$100.00 late payment fee plus \$25.00 per month thereafter until the debt is paid in full (subject to change).

Fee changes if changing your course

If you change your course after applying, your fees will be adjusted automatically, and a refund or further invoice will be sent to you as appropriate.

Any change of course may affect your Government student loan and/or student allowances entitlement. The University's complete fees policy, including details concerning withdrawals and refunds, is published at otago.ac.nz/study/fees

Fees receipts

Tuition fee receipts are not automatically generated. To request a tuition fee receipt please email student.finance@otago.ac.nz. If you are on campus you can obtain a receipt in person from the Revenue Management Office in the basement of the Clocktower Building.



More information

You'll find the most up-to-date information on the website.

General information
otago.ac.nz/study/fees

Individual paper costs
otago.ac.nz/courses/subjects

International students
otago.ac.nz/international/otago002190.html

Doctoral and Scholarships Office
otago.ac.nz/research/graduate/otago004145.html

Revenue Management Office (Student Finance Office)
Basement, Clocktower Building
University of Otago
PO Box 56
Dunedin 9054
Tel 03 479 9006
Email student.finance@otago.ac.nz

Changing your course

If you wish to change your course after you have completed the course enrolment declaration, you will normally need to complete a Change of Course form.

The information below applies only after you have completed the Course Enrolment Declaration. If you need to make changes before completing this step, you can do so via your [eVision](#) portal.

Adding, deleting or swapping papers

If you wish to add, delete, or swap papers, you should do so by completing the online Change Request form, or collecting a Change of Course form at the University Information Centre. For more information see otago.ac.nz/changingyourcourse

Adding, deleting or withdrawing from papers has implications for your fees, StudyLink loans and allowances, and academic record. It may also affect your immigration status if you're an international student.

> Adding papers

You can add papers to your course of study by the relevant deadlines. You should check for possible timetable clashes before adding papers by viewing timetable information on the University's Web Timetable Viewer via otago.ac.nz/study/study-timetables

Additional papers will be added to your academic record and will increase the fees you're required to pay.

> Deleting papers

If you delete an individual paper from your course of study by the relevant deadlines you will be entitled to a refund of tuition fees for that paper and it will be removed from your academic record.

If you choose to discontinue your study and delete all of your papers by the relevant deadline, your tuition fees paid will be refunded, less a Tuition Refund fee.

Later withdrawal from papers

You can still withdraw from a paper after the deadline for deletion but you won't normally be eligible for any refund of fees and your liability for any unpaid fees will remain.

If you withdraw from a paper by the relevant deadlines the paper will continue to be listed on your academic record but will have 'Withdrawn' noted beside it.

Changing your major and minor subjects

If you wish to make a change to your major or minor subjects, you should do so by completing the online Change Request form, or collecting a Change of Course form at the University Information Centre. For more information see otago.ac.nz/changingyourcourse

It's your course

Through [eVision](#) you can check the papers you are enrolled for and whether or not any requested changes have been processed. It is your responsibility, and in your best interest, to ensure that your course of study is in accordance with the relevant regulations in the University Calendar (and summarised in this Guide in most cases) and that your enrolment correctly records the papers you are taking.



Important dates

There are strict deadlines for completing changes to your course.

Adding papers to your course by 5pm on:

- 16 January 2017 for Summer School papers
- 3 March 2017 for first semester and full year papers
- 14 July 2017 for second semester papers

Deleting papers from your course by 5pm on:

- 16 January 2017 for Summer School papers
- 17 March 2017 for first semester papers
- 24 March 2017 for full year papers
- 28 July 2017 for second semester papers

Withdrawing from papers by 5pm on:

- 7 February 2017 for Summer School papers
- 5 May 2017 for first semester papers
- 15 September 2017 for second semester and full year papers

Changing your programme(s)

If you wish to change your programme (i.e. add, drop, or change qualifications, whether or not any papers are being changed) you will first need to apply via [eVision](#) for each new programme.

Once you have received and accepted an offer to the new programme, you can add or drop papers by completing the online Change Request form, or collecting a Change of Course form at the University Information Centre.

Exceptional circumstances

Deletions or withdrawals after the normal deadlines will be permitted only in exceptional circumstances which are beyond your control and which prevent you from completing your course.

If you wish to submit an application for withdrawal from a paper or papers due to exceptional circumstances, you should follow the application process described on the Exceptional circumstances webpage.

otago.ac.nz/study/enrolment/otago070876

Applications must include independent supporting documentation, such as a medical certificate.

Withdrawals in exceptional circumstances after the deadline for deletion will be listed on your academic record but have 'Withdrawn

Exceptional' noted beside them. No result is recorded for these papers, and they do not count towards your official Otago grade point average.

In the case of withdrawals in exceptional circumstances after the normal deadlines for deletions and before the deadlines for ordinary withdrawals, a partial tuition fee refund (up to a 50% maximum) may be applied.

Withdrawal from papers in exceptional circumstances may affect your eligibility for StudyLink loans and allowances or, if you are an international student, your immigration status.

Abandoning study

If you choose not to attend classes or submit assessments or sit examinations, and do not use a Change of Course form to have a withdrawal officially recorded by the deadlines above, you will remain enrolled but will be likely to have a result of 'Fail' on your academic record for the papers concerned.

International students

Please remember if you withdraw from your course, or decide to drop a paper, your immigration status may be affected. Please see the Student Visa Coordinator or an International Student Adviser at the International Office to discuss your plans before making any changes to your course.

University Course Advice Service

If you are wishing to make changes to your course but are unsure about any aspect of your study we have dedicated Course Advisers who are here to help.

The University Course Advice Service is your first point of contact regarding course advice at Otago. They can also put you in touch with expert staff from around the University who can help you with your course.

otago.ac.nz/courseadvice



Keeping in touch

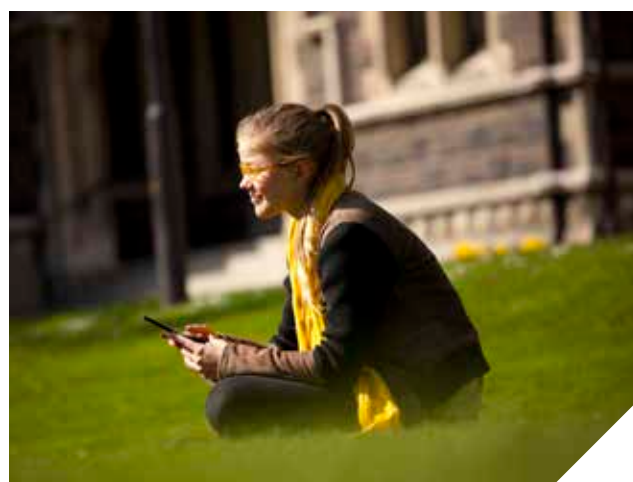
There may be times when the University needs to contact you.

Communications from the University in relation to your application and enrolment may be through:

- [eVision](#)
- email, either to the personal email address you provided when you created your [eVision](#) account (for new students), or to your student email address if you are a returning or recommencing student
- by phone (call or text).

It is important that you ensure your contact details are kept up to date and that you check both your [eVision](#) portal and the relevant email address throughout the application and enrolment processes.

Once you have completed your Declaration you will be advised of your student email address (new students). You should use this to communicate with the University rather than your personal email address.



Preparatory and bridging courses

The following pre-university courses offer students assistance in particular areas to prepare for University study. These courses cannot be credited towards a degree or other qualification.

English for Speakers of Other Languages

The University of Otago Language Centre offers the following courses:

- General English, IELTS, TOEIC, English for Academic Purposes, and English for Otago. Success in the General English programme will meet the language requirements for entry to Foundation Year.
- English for Otago has two papers: English for Undergraduate Academic Purposes and English for Postgraduate Academic Purposes. Success in these papers meets the language requirements for entry to the University.

For further information contact:

Admissions

University of Otago Language Centre

130 Anzac Avenue

Tel 03 479 5250

Email uolcfy.admissions@otago.ac.nz

otago.ac.nz/uolcfy

Introductory Chemistry Course

This course is for anyone who wants a basic understanding of chemical principles. It is also of value to those wishing to catch up on secondary school level chemistry before embarking on 100-level chemistry courses at University. The course, which comprises a mix of Year 12 and Year 13 chemistry, can be started at any time and completed at the student's own pace. Its distance-taught format means there are no accommodation costs - you do not have to attend the University of Otago to take this course. The course is not-for-credit, which means that it cannot be credited towards a university degree.

Note that the CHEM 150 Concepts in Chemistry course is the recommended preparatory course for students intending on enrolling for CHEM 191 The Chemical Basis of Biology and Human Health, as part of the Health Sciences First Year course at Otago.

Normally students who have completed the Introductory Chemistry course will not then be approved to enrol for CHEM 150.

For further information contact:

Department of Chemistry

Tel 03 479 7908

Email chemistry@otago.ac.nz

Preparatory Courses in Chemistry and Physics

Preparatory programmes will be offered during Summer School 2017 in both Chemistry and Physics. These papers are recommended for students with limited background in these subjects, and are intended as preparation for 100-level Chemistry or for PHSI 191 Biological Physics.

For further information about JumpSTART Physics contact:

Department of Physics

Tel 03 479 9101

Email beverley.reynolds@otago.ac.nz

For further information about CHEM 150 Concepts in Chemistry contact:

Department of Chemistry

Tel 03 479 7934

Email davidm@chemistry.otago.ac.nz

or see the Summer School website from early September for details:

otago.ac.nz/courses/summerschool

UniStart @ Otago

This three hour new-skills workshop is designed particularly for those who left formal education some time ago and are new to university and tertiary study. It is held during week one of the first semester and includes topics such as:

- surviving the first few weeks
- using technology
- note-taking and finding information
- managing the first assignment
- balancing life and study.

The workshop will be followed up with a one hour "just in time" study and writing skills sessions in weeks 2-7 to support your integration into university life at Otago.

For further information contact:

The Student Learning Centre

Tel 03 479 5786

hedc.otago.ac.nz/hedc/learning

Foundation Year

The University of Otago Foundation Year offers a 32 week course which enables students to achieve a university entrance qualification that is recognised by all New Zealand universities. Completing Foundation Year to the required standard in one of the streams available (Applied Science, Arts, Business/Commerce, Health Sciences and Science) qualifies students for admission to the University, and in the case of international students guarantees them a place in their chosen University of Otago first-year courses (except for courses with limited intakes).

Foundation Year is of particular value to students aiming for professional qualifications in Health Sciences, or those wanting to enter programmes with specific entry requirements such as Law and Physical Education, however the variety of options provide a foundation for future studies in all disciplines offered at the University of Otago.

Lectures, tutorials and laboratories are on campus and one-on-one consultation with teachers is encouraged. Student Services at Foundation Year provide personal and academic advice and support, and a full programme of activities and events. Students have access to all University facilities, including Information Services, Recreation Services, Student Health, computer suites, cafés and Unipol.

otago.ac.nz/uolcfy

Foundation Year Scholarship Programmes

The Tū Kahika Health Sciences Scholarship prepares Māori students academically for their first year of tertiary study and a future career in health. Selected students receive assistance with tuition fees, accommodation costs and wrap-around support progressing through the Foundation Year Health Sciences course.

The Pacific Foundation Programme Scholarship, (PFP) also provides wrap-around support for Pacific students to have a smooth transition into their first year of university. This scholarship provides Pacific students with financial assistance towards their Foundation Year tuition fees, and a subsidy towards accommodation fees at a University of Otago residential college over two years.

Places available to New Zealand citizens and permanent residents in foundation programmes are limited and may vary from year to year.

Intakes: February and June for all streams; October for all streams except Health Sciences (Preparatory bridging courses are available prior to each intake); February for Tū Kahika Health Sciences programme and Pacific Foundation programme.

Successful completion of Foundation Year gives preferential entry into the University of Otago.

For further information please contact:

University of Otago Foundation Year

Tel 03 479 5250

Email uolcfy@otago.ac.nz

otago.ac.nz/tukahika/index.html

otago.ac.nz/uolcfy/index.html



Useful information

The following information will be useful to you during your course of study.



Communications from the University

Important information is sent out during the year to enrolled students. It is your responsibility to ensure you receive this by checking the following main communication channels regularly:

- Your student email address
- Your [eVision](#) portal
- Learning management systems used in your papers (e.g. Blackboard, Moodle)
- The University of Otago website

Once you have received your University email address you should use this to communicate with the University rather than your personal email address. It is also important that you keep your physical address details in [eVision](#) current.

For more information see the University's Student Communications Policy, available at otago.ac.nz/study/communications

Student ID cards

In most cases, you will have completed the enrolment process including the online course enrolment declaration, before your arrival on campus, allowing you to obtain your student ID Card as soon as you arrive.

Students must obtain a University identification card from the ID Card Office in the Information Services Building, in person for on campus students or, if you are not studying in Dunedin, by mail using the Distance student ID card application form or online for returning students. You will need this card to access many of the University's facilities. Your ID card will provide proof of identity, enable you to borrow items from the Library, provide after-hours building access and on campus computing and allow you to access a variety of Student Services including Student Health and Unipol. You will need your ID card at examination time as proof of identity. For further information contact the University Information Centre.

Your username is printed on the card and together with your password provides electronic access to library databases, catalogues, and course materials. If you have been previously enrolled at Otago, your password will remain the same. If you forget your password contact the ITS Service Desk (see page 41).

For specific information on ID Cards:

otago.ac.nz/studentIDcards

For distance students getting an ID Card:

otago.ac.nz/studentServices/otherservices/otago022782.html

Preliminary lectures and teaching timetable

Departments will hold preliminary lectures for many, but not all, first semester and full year papers on Friday 24 February 2017 to give you information about the papers for which you are enrolled.

Not all papers have preliminary lectures and they are not held for second semester papers. A timetable of preliminary lectures is available at otago.ac.nz/study/preliminary-lectures

Students will normally be able to access their personal timetable on [eVision](#) before the semester begins but information on lecture times can also be found by searching individual papers from the Subjects and Papers page at otago.ac.nz/courses/subjects

Textbooks

A list of prescribed textbooks will be available on the University Book Shop's website (books.unibooks.co.nz/lists.ihtml) from mid-November for Summer School papers and mid-February for other papers. Both new and second-hand prescribed textbooks are usually available from the UBS in Dunedin and may be purchased over the counter or by mail order.

Textbook Department, University Book Shop (UBS)

378 Great King Street (open year round) or 640 Cumberland St (open from early February)

PO Box 6060, Dunedin

Tel 03 477 6976

Email ubs@unibooks.co.nz

unibooks.co.nz

A book exchange for the buying and selling of second-hand textbooks is organised by the Student Christian Movement at the beginning of each academic year. Details are advertised on campus.

Code of Student Conduct

The purpose of the Code of Student Conduct is to promote the University's academic aims and a sense of community through the cultivation of mutual respect, tolerance and understanding. To this end, the University expects that students will not engage in behaviours that endanger their own or others' safety and wellbeing.

Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.

The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under the University's Ethical Behaviour Policy processes.

The basic rules of conduct require that no student shall:

1. disrupt any teaching, study or research or the administration of the University either wilfully or by engaging in conduct which ought reasonably to have been foreseen would cause disruption;
2. wilfully obstruct any member or employee of the University in academic work or in the performance of duties;
3. wilfully misuse, damage or deface, steal or wrongfully convert to the student's own use any property of the University or of any member of the University;
4. wilfully acquire by theft or deception the benefits of any service provided by the University or any academic advantage;
5. engage in actions that:
 - (a) amount to assault or which result in, or can be reasonably expected to result in, harm to a person or persons; or
 - (b) are unreasonably disruptive to other members of the University or the local community; or
 - (c) result in, or can be reasonably expected to result in, damage to property of any person; or
 - (d) are otherwise unlawful;
6. threaten, intimidate or harass another person or group;
7. fail to comply with the proper directives of a University official, including refusing to identify oneself;
8. lie to, or misrepresent information to, the University or any University official;
9. fail without good reason to co-operate with the University's disciplinary procedures;
10. fail without reasonable cause to comply with any penalty imposed under the Discipline Statute;
11. be party to or attempt to commit an act of misconduct as set out in the foregoing rules.

Note: Secondary rules of conduct include regulations concerning the Library, computer use, traffic and parking and other rules and regulations promulgated from time to time under the authority of the Council.

> Explanatory notes

The actions proscribed in clause 5 encompass a wide range of antisocial behaviour, including but not limited to:

1. Vandalism and behaviours that result in property damage
2. Setting fires without regard for personal safety or the security of property
3. Throwing or firing projectiles, including glass bottles
4. Generating noise that is unreasonably disruptive to others
5. Assault
6. Non-consensual physical contact of a sexual nature
7. Threats, intimidation or harassment directed towards another person or group
8. Abusive behaviour directed at others based on race, religion, gender, disability, age, economic status, ethnicity, national origin, sexual orientation or gender identity

9. Organising any initiation event or ceremony that jeopardises your fellow students' well-being, personal safety, or encourages breaking the law.
10. Theft or attempted theft of property and/or possession of stolen property
11. Forging documents and signatures.

otago.ac.nz/proctor/codeofconduct

Privacy of personal information

The University will collect, use, store, and disclose personal information relating to students in accordance with the provisions of the Privacy Act 1993. Where practicable all such personal information is obtained directly from students, or from their nominated agents. Additionally, information may be obtained or verified through relevant government or education agencies, including the New Zealand National Student Index.

Information will be stored on University files and databases and all practicable security measures will be maintained. A unique identifier will be assigned to each student, which will be used in conjunction with a secondary means of identification or password/PIN.

Staff members and other personnel within the University or within agencies under contract to the University will have access to students' personal information for purposes relevant to normal University operations including but not limited to: admission, enrolment, study, academic progress, tuition fees and charges, establishing and maintaining academic and graduation records, assessment, academic agreements (exchange and study abroad partners, scholarship providers or sponsors, programme delivery partners), academic advice and support, student services, discipline, security and safety, Library and IT services, managing students' association membership and records, managing records of graduates, and other alumni, and managing and improving the quality of services provided by the University.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations, and contractual agreements by which it is bound, the University may use the student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care, and university student and alumni associations.

Such agencies include, but are not limited to:

- the Ministry of Education (information will be recorded on the National Student Index and used in an authorised information matching programme with the New Zealand Birth Register and may also be supplied to Statistics NZ)
- the Ministry of Social Development (including Work and Income New Zealand and StudyLink)
- the Inland Revenue Department
- Te Puni Kōkiri
- Immigration New Zealand (for students who are not New Zealand citizens)
- Other education organisations for the verification of academic records
- relevant professional bodies
- course moderation or accreditation bodies
- the Tertiary Education Commission
- the Ministry of Trade and Enterprise
- Education New Zealand

Information provided to external agencies is either student-specific (typically name, date of birth, current contact details and academic

or graduation details) or cohort-specific (aggregated or statistical information that does not identify individuals).

Where provision or disclosure of information is voluntary or falls outside the scope of information that the University is permitted to collect, store, use and disclose under the Privacy Act 1993, students will be advised and their consent will be obtained prior to the provision or disclosure of information.

The University will make information held about students available to them upon request and in accordance with the Privacy Act 1993, which also describes the conditions under which information may be withheld. Students have the right to request correction of personal information held in accordance with the provisions of the Privacy Act 1993. If a student withholds information or provides incomplete, false or misleading information the University may decline or cancel the admission or enrolment and may withhold the academic record if its veracity cannot be confirmed.

This Privacy Statement operates in conjunction with any specific privacy statement or declaration made in connection with the collection by, or supply to, the University of individual items of information.

Examinations and final results

There are three main examination periods during the University year:

Summer School	18-23 February 2017
First semester	7-21 June 2017
Second semester	18 October - 11 November 2017

Final written examinations may be held by departments outside these periods, as advised by the teaching department concerned.

To ensure that students are not artificially restricted in their choice of papers, examination timetables are produced once the last official date for withdrawal in a semester has passed.

Personal examination timetables and final results are accessed online via [eVision](#).

For more information about examination timetables and other related examination topics, visit the website.

otago.ac.nz/study/exams

Final Examination Only enrolment

In most papers (but not all), if you have completed your course work satisfactorily but have failed to pass the paper, you may apply for Final Examination Only (FEO) enrolment. This means that you may sit the examination at the end of the next teaching period that the paper is offered but you may not attend teaching sessions or submit further assignments. This concession is granted only once for a particular paper, and only for the teaching period in which the paper is offered next.

If your application is approved, a fee will be charged, but you will not have to pay tuition fees again. For details of how to apply for Final Examination Only enrolment and to download the application form, see the website.

otago.ac.nz/administration/otago029057

The closing dates for applications are:

10 January 2017	for papers next offered in the Summer School
1 March 2017	for papers next offered as full-year and first semester papers
31 July 2017	for papers next offered as second semester papers

If you change your mind, you can cancel your FEO enrolment by emailing student-records@otago.ac.nz before the dates indicated on the website.

Academic Progress Policy

A student who fails to make satisfactory progress (i.e. pass half or more of the points enrolled for in a calendar year) will be placed on Conditional Enrolment and may enrol for a prescribed course of study only, in the next year of enrolment. If such a student then passes fewer than half of the points in the Conditional Enrolment year, they will be suspended from enrolment at the University for the subsequent two calendar years.

This policy will be applied to students transferring from other tertiary institutions as if their previous study had been undertaken at the University of Otago. Students suspended under the academic progress policies (or equivalent) of other tertiary institutions will not be permitted to transfer to the University of Otago until such time as that suspension has passed.

Full details of the policy can be found at

otago.ac.nz/administration/policies/otago002988.html

For more details on how academic progress is assessed see the Terminology pages 214-217.



Advice and support

The following services and staff are available to you at any stage of your University career.

Career Development Centre

The Career Development Centre (CDC) can help you set career goals and make informed choices to build the future you want. Our Career Advisers can assist if you're considering internship opportunities, are wanting to find a summer job, or looking for graduate opportunities. The Careers team organises career fairs, workshops, seminars, confidential career counselling and online services tailored to Otago students.

Information Services Building (Mon-Fri 9am to 5pm)
Tel 03 479 8244
Email careers@otago.ac.nz
otago.ac.nz/careers

Chaplains

The University Chaplaincy team is available to the University community, whatever your beliefs. They offer support if you are homesick, lonely or worried and need someone to talk to in confidence, as well as pastoral care and spiritual support, and can provide information on local churches, student groups on campus and many local faith-based communities.

Upper Room Chaplaincy Offices
University Union Building, Mezzanine floor (eastern end)
Tel 03 479 8497
Email chaplains@otago.ac.nz
otago.ac.nz/chaplain

Childcare

The Otago University Childcare Association manages education and care centres on campus for children of staff and students: Nursery (0-2 years), centres for children 2-5 years, a mixed aged centre (0-5 years) and a bilingual Centre Te Pārekereke o Te Kī (0-5 years). Fees are charged with WINZ subsidy available to assist with the cost, subject to income criteria, and children over 3 years receive 20 hours' ECE. Places are limited and waiting registers operate in all centres.

otago.ac.nz/childcare

Disability Information and Support

Disability Information and Support provides learning support, advice, advocacy and information to students with disabilities, impairments, medical conditions or injuries.

The support provided is varied and may include access to specialised equipment, quiet study rooms, note-taking, subject tutoring, reformatting of course materials, and alternative test and examination arrangements. Our Student Advisors are available to discuss each student's requirements and work collaboratively to put together a support plan.

Information Services Building (Mon-Fri 8:30am to 5pm)
Tel 0800 80 80 98 or 03 479 8235
Email disabilities@otago.ac.nz
otago.ac.nz/disabilities

Information Technology Services

Computer rooms and desktop computers are provided to University students around the Dunedin campus, some of which are open 24/7. In most of these computer rooms you are able to connect your own laptop to the University network (wired and wireless) and access web-based University resources such as Blackboard, email and library databases etc. Wireless access is also available to University students in Wellington, Christchurch and Invercargill.

ITS provide assistance, resources and training on a range of topics. You can install Microsoft Office 365 for free on up to five devices during the course of your study.

If you need assistance, support is available in the Central Library (Dunedin campus) or by contacting:

Service Desk (Mon-Fri 8.30am-9pm/weekends 10am-5pm)
Tel 03 479 8888 Freephone (in NZ) 0800 479 888
Email its.servicedesk@otago.ac.nz
Student IT Services (Mon-Fri 8.30am-9pm/weekends 10am-9pm; reduced to office hours outside of semester)
Tel 03 479 5170
Email studentit@otago.ac.nz
Facebook chat: facebook.com/uostudentit
or search for Student I.T. – University of Otago
otago.ac.nz/studentit

International Office

The International Office provides comprehensive information and support to international students, including admission services for international applicants, a visa renewal service, advice on insurance, requirements and pastoral support for students. Staff also advise University of Otago students about exchange programme opportunities to overseas partner universities. See page 44 for full contact information.

Archway West
otago.ac.nz/international

Liaison Officers

Liaison Officers provide a link between the University and intending students of all ages, and advise on courses, entrance requirements, and University life by telephone, letter, email, fax, or in person. Offices are on the Dunedin campus and at the University's Auckland Centre and Wellington City Office. Contact details are listed on page 44.

> Mature students

Mature students (students over 20) who are considering studying for the first time or who are returning to university after a lengthy absence, can make an appointment with a Liaison Officer to discuss the application process, planning their course, and student facilities and services.

Contact the nearest Liaison Office in your area (see page 44).

otago.ac.nz/administration/service_divisions/otago029897.html

Libraries

The University of Otago Library offers extensive information services, resources and facilities for individual or group learning on or off campus. Print, electronic and audiovisual resources are available and staff can provide expert assistance with developing your search skills. All subject areas have a dedicated Librarian to help you find, access, manage and evaluate information.

Email ask.library@otago.ac.nz

otago.ac.nz/library

Māori Centre/Te Huka Mātauraka

The Māori Centre operates from a kaupapa Māori base encouraging Iwi Māori students to participate and succeed at Otago. It provides academic support (including seminars/hui, tutorials, orientation for locals, and mentoring), liaison and course advice, pastoral and advocacy support, information on scholarships and grants, and cultural support through Māori students' groups such as Te Roopu Māori (The Māori Students' Association).

515-523 Castle Street North

Tel 03 479 8490

Email maori-centre@otago.ac.nz

otago.ac.nz/maoricentre

Otago University Students' Association

The Otago University Students' Association (OUSA) supports students during their time at Otago through events (such as Orientation), the Clubs and Societies Centre (with a wide range of recreational spaces and over 100 clubs), Radio One 91FM, Critic Te Arohi magazine, the Student Support Centre and the Executive (10 student-elected representatives who govern the OUSA).

Tel 03 479 5332

Email ousa@ousa.org.nz

ousa.org.nz

Facebook [Otago-University-Students-Association](https://www.facebook.com/Otago-University-Students-Association)

Snapchat [snapousa](#)

Instagram [ousanz](#)

Pacific Islands Centre

The Pacific Islands Centre is your home away from home, and we look forward to meeting all new students from the Pacific and around New Zealand. Please contact us even before you start your journey so that we can help you prepare for a life-changing experience here at Otago. The Centre provides academic support (tutorials, study groups, and mentoring), advocacy, and pastoral care, support in times of crisis, study spaces, cultural events and activities, and information e.g. on courses, grants and scholarships, events, and places of worship.

Tofilau Nina Kirifi-Alai, Manager

1 Leithbank

Tel 03 479 8278

Email pacific@otago.ac.nz

otago.ac.nz/pacific

Proctor, Campus Watch and Campus Cop

The Proctor and his Deputy work closely with the Police and local authorities in fostering the unique 'town-gown' relationship that exists at Otago, as it relates to student behaviour. Campus Watch Teams patrol the Campus giving advice, preventing offending and generally making the area safe for students and staff. The Campus Cop, a fully sworn member of the New Zealand Police, is also based in the Proctor's Office.

St David Lecture Theatre Complex

otago.ac.nz/proctor

Student Accommodation Centre

The Student Accommodation Centre offers information and advice on residential colleges, flatting and homestay. If you are seeking a place in a residential college you can apply online from 1 August. It is important to get your college application in before 30 September although places will continue to become available up until the start of the academic year. The Centre will work closely with you during this process.

109 St David Street

Tel 03 479 5100

Email accommodation@otago.ac.nz

otago.ac.nz/about/accommodation

Student Health Services

Student Health Services provides medical, nursing, counselling and psychiatric advice and treatment for all students who have paid the University of Otago Student Services Fee.

Tel 03 479 8212 or 0800 479 821

corner of Walsh and Albany Streets, opposite the Museum Reserve

otago.ac.nz/studenthealth

facebook.com/otagounistudenthealth/

Student Learning Centre

The Student Learning Centre offers a free service which includes interactive workshops, individual consultations with learning advisors, peer learning/support programmes including PASS (peer assisted study sessions), and peer writing support, and online study resources.

Information Services Building

Tel 479 8801

Email slc.reception@otago.ac.nz

hedc.otago.ac.nz/hedc/learning

Unipol Recreation Services

Use of Unipol Recreation Services is free to all students who have paid their Student Services Fee. Unipol offers quality facilities and activities on- and off-campus including weight/cardio studios with a range of equipment, court space (for badminton and ball court activities), group fitness classes, a wide range of sports played purely for fun (including the intercollege sport competition), day and weekend trips and adventures, equipment hire and information about sport and recreation within Otago.

Unipol Recreation Services

University Plaza, 130 Anzac Avenue, Dunedin

Tel 03 479 5888

Email recreation@otago.ac.nz

otago.ac.nz/recreation

facebook.com/UnipolRecreationServices

University Course Advice Service

The University Course Advice Service is your first point of contact regarding course advice at Otago. If you are unsure about any aspect of your study - whether that is planning what you want to study, helping you choose the degree and papers that are right for you, looking at your career aspirations and how your study fits in with that, or just making sure that you've got the right combination of papers to meet regulations - our staff are here to assist. They can also get you in touch with expert staff from around the University who can help you with your course.

otago.ac.nz/courseadvice

University of Otago Union

The University Union operates the retail outlets Campus Shop, Archway Shop, and the food outlets Frankly Sandwiches, Union Grill, Food Court, St David Café, Plaza Café, Hunter Café, Lab Café and Café Albany.

Our College Catering operation provides an onsite food service to almost 1700 students daily at University College, City College, Hayward College, Aquinas College, Abbey College, Cumberland College, Te Rangi Hiroa College and Toroa College.

We manage the University of Otago Staff Club, Gallery Restaurant, Refuel Bar, Marsh Study Centre, University Visitors' Centre and also have significant Conference and Events interests.

otago.ac.nz/universityunion

Course advice events

Schools' Liaison for secondary school students

Otago Liaison Officers visit secondary schools in either Term 3 or 4 to help plan your course of study and provide any other advice you might require. They are also available for individual course planning at their offices in Dunedin, Wellington or Auckland, or alternatively by email, phone or Skype.

Academic Orientation Week

Academic Orientation is held in the week before the start of the first semester and includes a wide variety of events to help you settle into university life.

Course Advice Days

The Course Advice Days are an opportunity to check that your paper selection and qualification are correct before you start the semester. They are held in the week before the start of first and second semester.

Degree Planning Days

The Degree Planning Days are an opportunity, once you've started your studies at Otago, to discuss your degree structure, paper selection and career options with Course Advisers from Divisions and departments. They are held over five days, across two weeks in April and September.

Returning Students' Course Advice Days

The Returning Students' Course Advice Days are held late November/early December. These are an opportunity for returning students to meet with Course Advisers in Auckland, Wellington and Christchurch.

Contacts

University Information Centre

Ground floor, Information Services Building

Tel 0800 80 80 98 from New Zealand
1800 46 82 46 from Australia
64 3 479 7000 from outside New Zealand
Email university@otago.ac.nz
otago.ac.nz

University departments

PO Box 56, Dunedin 9054
To contact departments within the University
Tel 03 479 1100 and ask for the department
concerned or go to
otago.ac.nz/contacts

Domestic Admissions

Contact University Information Centre

Fees enquiries

Tel 03 479 9006
Email student.finance@otago.ac.nz

Undergraduate and Entrance Scholarships

Tel 03 479 4132
Email scholarships@otago.ac.nz

Postgraduate Scholarships

Tel 03 479 5291 or 03 479 5292
Email scholarships@otago.ac.nz

Doctoral programmes

Tel 03 479 8464 or 03 479 5434
Email phd@otago.ac.nz

Summer School and Continuing Education

Tel 03 479 9181
Email summer.school@otago.ac.nz

International students

Tel 03 479 8344
Email international.admissions@otago.ac.nz
international-support@otago.ac.nz
exchange@otago.ac.nz
international.insurance@otago.ac.nz
student.visa@otago.ac.nz

Divisional offices and advising staff

> Humanities

Arts, Law, Music, Performing Arts, Social Work, Teaching and Theology
Arts Building
Tel 03 479 8671
Email humanities@otago.ac.nz
otago.ac.nz/humanities

> Sciences

Sciences, including Physical Education and Surveying
Union Court
Tel 03 479 7528
Email science@otago.ac.nz
otago.ac.nz/sciences

> Otago Business School

Commerce Building
Tel 03 479 8149
Email business@otago.ac.nz
otago.ac.nz/business

> Health Sciences

Dentistry, Medical Laboratory Science, Medicine, Pharmacy, Physiotherapy, Dental Technology, Oral Health, Radiation Therapy
Physiotherapy Building
Tel 03 479 7428
Email health-sciences@otago.ac.nz
otago.ac.nz/healthscience

University Course Advice Service

otago.ac.nz/courseadvice

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