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Welcome

Kia ora and a very warm welcome to your Students' Association.

Student life is about more than just study and classes. It's about making new friends, developing your own character and finding out where you want to go in life. Students are at the heart of our culture and it's important that you have a way for your voice and views to be heard.

HOW CAN OPSA HELP ME?

OPSA is an independent organisation run by students, for students.

We can:

- represent and promote your thoughts
- safeguard your welfare, and give you access to awesome social, recreation and entertainment events.

Our Advisory Board and staff have a strong partnership with Otago Polytechnic management and we have a group of nominated student reps who are in place to represent you. We've got an open door policy and always welcome visitors. Study hard, have fun and we hope you make some amazing memories while you're here!

Tēnā koutou and greetings to all our distance students of Otago Polytechnic, Congratulations, and welcome to Otago Polytechnic this year. We are the Otago Polytechnic Students' Association (OPSA), hosting services for students by students!

Feel free to contact the OPSA President at any time at **opsaprez@op.ac.nz** for more information or help! We hope that this year brings you much success and growth!

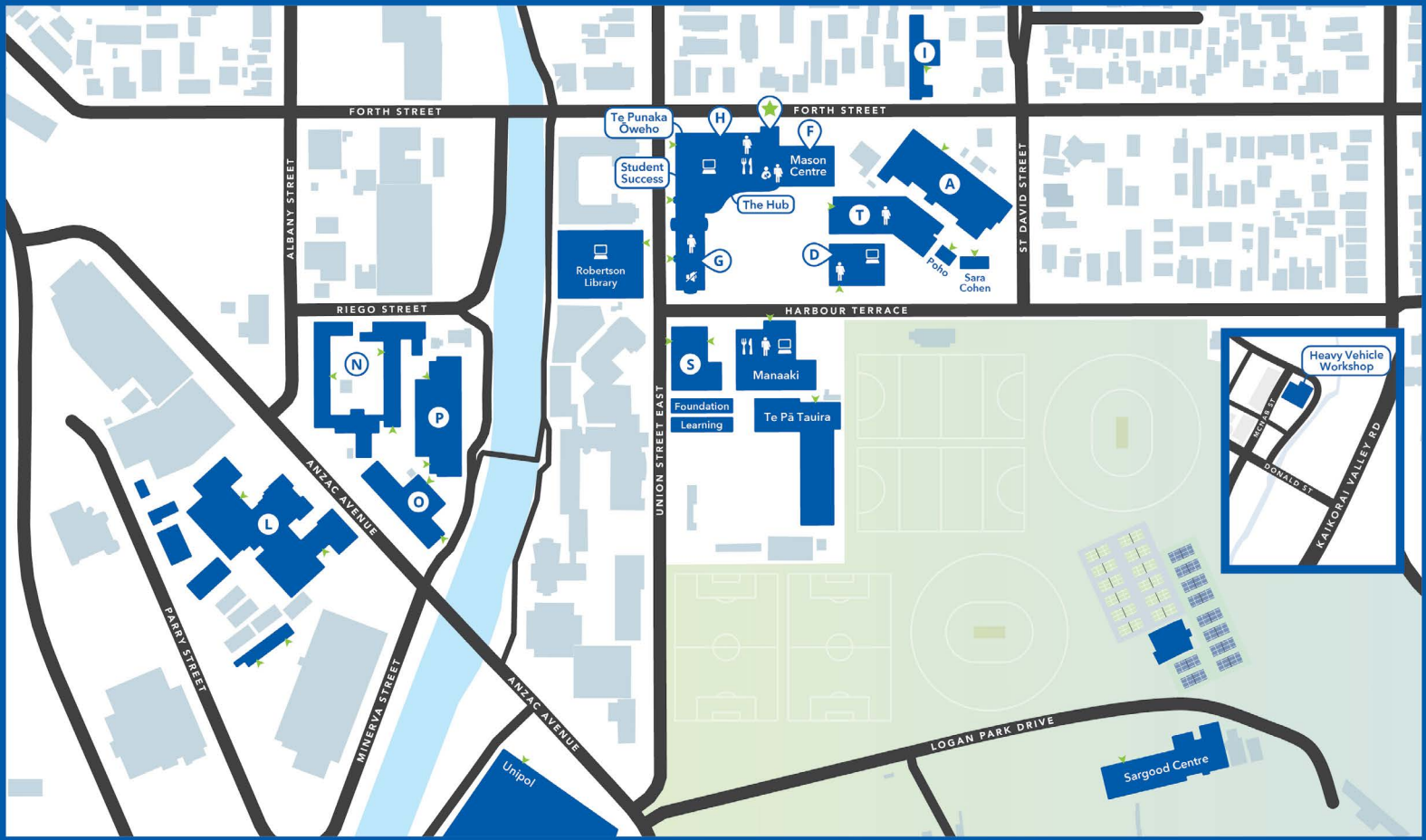
OPSA President

CONTACT US:

0800 762 786 or 03 470 7792
opsa.org.nz
Otago Polytechnic Students'Association

OTAGO POLYTECHNIC
Te Kura Matatini ki Otago

Dunedin Campus



Toilets · Parents' room · Quiet room · Place to eat · Computers · Main entrance and Customer services



Accommodation

Where you live makes a big difference to your student experience. We've got lots of great accommodation options including Te Pā Tauira (our Student Village).

For more info, check out:
opsa.org.nz/information/accommodation
And please come and see us if you need help to sort your budget before signing a tenancy agreement.

Problems or tenancy issues? Contact OPSA or Tenancy Services.

0800 83 62 62

tenancy.govt.nz/disputes/disputes-process

Accessibility Support

Accessibility services currently include:

- Equipment and furniture
- Classroom notetakers
- Alternative examination arrangements
- Adaptive technology
- Peer tutors
- Financial and resource assistance
- Reader-writers
- Pastoral care and coping strategies
- Campus orientation and classroom support
- Liaison with lecturing staff and community agencies.

Appointments can be made by email or online:
studentsupport.op.ac.nz

A

Academic Support

Learning Advisors offer face-to-face and online appointments, study skills sessions and email support to develop the following:

- effective learning strategies (study skills, time management, interpreting instructions and marking schedules)
- research skills
- academic writing, including clarity of expression and paraphrasing
- referencing
- oral presentations
- basic numeracy.

Appointments can be made in person at the Student Success desk in the Hub, or by using the online booking form under 'Book an Appointment' on the Kāpehu main page.
You can also be referred by your lecturer.

academicsupport@op.ac.nz

B

Blues Sporting Awards

OPSA recognises those individuals who have achieved sporting excellence at local, national and often international levels. For more information and application, please visit:
opsa.org.nz/support/sporting-blues

B

Budget Advice

Get immediate confidential help with your personal budget and access to emergency funding (if applicable). Just call into OPSA to discuss your needs – OPSA is a satellite service of the Financial Capability Charitable Trust (Dunedin Budget Advisory Service).

C

Campus Cop (Police)

We want to ensure our campus is a safe and secure place for everyone to enjoy. You might see members of the Campus Watch staff walking around our grounds and the uni campus and you can also access the following security services:

John Woodhouse (Campus Cop)

021 190 5950

Proctor's Office: Security Centre, St David Street, Dunedin

+64 3 479 48

campus.cop@otago.ac.nz

Career Support

This service is available to prospective and current students. We offer experienced guidance and a friendly ear to help you make informed career decisions based on your own personal values, goals and interests. We can discuss career options, a possible programme of study, job applications or interview techniques, or any other career-related topic.

careers@op.ac.nz

Campus Chaplains

Campus Chaplains are people who can walk alongside you on life's journey. Wherever you are on that journey, highs or lows, they consider it a privilege to be part of that.

They are here to listen and walk with you through whatever issues are important to you, regardless of whether you consider yourself spiritual, religious, or neither.

Our services include:

- someone to listen
- support for those grieving
- finding hope and purpose
- adjusting to student life – how do I fit in?
- spiritual and religious guidance
- prayer and blessing
- Māori chaplaincy
- Muslim chaplaincy.

03 479 3743

chaplain@op.ac.nz

H106 or Student Success in The Hub

Campus Watch

Campus Watch helps keep Otago students safe, supported and connected. Their control room is open 24 hours a day, seven days a week.

Freephone: 0800 479 5000 (within New Zealand)

Text Campus Watch: +64 21 279 5000

Their duties include staffing the Safety Patrol, providing 'walks home', and helping maintain a safe and respectful campus environment.

Childcare Centre

Let us look after your little ones while you focus on your learning. Our Childcare Centre provides early childhood education for kids aged 0–5. Located right on campus, places are limited so register your interest early to secure a spot.

Community Connection Service

Our community connection service is here to help students navigate challenges and enhance their wellbeing. If you're facing issues with mental or physical health, housing, relationships or other personal matters, the Social Worker can provide both practical and emotional support. We will work with you to assess your situation and connect you to a wide range of community resources, including financial support, health services and other networks tailored to your needs. This free and confidential service is available for face-to-face or online consultations, offering a safe space to discuss and address your concerns.

Appointments can be made by phone, email or online:
studentsupport.op.ac.nz

wellbeing@op.ac.nz

Community Law Otago

The Community Law Centre offers free legal advice and information in the following areas: traffic, employment, tenancy, police, consumer/debt, criminal, ACC, neighbours, government departments and family matters.

03 474 1922

www.communitylawotago.com

opsa.org.nz/information/community-law-centre

Compost (Pōpopo)

Composting food scraps and growing kai with that compost is the focus of Pōpopo – The Wormporium, our campus compost project. All organic materials collected on campus are composted onsite! You can also come and learn about compost, soils and waste management, and get hands-on experience applying sustainability. Collaborators from any programme area are very welcome.

Counselling Services

Confidential counselling with one of our on-campus counsellors is offered free to all students.

Counsellors are registered, experienced and professional, with a broad range of counselling expertise. They will work with you, providing a safe place to talk through your worries and current concerns. The focus is on helping you find/explore different ways to manage situations that may be causing difficulty or distress.

Some of the things that counsellors can hep with include:

- study related issues
- relationships
- loneliness
- anxiety
- loss and grief
- depression
- adjustment
- substance use
- sexuality/gender identity
- stress
- health issues
- problematic eating

An appointment can be made at **studentsupport.op.ac.nz** Go to the header and choose 'Book an Appointment'. Choose your counsellor and preferred method of meeting (face-to-face, on Microsoft Teams or over the phone).

C

Customer Services

Customer Services is your first point of contact – we can assist with application or enrolment enquiries and connect you with all areas as required.

We offer help with:

StudyLink, payments, international admissions, graduation, visitor parking and any general enquiries you might have.

03 474 7293 or 0800 762 786

D

Digital Screens

We have digital screens/TVs on lots of the walls around campus. These have info about events, food venues, campus notices and loads more.

Discounts

OPSA organises student discounts in the Otago area. Most require you to show your ID card.
opsa.org.nz/information/discounts

Dogs On Campus

Students are not permitted to bring dogs to any Otago Polytechnic campuses or activities. Service dogs are exempt. Dogs are only permitted by staff in office environments provided all in the workspace have consented and following approval from all staff and the Formal Leader in their area.

E

Eden Café

Our café in The Hub – with Fair Trade tea and coffee in reusable cups! We also have our student training café (AKO) on campus. Lots of options for your caffeine/sugar cravings!

Please just make sure you return all cups, plates and glasses that you use. Thanks!

Electronic Devices

Due to disruption and distraction, mobile phones and other electronic devices must be completely turned off while in class, on course-related activities and in changing areas i.e. texting or photographing from a mobile telephone, PDA or camera is not permitted. Exceptions to this rule may occur only with the express permission of the lecturer and this must be obtained prior to commencement of a class or activity.

Devices must be turned off and stored in bags at the front of the room during assessments (such as tests and exams).

Email

Your student email address will be printed on your ID card. Please activate it and check it regularly to avoid missing out on important information. If you have borrowed library books, check this email regularly for library notifications (it's the best way to avoid library fines).

Events

Organising a programme or college event? OPSA can help with your budget and organisation, and if necessary, handle your ticket sales and pay your accounts!

Bookings for catering and venue hire should be directed to **functions@op.ac.nz (if the event is held on site).**

F

Facebook and Instagram

Like us on socials – this is where all the action is happening, and you'll receive frequent updates on trips, tours, services, events, jobs, discounts and more!

opsa.org.nz/facebook

opsa_gram

Fair Trade

We're a Fair Trade campus. That means every time you purchase a tea, coffee or hot chocolate from one of our campus cafés, you are supporting people in developing nations with fair wages, wage security, education and sustainable farming.

Financial Support

Student hardship

Through the OP Hardship fund, you may be eligible for financial/food support - please make an appointment with one of the Advisors at Student Success to discuss your situation. They may be able to assist with a grant.

opsa.org.nz/support/grants-and-hardship

Emergency funding

If you find yourself without food or need help through a rough patch, come and chat to OPSA about how we can help you out in the short term (strictly confidential, no appointment necessary).

F

Food / Fridge / Freezer

Located in The Hub near the free bins. Please help yourself if you need food (and donate any food you can, to help fellow students).

Free Bins / Free Clothing Rack

Located in The Hub. Feel free to take anything of use – we welcome all donations of unwanted goods or clothing (no rubbish or dud electrical goods though, thanks).

G

Graduation

Graduation is a huge achievement, and we enjoy celebrating this milestone with you along with your friends and whānau. Refer to Kāpehu, your student intranet, to find out when graduation is held, how to sign up for your ceremony and all the important details you need to prepare for the big day.

op.ac.nz/graduation

Grants

Exhibition or study, recreation or social, travel or promotional grants – OPSA has a contestable fund that any programme, class or group may apply for. A request form will need to be filled out and signed by the current Programme Rep, seven days prior to the event.

opsa.org.nz/support/grants-and-hardship/class-grants/

Development grants

Grants may be made at the discretion of the OPSA Advisory Board for any student or group who may require some financial help with a special one off project or event.

Harassment and Bullying Prevention and Management

You have the right to study in a harassment free environment. Harassment can be:

- verbal behaviour – saying things to or about a person, or talking within the hearing of others about subjects that may be offensive
- written or visual behaviour – writing, drawing, taking or displaying pictures (includes use of computer, PDA, other electronic devices, text, photographs)
- physical behaviour – inappropriate touching, gestures or standing too close
- behaviour that is hurtful, unwelcome or offensive to the person receiving it.

Harassment may be sexual in nature or based on gender, race, colour, age, disability, physical appearance, marital or family status, religion, political opinion or sexual orientation.

If you have a concern or complaint, please contact any lecturer, Head of Programme or College, Hall Supervisor or Residential Assistant, or OPSA.

Hub

The Hub is located on the ground floor of H Block, at our Dunedin Campus. It's the main social and meeting space on campus, and this is where you'll find Eden Café.

There's comfy seating, tables, meeting rooms, computer/study stations, printers and a small kitchen for student use. You can also access student support services (Student Success team), IT Services, our chaplains, Customer Services and Te Punaka Ōwheo (our Māori Centre) here. Plus, this is where you'll find the OPSA desk and staff.

ID Cards

ID cards are processed at the OPSA desk (The Hub, Dunedin Campus). This card will be your access to:

- Robertson Library (it takes 48 hours for your ID card to work as your library card)
- Unipol gym and recreation facilities (University Plaza)
- OUSA Clubs and Societies Centre (Albany Street)
- Student Health and Counselling discounts throughout the country and door access to some buildings.

Please note: some programmes may not charge a student services fee, so an alternative 'access' card is available for library and computer services. If you lose your ID card, the cost of replacement is $20 - payment made to the OPSA office.

To get your ID card

Dunedin students – bring photo ID if you are a new student. Distance students – email your details (including ID number, name and return address) and attach a photo in jpg format (plain background, no sunglasses or hats) to **idcards@op.ac.nz**

International Student Advisor

Our emergency 24/7 contact number is **021 735 421.** Studying in a different country can be a little overwhelming and we're here to make things slightly easier.
In case of a medical emergency contact 111.

Services we provide are:

- international orientation and student activities
- pre-graduation celebrations
- help with medical and travel insurance
- student visa renewals
- student advocacy.

We are also available to help you with any concerns you have about your studies, personal issues or adapting to life in New Zealand. We are patient and understanding and know it is sometimes difficult to communicate when English is not your first language. Please come and speak with us and let us help and support you.

Internationalstudentsupport@op.ac.nz

IT Support Service Desk

We can provide support and advice for most IT difficulties you may encounter on Windows or Apple computers, including the computers you might be using from home.

Located in The Hub, Room H107
Visitors most welcome – no appointment needed.

Distance students – please remember we're here to help if you should need it!

Printing and copying process

Paper Cut is used to manage all network printing. Every print job that you submit is analysed and charged according to number of pages, size, colour, duplex etc.

You can log into the photocopiers using your student details and access copying and scanning services. All copying and printing is charged from your Paper Cut account.

Scanning documents sent to your student email is free to use from these same selected copiers. You can top up your prepaid account at **Customer Services in The Hub** for cash or EFTPOS top-ups, or on Kāpehu the student intranet.

studentsupport.op.ac.nz/it-support/printing-papercut

Wireless access

We provide wireless access so you can use your own network connected devices (such as laptops, smartphones and tablet computers). For information about our EduRoam Wi-Fi network, check out: **studentsupport.op.ac.nz/it-support/eduroam-wi-fi-network**

Student email and free Microsoft Office

To access the Windows Office 365 service, check out 'My email' in Kāpehu (your student intranet). Direct link to student email: **mail.student.op.ac.nz**

You can download a full version of Microsoft Office from your Office 365 account, which will be licensed for as long as you are a student with us. Both Windows and Apple versions are available at **studentsupport.op.ac.nz/it-support/office-365**

Printing from your own laptop

You can print directly to our copiers from your own laptop if your laptop is connected to the EduRoam Wi-Fi network, has the MPrint software installed and there is money on your Paper Cut account.

When you print using MPrint, you have 48 hours to release your print job from any of the copiers, otherwise the print job is deleted. You won't be charged until the print job is printed out.

For Windows laptops: **studentsupport.op.ac.nz/it-support/print-from-a-windows-laptop**

For Apple laptops: **studentsupport.op.ac.nz/it-support/print-from-an-apple-laptop**

Remote access: RDS

RDS is a service that provides remote access to our network. This means you can study off-site, such as from home, or use specific software on your own computer. Access to RDS is generally from within New Zealand.

How to set up RDS:
studentsupport.op.ac.nz/it-support/remote-access-rds

J

Jobs

Student Job Search (SJS) is a charity dedicated to helping students find work while studying. Thanks to the support of student associations across Aotearoa, this service is completely free. Together, we're working to reduce student hardship by connecting tertiary students with employers. From part-time, casual and one-off jobs to internships and full-time graduate roles, SJS has a wide range of opportunities to fit around your studies.

New to SJS? Register online now and kick start your job hunt!

sjs.co.nz
0800 757 562



J

Justices Of The Peace (JPs)

We have Justices of the Peace on campus who can assist with witnessing signatures, certifying documents and recording declarations or affidavits. JPs are "people of good sense, character and integrity" in the community appointed by the Governor General to work in an unpaid capacity to assist the public.

All JPs are available by appointment only.

Steve Brook – Lecturer, College of Engineering, Construction and Living Sciences

A Block, Room A120a, Anzac Avenue, Dunedin Campus
steven.brook@op.ac.nz

Dr Karole Hogarth-Caulfield – Head of Nursing, School of Nursing

H210, H Block Cnr Forth St and Union St East, Dunedin Campus
Karole.Hogarth@op.ac.nz
03 470 3902

Steve Downey – Chaplain, Student Success Team

The Hub, H Block Cnr Forth St and Union St East, Dunedin Campus
Steve.Downey@op.ac.nz

Important information for your JP appointment

Our JPs are first and foremost committed to their paid roles. Sometimes this may mean that their work commitments need to take priority.

It is your responsibility to have your documents organised prior to your JP appointment. This means you need to bring original documents and photocopies that you would like verified. Please do not pre-sign any documents before your visit. When you make your appointment, please indicate the type of JP service you are seeking, e.g. "affirmation" or "certification of documents".

J

This enables the JP to prepare for your appointment appropriately and provide you with the best possible service.

If you are unable to make an appointment with one of our JPs, you may wish to attend a 'no booking required' JP clinic – these are on Wednesdays from 9.00am – 3.00pm at the University of Otago's Central Library or check the Dunedin Public Libraries for current JP services in Dunedin: **dunedinlibraries.govt.nz/services/justice-of-the-peace**

K

Kids on Campus

Please be considerate – the presence of kids in the classroom may affect the teaching and learning environment for others. It's important to get permission from lecturers in the exceptional circumstance of needing to bring your child to class.

L

Leadership

Leadership in our student community is nourished through formal structures like OPSA, but also through a range of other initiatives.

Keep an eye out for any advertised opportunities.

Library Services

Robertson Library

The Robertson Library is home to Otago Polytechnic's library collection, and provides the following services and facilities:

- Friendly and knowledgeable staff
- Study spaces for individuals and groups

- Self-checkout / book borrowing (requires your current student ID)
- Print / copy / scan facilities
- Student computers
- Wi-Fi access
- Library services for learners studying at a distance
- Interloan service
- Common room area
- Access to the physical collections of the University of Otago libraries
- Access to online library collection (research databases, e books, e-journals, etc) with your student username and network/Moodle password
- A community seed library for growing your own vegetables and herbs.

ask.library@otago.ac.nz

studentsupport.op.ac.nz/library

03 479 3793

135 Union Street, Dunedin (opposite G Block)

Living Campus Gardens

Forage for vegetables, fruit and herbs – look out for the 'pick me now' signs or ask the friendly horticulture staff for help.

For Living Campus tours and workshops, please contact us:

kim.thomas@op.ac.nz **021 735 498**

Pōpopo Composting Hub:

liam.hoffman@op.ac.nz **0210 842 3732**

L

Lost Property

All lost property from campus is returned to OPSA. We operate a lost property register, so if you find any item, please hand it in to the OPSA desk. Or, check to see if we have your missing item.

Lost property from the Robertson Library will be sent to the OUSA office at the University – you can phone them to check on any items.

03 479 5332

M

Manaaki (M Block)

On the ground floor of M Block is AKO Espresso (our student training café), Manaaki (our fully-licensed, student training restaurant), our Student Village Food Hall, a water cooler and toilets.

Our Food Design Institute and functions team manage all the catering, café and restaurant services.

Māori Students

Māori students have a dedicated support team at Te Punaka Ōwheo (see page 34). We also have a warm and welcoming common space, Poho, for ākonga Māori (see page 26).

To make an appointment please email:
tepunakaoweho@op.ac.nz

Microwaves

Located around campus for your convenience. Please keep these clean and tidy and report any faults to OPSA.

Mihi Whakatau

Mihi whakatau will be held at the start of each semester for new intakes of students – please check your student email for details.

This email contains details about the tikanga around Mihi Whakatau. If you have any questions, please reach out to our Māori Student Support team, Te Punaka Ōwheo at **tepunakaowheo@op.ac.nz**

Noticeboards

These are located on the ground floor of most blocks. Feel free to place your own notices, but to avoid them being taken down, please add the date and put them on an appropriate board. Check out the digital screens for current events and more info.

OPSA

Our meeting and student services area has some comfy chairs and an area for binding and laminating. Here you will also find the free clothing bins/racks and fridge/freezer.

Opening hours

Monday and Friday: 9.00am – 3.00pm
Tuesday, Wednesday and Thursday: 9.00am – 4.00pm

Did you know?

OPSA also organise the annual Orientation, or Ori. This is a great chance to start to learn your way around campus, meet other students, check out some live gigs and enjoy things like BBQs, quizzes, competitions and more!

03 470 7792 / 0800 762 786
opsa.org.nz
opsa.org.nz/facebook

Orientation

All Dunedin students are welcome to join in with Uni students and attend OUSA orientation events. Some events require tickets to be purchased in advance. There are a combination of all-ages and 18+ events. Visit **ousa.org.nz** for details.

Orientation talks will be organised through your school, so you can engage with student service providers and hear about the services on offer to you.

OPSA organises lunchtime orientation events during February and March and then again in July for Re-Orientation – please check out the OPSA Facebook/Instagram pages for the latest information on Orientation and other events organised throughout the year.

OUSA Clubs And Societies Centre

The Otago University Students' Association provides the *Critic* magazine and Radio1. OPSA works closely with OUSA, ensuring Otago Polytechnic students can attend events and be part of the student social scene.

O

There is usually something exciting happening on the Uni campus on a weekly basis if you wish to get involved. OUSA also run the Capping Show, Bring the Noise, Re-Orientation, Art Week, the Dunedin Craft Beer & Food Festival and much more.

OUSA's core services are:

- home to 160+ affiliated clubs and societies
- an in-house recreation programme
- plenty of rooms for meeting, studying etc. including three dance studios and an activities hall
- free breakfast, $4 lunch and a KiwiHarvest drop zone
- sauna
- Thursdays at Evison lounge events
- free showers, free sanitary products and condoms
- Freebie Fridays.

Opening hours

Monday – Sunday (during academic year)
9.00am – 10.00pm

84 Albany Street (opposite the Uni Library)

03 479 5960
ousa.org.nz
facebook.com/ousaclubsandsocs

P

Parking

Limited street parking is available around campus. Please make sure you are parking in the right spot as there's always parking wardens around. Don't park in any of the numbered parks or Student Village parks as you might get towed. Some parking is also available in the Forsyth Barr Stadium close to campus **at a cost of $50 per year.**

Please register for this via our student intranet, Kāpehu (see the parking form under Tools).

Pasifika Students

Talofa lava, kia orana, mālō e lelei, fakaalofa lahi atu, bula vinaka, mālō ni, halo ola keta, mauri, fakatalofa atu and warm Pacific greetings.

Our Pasifika Support Advisors are based in the Hub at Student Success and provide a range of supports for Pasifika students, from before you begin your studies through to graduation. Part of their role is to ensure Pasifika ākonga are supported and have a designated space to study, get together and meet with other Pasifika students on campus (A Block, A115)

For more information, go to **studentsupport.op.ac.nz** and click Pasifika learners.

Pasifika@op.ac.nz

Poho

This is a common space dedicated to Māori students. There's always kai in the cupboard and info about what's happening in the Māori community (both on and off campus). Come for a hot lunch on a Wednesday, and any other time to study or have a break.

Māori students can also access Poho out-of-hours with their student ID.

Monday to Friday: 7.30am – 5.00pm

P

Programme Representatives (Reps)

There are plenty of ways you can get involved with OPSA. Pop along to our regular meetings and have your say, be nominated as a Programme Rep, or get elected to our Student Advisory Board.

Programme Reps

Full-time programmes from each school will be asked to nominate at least two students to represent you during the year. These reps will be your voice on campus and represent your views, concerns or suggestions.

Pōwhiri

Will be held to welcome new students. You'll get more details about your Pōwhiri closer to the time. You can check the OP website for more information about our pōwhiri and mihi whakatau.

op.ac.nz/powhiri-and-mihi-whakatau

Q

Quad

This is the area outside The Hub. With picnic tables, Living Campus produce for you to pick and shady spots under the trees, it's a great space for relaxing or studying. Sometimes the student-run food truck is available so you can buy your lunch, and OPSA BBQs happen here too.

Queer Support

Queer Support is part of the OUSA Support Centre (Otago University Students' Association). This is located at 262 Leith Walk. The Queer-focused Student Advocate provides information and support for queer and questioning students from the Polytechnic and the University. Keep an eye out for Diversity Week, which happens in September every year!

Plus, UniQ Otago is a OUSA officiated club for queer and queer-friendly students. They run a bunch of fun and interactive social events. Search for UniQ Otago on Facebook or email **otagouniq@gmail.com** for more info.

0800 12 10 23

ousasupporthub.org.nz/queer-support

q.support@ousa.org.nz

Reduce, Reuse, Recycle

We separate compostable and recyclable items and rubbish for landfill. Please reduce the packaging waste you bring to campus or choose glass packaging over plastic.

It's really important for us to recycle properly. Please ensure recycled items are clean and that you take care to place the right item in the right bin. Glass bottles and jars can be recycled.

If you're eating in The Hub, please pop any leftover food in the organic compost bin to help with our composting efforts.

Ridesharing

Check out the OPSA website and if you can offer or need a ride to campus, let us know – just check out the link **opsa.org.nz/information/ride-share**

Security

There are CCTV cameras onsite around campus, but it's best to keep your valuables with you at all times. OPSA can look after items for you during office hours if needed.

If you're enrolled in a particular programme, you might be granted after-hours or specialised access to some buildings – please see your school administrator to activate your ID card for this purpose.

Suggestions for after hours security

Ensure you have your mobile phone with you. Tell your family or flatmates which building you are going to and the time you expect to be back, and ensure that doors to the building are properly closed.

Smoking

Smoking (including electronic devices) is prohibited in all areas including all buildings, balconies, outdoor areas onsite and the Otago Polytechnic Childcare Centre.

Other spaces

We encourage smokers to be considerate of others in open spaces not controlled by us (such as public footpaths). We also encourage smokers to consider the effects on the environment when disposing of cigarette butts and to be aware that there is a risk of fire if cigarettes/butts are placed in rubbish bins.

Support

You can contact Quitline **(0800 778 778).** This is a free service which includes after hours support (there is a nominal fee for nicotine patches if desired).

Scholarships

You can check with us about whether there are any scholarships available for a programme you're interested in. We also have specific scholarships for our Māori and Pasifika students, so please make sure you ask our team at Te Punaka Ōwheo or our Pasifika Advisors for help and advice in person or through the website.

givME is an extensive online database providing info about available scholarships, awards and grants based on criteria, level of study and discipline along with closing dates, application requirements and contact details. It's available at the Dunedin Public Library, or, if you have a Dunedin Public Library card, you can access it online at **dunedinlibraries.govt.nz/digital-library/funding**

For info about scholarships, please visit:
op.ac.nz/scholarships



Student Advisors (Dunedin)

Student Advisors help with issues and concerns, both personal and study-related. These are different to Learning Advisors, who help with study skills and academic work. Student Advisors work with learners and staff to discuss concerns, explore the situation, look at options and find a way forward.

We also have a Student Advisor for students from a refugee background. Coming to a new country, learning a new language and trying to integrate into a new culture are big challenges and we want to help you understand, navigate and adapt to a different system so that you get the best possible outcome at Otago Polytechnic. Appointments can be made by phone, email or online at **studentsupport.op.ac.nz**

studentsuccessdn@op.ac.nz

Student Health

Pocket Lab is our convenient telehealth provider. Pocket Lab provides simple, fast healthcare online, through their app or by phone.

- Book appointments, including same-day appointments, with NZ doctors
- Get prescriptions, medical certificates, advice and referrals
- Access care from anywhere in New Zealand.

Pocket Lab services are available 8:00am to 10:00pm, 7 days a week.

(09) 869 2444
www.pocketlab.nz
hello@pocketlab.nz

For more information about student health visit **studentsupport.op.ac.nz/health-and-wellbeing-contacts**



Student Support

We have a dedicated team of staff to support you throughout your studies. Life on campus can be exciting and challenging and the Student Success team is here to support you and help you through any issues that might arise.

Student Success – the big green desk in The Hub

0800 762 786

studentsuccessdn@op.ac.nz

Making an appointment

To check out the online resources or to make an appointment, visit **studentsupport.op.ac.nz**

Our services include:

- academic support (see page 5)
- access to counselling (see page 9)
- adjustment to student life
- advocacy
- balancing workload and family commitments
- career guidance
- chaplain (see page 7)
- distance student support
- health concerns and referrals
- international student support (see page 15)
- isolation and relocation issues
- learning support
- Māori student support (see pages 22 and 34–35)
- Pasifika support and scholarships (see page 26)
- pastoral care
- peer tutors.

S

Student Intranet – Kāpehu

Your one-stop, online shop for student-related info including your timetable, email and courses, student support details and learning tools. There are also links to other key pages / contact info and it's also where you can find out all the latest news and events.

Keep an eye on this space to keep yourself in the loop. And please remember to update your details if you change your address, phone number or personal email address while studying with us. You can do that in the **My profile** section.

There is also a place where you can fill in an anonymous feedback form with compliments, complaints or comments in general.

Did you know?
Kāpehu means 'compass' in Māori. The name was suggested by a student!

Study Abroad

A comprehensive service for all students who would like to study overseas for one or two semesters. For more information visit **op.ac.nz/study-abroad**

03 972 7294

Sustainability

This is one of our core values. We're keen to minimise our environmental footprint and encourage all our staff and students to embrace sustainable practices. There are always sustainability projects happening that you can get involved in. Ask at OPSA or ask your lecturers.

StudyLink

A student loan can help to finance your study. It's made up of three parts – compulsory fees, course-related costs (e.g. books, laptops etc.) and/or day-to-day living costs. When you apply for a loan, you choose what parts you need.

A student allowance can help with your living expenses while you study. Domestic students can apply for student loans and allowances via StudyLink. It's important that you apply at the same time as you apply for your programme due to the length of time StudyLink takes to process applications. If you need support with applying for your student loan/allowance, please contact: **studentfees@op.ac.nz**

studylink.govt.nz

Te Punaka Ōwheo

Whether you're in need of advice, study support or a warm and inviting space to relax, you'll find it at Te Punaka Ōwheo, our Māori Centre. It's our role to support our tauira to flourish. We do this by offering a range of services and respond to individual student needs. Our approach is holistic and underpinned by Māori values and best practice.



Our services include:

- wāhi Māori
- whānaukataka
- iwi registration
- tuakana-teina peer mentoring
- scholarship advice
- hardship support and advice
- financial support and advice from qualified budget advisors
- StudyLink support
- counselling
- computers and Wifi
- kai
- academic support and advocacy.

The Hub, Dunedin Campus

0800 762 786

tepunakaowheo@op.ac.nzc.nz

Unipol Recreation

There's something for everyone at Unipol – group fitness, cardio, weights and functional training zones, fitness programmes, social sport, table tennis, pool, foosball and drop-in court spaces. There's even a quiet training area.

Plus, there's a large range of outdoor equipment available for rent.

University Plaza, 130 Anzac Avenue, Dunedin (the building in front of the stadium)

03 479 5888

Opening hours

Monday – Friday: 6.00am – 10.00pm
Saturday: 8.00am – 9.00pm
Sunday: 9.00am – 10.00pm

V

Vote

You'll be given several opportunities throughout the year to vote for OPSA positions such as President, Advisory Board members and Programme Representatives.

W

Water Coolers

These are located in most blocks around campus – drinking fountain and bottle filling available.

Waste

Waste is a key area of focus for our sustainability goals. You'll find a lot of waste minimisation initiatives around campus such as no takeaway coffee cups at Eden Café. If you have questions about waste systems on campus reach out to Campus Services. Contact **liam.hoffman@op.ac.nz** for all organic waste questions.



W

Wellbeing Support

Our Wellbeing Advisors provide support that can be accessed on an ongoing basis while you study. They can help you identify what's impacting on your study/life and what you need to stay on track. Down-to-earth, practical, emotional support. Check out the wellbeing toolbox at **studentservices.op.ac.nz/wellbeing-toolbox**

Appointments can be made by phone, email or online.

✉ **wellbeing@op.ac.nz**

X

X-Change

We can help you exchange your unwanted goods, textbooks or personal items. Check out the free bins in The Hub.

Y

Year Planner

Pick up your free planner and fill up your welcome pack from OPSA. Public and primary school holidays are listed. Make sure you check your timetable for term breaks and holidays as some programmes may differ.

Z

Zero

Zero Tolerance of bullying, harassment, illegal drugs or smoking on campus!

Central Otago Campus

At Central, we encourage you to study at your pace in our space. Common rooms on campus are great social hubs to catch up with friends over a coffee, or to just take some time out of a busy day of classes. There is free Wifi available across campus and IT support for all our students.

Campus office hours

Monday – Thursday 8.00am – 5.00pm, Friday 8.00am – 4.00pm

11 Bannockburn Road, Cromwell, 9384

0800 765 9276 / 03 445 9900

central@op.ac.nz

Facilities on campus

- Kitchen/common room – microwaves, fridge, stereo, and filtered, chilled water. Please bring your own cup. No smoking on campus.
- Library – campus collection of books and journals for Central Otago programmes. Requests from the Robertson Library delivered in two days. Internet and database searching available. Relevant collections based in Wānaka classroom for duration of programme.
- Study space campus hours 8am – 5pm. Please note there is no one on site in the evenings to open the study space. Students can organise after hours access by swipe card at the office.
- Outdoor furniture.
- Ample car and cycle parking.

Student support

Central Otago's Student Success team can give you the support and guidance you need to make the most of your time as a student including:

- academic support (see page 5)
- access to counselling (see page 9)
- adjustment to student life
- advocacy
- balancing workload and family commitments
- career guidance

- chaplains (see page 7)
- distance student support
- health concerns and referrals
- international student support (see page 15)
- isolation and relocation issues
- learning support
- Māori student support (see pages 22 and 34–35)
- Pasifika support and scholarships (see page 26)
- pastoral care
- peer tutors.

Our chaplain, Steve Downey is located in Dunedin but is happy to visit the Central Otago campus on request. Steve offers a service that is inclusive, non-judgemental and free to all students.

Student Health

Students studying in Central Otago will be able to access our online healthcare service provided by Pocket Lab. Pocket Lab provides simple, fast healthcare online, through their app or by phone.

Book appointments, including same-day appointments, with NZ doctors
Get prescriptions, medical certificates, advice and referrals
Access care from anywhere in New Zealand

Pocket Lab services are available 8:00am to 10:00pm, seven days a week.

(09) 869 2444
www.pocketlab.nz
hello@pocketlab.nz

Alternatively, if you live in Central Otago and would prefer to visit the doctor in person, please talk to Central Student Success at the start of your programme so that we can give you a form to register with one of the medical centres listed below.
Cromwell: Cromwell Medical Centre, 182 Waenga Drive, Cromwell (03 445 1119)

Wānaka: Aspiring Medical Centre, 23 Cardrona Valley Road, Wanaka (03 443 1226)

Queenstown: Queenstown Medical Centre, 9 Isle Street, Queenstown (03 441 0500)

Important Dates

This page on our website lists semester start and end dates, public holidays and graduation dates: **op.ac.nz/about/important-dates**

Some programmes may have different start and end dates so be sure to check with your lecturer if you need to arrange flights, etc. Orientation happens in late February/early March and events are held on our campus, the University of Otago campus and around town.

OPSA also has a range of meetings, including an Annual General Meeting, throughout the year and nominations open/close for the Advisory Board positions in March. Job descriptions for all the positions can be found on the OPSA website. Get involved to have your say!







