

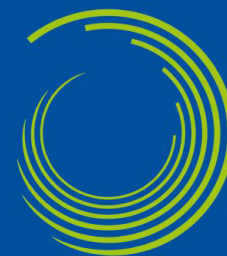


STUDENT SERVICES 2020

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Front/back cover design by Tiahli Curran-Hogg



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Our Vision

TO MĀTOU MATAKITE
Our people make a better world
'Kia tū ki te tahi'





MISSION STATEMENT

“To have an effective student controlled organisation that implements policies and promotes the provision of services, facilities and amenities which will foster the educational, social, cultural, recreational, emotional, physical and welfare needs of all enrolled students, present and future.”

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Kia Ora and a very warm welcome to the Polytechnic and to your Otago Polytechnic Students' Association (OPSA)

Driven by student participation, we provide services and support alongside and on behalf of the Polytechnic focused on student engagement, well-being and success while offering an excellent learner experience....

Students are the heart of our OP culture and it is vital to have an independent organisation to represent and promote your views and interests.

OPSA provides that link between OP management and students while promoting students' rights and welfare.

We ensure effective lines of communication through the Programme and

College Rep system and an opportunity for all students to provide a voice into the quality of courses and development of the polytechnic

We remain independent, but also retain a key partnership with the Polytechnic

No matter what year you are in, or your previous experiences studying, we hope when you leave Otago Polytechnic you will be able to look back at the amazing memories you made while you were here with us.

OPSA is your students' association; we are run by students and are here to support you through your studies. The Advisory Board and association staff are here to provide you with a wide range of services.

Want to be involved in OPSA? Well

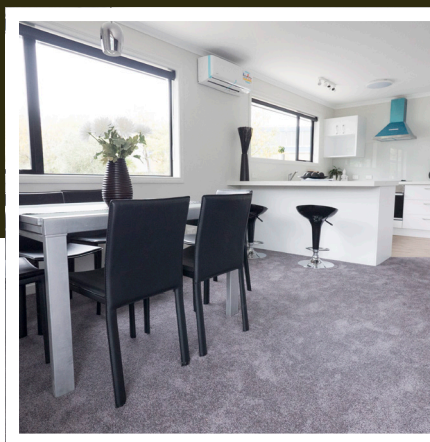
there are many ways you can be elected onto our student advisory board or pop along to our regular meetings and have your say or you can be nominated as a Programme or College Rep.

So where can you find us? OPSA is located in the HUB – just past Customer Services – Fort Street Campus.

We have an open door policy and always welcome student visitors so if you ever have any issues or just want to chat, pop in and see one of our friendly team.

Study hard, have fun and enjoy your time here with us at Otago Polytechnic.

To find out more about what's on offer here at OPSA visit www.OPSA.org.nz or 'like' our page on Facebook <https://www.facebook.com/OtagoPolytechnicStudentsAssociation/>



“Budgeting has only one rule,
don't go over budget”



Contact our campus cop for advice
on safety and security

ACCOMMODATION

There are many accommodation options open to students – make your stay in Dunedin a positive one – see OPSA if you need assistance to sort your budget prior to signing your agreement – check out: <https://www.opsa.org.nz/information/accommodation/>

Problems? Tenancy issues? Contact OPSA or Dept of Building & Housing Tenancy Services 0800 83 62 62 or <http://www.dbh.govt.nz/tenancy-index>

BICYCLES

Are a great way to get around. No carbon footprint or parking hassles. Check out the community bike workshops/sources of second-hand bikes “Crooked Spoke” and the “Valley Community Workspace” on Facebook – borrow a “Poly-bike” free of charge from Sargood, Art School reception and Customer Services in the HUB

BLUES SPORTING AWARDS

OPSA recognises those individuals who have achieved sporting excellence at local, national and often international levels.

Qualifying period is from 1st October 2018 - 30th September 2019

BUDGET ADVICE

Immediate confidential assistance 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 Financial Capability Charitable Trust

CAMPUS CHAPLAINS

Email: chaplain@otago.ac.nz

Phone: 03 479 3743

H106 or Student Success in the Hub

Kia ora! Campus Chaplains are here at OP as people who can walk alongside you on life's journey. Wherever you are on that journey, highs or lows, we consider it a privilege to be part of that.

We 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
- Practical life advice
- Adjusting to student life – how do I

fit in?

- Spiritual and religious guidance
- Prayer and blessings

CAMPUS COP

John WOODHOUSE

Cell: 0211905950

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

Tel 64 3 479 4883

Email campus.cop@otago.ac.nz

COLLEGE & PROGRAMME REPS

All programmes will be asked to nominate at least two students to represent you during the year who will be your “voice”

Programme Reps can also be nominated as College Reps who will be members of the OP Student Council and advisors to the OPSA Advisory Board.

Most importantly, all reps will be able to assist students, develop OPSA as a professional student focused and run organisation and have input into the development of the Polytechnic and its student services.

the old law about an “eye for an eye” leaves everybody blind



Steve Downey, Chaplain



COMMUNITY LAW CENTRE

169 Princes Street, Dunedin
tele 474 1922

<http://communitylaw.org.nz/centre/otago/>

Hours where:

Monday - Wednesday evenings:

5.30pm - 7.30pm

Tuesday, Thursday and Friday afternoons:

12.30pm - 2.00pm

FOR 2020 hours - check the Community Law website out to see the opening times of the free legal advice clinic'

Offer free legal advice and information - help with traffic, employment, tenancy, police, consumer/debt, criminal, ACC, neighbours, govt depts and family matters

Central Otago - Alexandra, Cromwell, Queenstown and Wanaka, 1st Tues and Wed of the month. (Check local papers for details).

South Otago - Balclutha and Milton 3rd Thurs of the month. (Check local papers for details.)

We operate an 0800 number for the Otago province - 0800 169 333. For people calling from out of town, we have a telephone roster to give advice between 2.30 and 4.30 each afternoon.

CHAPLAINCY SERVICES

H Block Room 106

our service is inclusive, open, non-judgmental, confidential & FREE (03) 972 7124 021 338800

Your friendly Campus Chaplains, are here to help you achieve your career and life goals by encouraging and supporting you wherever you are in your life's journey.

We believe all of life has a spiritual dimension - including your time of study here at Otago Polytechnic.

We 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:

- Pastoral care
- Bereavement & grief support
- Homesickness support
- Spiritual support and direction
- Prayer, with you or for you
- Blessings - eg. For health/healing, rooms/flats, occasions/events
- Support for all faith groups
- Someone to listen
- Courses/talks

COUNSELLING

Student Health - Manaaki - Harbour Terrace
479 6082 or 0800 762 786

A free and confidential service available to all enrolled students focusing on individual counselling for students with couple, family and group sessions available.

APPOINTMENTS - weekdays 9.00am to 5.00pm sometimes there might be a few days wait

Other campuses contact Reception/ Administration

CUSTOMER SERVICES

Atrium - F Block
03 474 7293 or 0800 762 786

Customer Services is your first point of contact - we can assist with application or enrolment enquiries, or we can connect you with all areas of the Otago Polytechnic as required.

We offer help with:
Studylink; payments; international admissions; graduation; lost property & visitor parking



DCC RUBBISH BAGS

Visit the OPSA Office with your Polytechnic student ID to obtain 65 litre bags.

DISCOUNTS

OPSA organises student discounts in the Otago area. Most require you to show your ID card <https://www.opsa.org.nz/information/discounts/>
Download the Radio One discount

APP for discounts available to Dunedin students

DOGS ON CAMPUS

Dogs must be in a controlled environment and kept under appropriate control at all times. Any dog that is not under control, causes a health and safety related concern or has an instance of unsatisfactory animal behaviour will no longer be allowed on an Otago Polytechnic site.

Dogs are only permitted in shared environments provided all staff and students in the workspace have consented. Dogs must not be allowed in shared spaces where food is prepared or eaten.

EDEN CAFE

Our Café in the HUB – with Fair Trade tea & coffee in reusable cups !

ELECTRONIC DEVICES

Due to disruption and distraction, cell phones and other electronic devices must be completely turned off while in class, on course-related activities and in changing areas ie. texting, pixting or photographing from a cellular 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.

Assessments, such as tests and examinations: these devices **MUST** be turned off and stored in bags at the front of the room.

EVENTS

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



**GET
EXPERIENCE.
GET PAID.**



WWW.SJS.CO.NZ | 0800 757 562



"You were born with the ability to
change someone's life,
don't ever waste it"

"The true wealth is found in the ra-
diant joy of being - not in the figures of
your bank account"

FAIR TRADE

Otago Polytechnic is a fair trade campus that means every time you purchase a tea, coffee or hot chocolate from Eden Café, you are supporting people in developing nations with fair wages, wage security and support with education and sustainable farming

FINANCIAL SUPPORT & ADVICE

Student Hardship

OPSA operates a Student Assistant Fund which can help students that may find themselves in unforeseen financial difficulty. Each case is individually assessed by a Commit-

tee in a confidential manner – forms available at OPSA or on line: <https://www.opsa.org.nz/support/grants-and-hardship/>

Emergency Funding

If you find yourself without food or in need of assistance to help you through a "rough patch" - you are welcome to chat to OPSA staff about how best we can help you out in the short term (strictly confidential service – no appointment necessary)

FOOD / FRIDGE / FREEZER

Located in the HUB opposite the FREE bins along – please feel free to either donate or help yourself if you need food

FREE BINS / FREE CLOTHING RACK

Located in the HUB – feel free to take anything of use to you – we welcome all donations of unwanted goods (no rubbish or dud electrical goods thanks)

FACEBOOK

like us on facebook – this is where all the action is happening
www.Opsa.org.nz/facebook

GRADUATION AWARDS

Every year OPSA invites you to nominate a graduating student for an award who has been an inspiration to study with etc. Forms available at OPSA or fill out on line:
<https://www.opsa.org.nz/support/graduation-awards/>

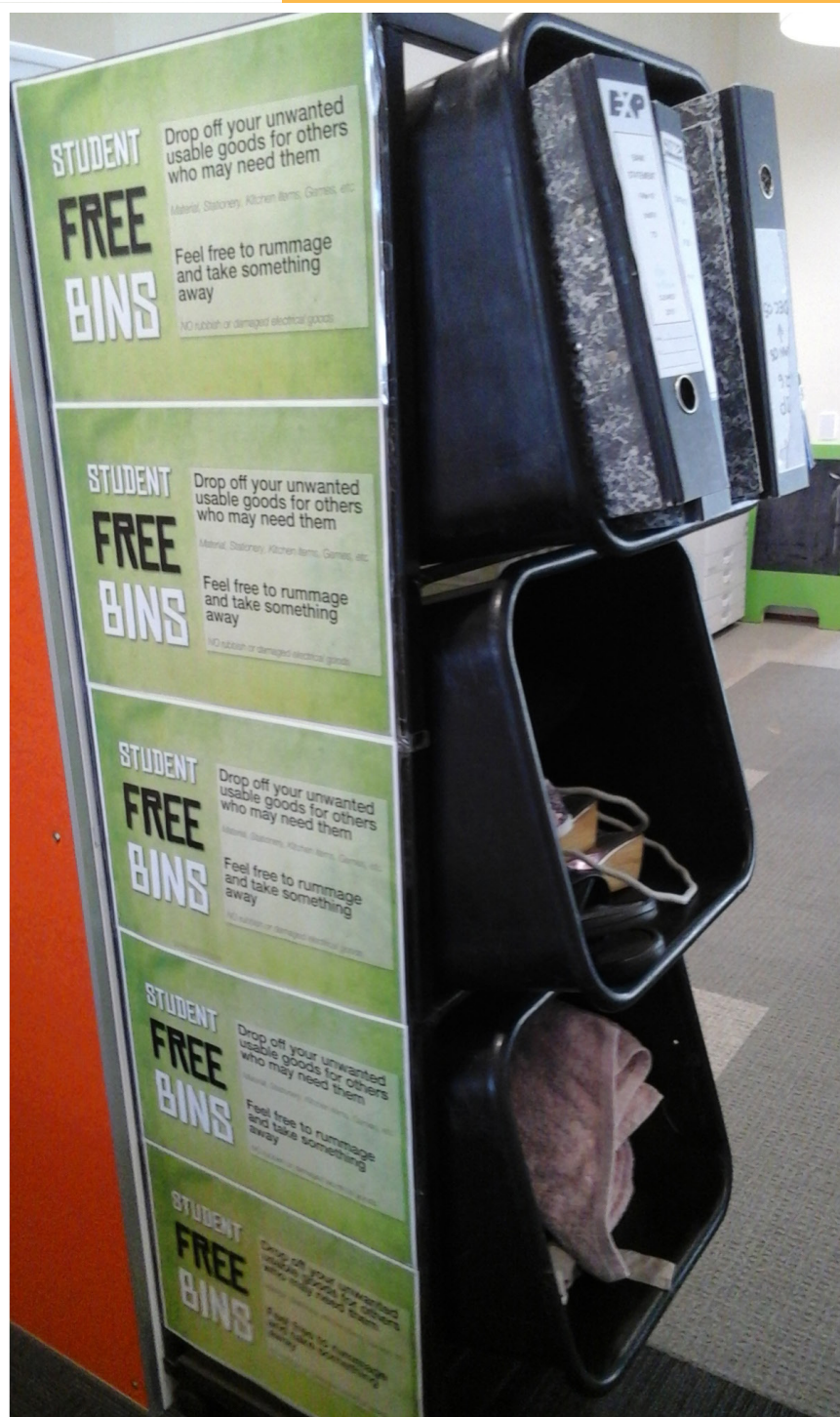
GRANTS

Exhibition or study, recreation or social, travel and promotional grants OPSA has a contestable fund that any school, class or group may apply for a request form will need to be filled out and signed by current Programme Representative

<https://www.opsa.org.nz/support/grants-and-hardship/class-grants/>

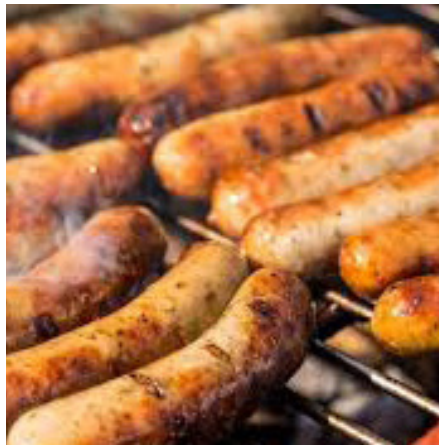
Development Grants

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 (signed by the current Programme Rep).



“A bank is a place that will lend you money, if you can prove that you don't need it”

"If something is worth saying, but no-one will listen, you sing it"



HARASSMENT & BULLYING PREVENTION AND MANAGEMENT

You have the right to study in a harassment free environment. If you have a concern or complaint, names of trained harassment contact people are displayed throughout the Polytechnic or if you wish, you can contact any lecturer, Head of Department/School, Hall Supervisor or Residential Assistant, HR Advisor or OPSA



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

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 pixt)
- physical behaviour – inappropriate touching, gestures or standing too close
- behaviour that is hurtful, unwelcome or offensive to the person receiving it.

HUB

H block ground floor – a relaxing area with leisure and study spaces, computers, printer and ATM. You can visit the Eden Café, have comfy seating and access to Student Success, Learner Services, OPSA, Customer Services and more..... check it out





"Be yourself, everyone is already taken"

ID CARDS

ID Cards which are processed at the OPSA Office.

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

This card will be your access to

- Robertson Library (ID bar code will need to be activated at the Library)
- UNIPOL gym and recreation facilities (University Plaza)
- OUSA Clubs & Societies Centre (Albany Street)
- OP Student Health & Counselling
- Discounts throughout the country
- HI and approved door access to buildings
- Some courses may not charge a Student Services fee, but an alternative "access" card is available for library and computer services

INTERNATIONAL STUDENTS

Kia Ora - Greetings and welcome to you all - please refer to information provided by your International Advisory Team on campus

IT SUPPORT SERVICE DESK

H Block room H107 - visitors most welcome
or call 0800 POLY IT (0800 765 948)
email servicedesk@op.ac.nz to contact our IT Service Desk Staff.

8am to 5pm - Monday to Friday, fully staffed
5pm to 8pm - Monday to Friday, one person on duty
2pm to 6pm - Sundays, one person on duty

Closed Public Holidays

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.

Distance Students: Remember we are here to help should you need it.

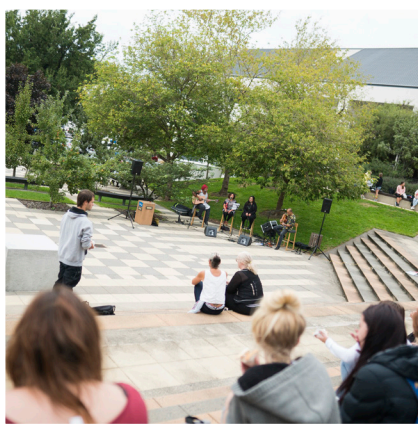
Printing and Copying Process

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.

Learners can log onto the photocopiers using their OP Student Credentials, and access copying, and





Being taught “what’s up”
at orientation

I changed my password to
“incorrect”, so whenever I forget
what it is, the computer will say
“your password is incorrect”

“The first computer dates back to
Adam & Eve. It was an Apple with
limited memory, just one byte. And
then everything crashed !”

scanning services. All copying and
printing is charged from your Paper
Cut account.

Scanning documents to be sent to
your Student Email account and is
FREE to use from these same selected
MFDs.

You can top up your prepaid account,
and make further enquires about
printing and photocopying at any of
the following locations:

- IT Service Desk – situated in Room
H107, (for Cash only and you don’t
have an EFTPOS card as an alterna-
tive)
- Robertson Library - situated on
the Ground Floor at the rear of the
building, close to the Otago Polyte-
chnic MFD/copier (Self Service Kiosk
EFTPOS only)
- Open Area, H Block Level 1 (Self
Service Kiosk EFTPOS only)

Wireless Access

Otago Polytechnic has provided wire-
less connectivity for students to use
their own network connected devices,
such as laptops, smart phones, and
tablet computers.

For information regarding the Otago
Polytechnic Eduroam Wi-Fi network,
check out:

[https://studentservices.op.ac.nz/
it-support/eduroam-wi-fi-network/](https://studentservices.op.ac.nz/it-support/eduroam-wi-fi-network/)

Student E-mail and Free Microsoft Office for Students

To access the Windows Office 365
service, check out “My email” at
<https://www.op.ac.nz/hub/> Di-
rect Link to Office 365: [http://mail.
student.op.ac.nz](http://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 at Ota-
go Polytechnic. Both Windows and
Apple versions are available.

Just log into Office365 with your
student name and password (same as
you use for Moodle) and click on
Round Icon (with your Initials) on the
top right, then select “My account”.
In the next window the “My account”
tab shows “Install status” – click
“Install Office” to start the download
and install. Once installed, you will
need to open Word, then “File”, then
“Account” and log into Office 365 to
license your copy of Office 365.
Install, and all the best with your
studies!

JOBS

Enrol at Student Job Search and vacancies are posted on facebook as we receive them

Student Job Search is a not-for-profit organisation, dedicated to helping students find work while studying. Thanks to OPSA, Student Job Search is 100% free for you to use.

SJS will connect tertiary students looking for work with employers who are looking for talent. We can help you find work during the semester or over the summer holidays and advertise a range of different jobs to suit your study schedule and experience.

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

www.sjs.co.nz 0800 757 562

JUSTICES OF THE PEACE (JP)

Otago Polytechnic has Justices of the Peace (JPs) 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.



Kevin Tansley
Justice of the Peace

Kevin Tansley

Justice of the Peace
Principal Lecturer
College of Engineering, Construction
and Living Sciences
L Block
Anzac Avenue
Dunedin Campus
Otago Polytechnic
Kevin.Tansley@op.ac.nz

Dr Karole Hogarth-Caulfield

Principal Lecturer
School of Nursing
H210, H Block
Cnr Forth St & Union St East
Dunedin Campus
Otago Polytechnic
Karole.Hogarth@op.ac.nz
03 470 3902



Steve Downey
Justice of the Peace

Steve Downey

Justice of the Peace
Student Success Team
The Hub, H Block
Cnr Forth St & Union St East
Dunedin Campus
Otago Polytechnic

**IMPORTANT INFORMATION FOR
YOUR JP APPOINTMENT**

Otago Polytechnic's JPs are first and foremost committed to their paid roles at Otago Polytechnic. 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". 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 Otago Polytechnic's JP's you may wish to attend a 'no booking required' JP Clinic available on Wednesdays from 9.00am-1.00pm in the University Information Services Building (near the Central Library) and Saturdays mornings from 10.00am to 12.00pm at Citizens Advice Bureau, Rodgers House, Ground Floor, 155 Princes St, Dunedin.



KIDS ON CAMPUS

Children on campus - please be considerate - the presence of children in the classroom may affect the teaching and learning environment for others so it is important to obtain permission from lecturers in the exceptional circumstance of needing to bring your child to class.

LEARNING ADVISORS

Hub
0800 762 786
studentsuccess@op.ac.nz

Offer FREE individual appointments, group tutorials and on-line support to develop the skills ne-

cessary for success in your course. Appointments are essential and can be made by email/phone

Our Academic Learning Advisors are here to assist you:

FREE study guides and help with:

- assignment writing, referencing, reading and spelling
- note-taking, summarising, English grammar and punctuation
- learning strategies/styles, thinking skills and tutorials
- organising and planning your study, Brain Gym, memory skills and basic maths
- study cards x 60: \$1 per pack



**Grab a T shirt
for only \$10**

Studiosity provides 24/7 on-line feedback on writing (see student hub)

In addition to Studiosity's services, you can make an appointment with a Learning Advisor (studentsuccessdn@op.ac.nz).

Learning Advisors can help with study skills, understanding and working on assignments, as well as academic writing and research skills. Support can be face-to-face, online or via phone/skype.

Studiosity



“A student walks into the Library and asks for a book on ‘finding bigfoot’ – the librarian directs them to the large print section”



LIBRARY SERVICES

The Robertson Library – Lower Union Street

Support your learning at Otago Polytechnic by using the resources, faculties and services at the Robertson Library:

- Borrow course textbooks and access a large collection of quality research online
- Use the student computers, printing, copying and scanning facilities
- Study on your own or book a group room and, make use of the kitchenette facilities in the common room area.
- The friendly Library staff are available to help you find what you need.
- Borrow from the University of Otago's Library collections (physical collections only). Visit these libraries

in person with a current OP ID card or request items through the Library catalogue.

More information about using the Library's collections, services and facilities is available from the Robertson Library website or pop in to the Library and ask us.

Contact details:

Phone: 03 479 3793

Email: ask.library@otago.ac.nz

Website: studentservices.op.ac.nz/library

Hours: Monday – Sunday 7am – 11pm
[Hours vary over public holidays and term breaks - check the Library website for more information]

LIBRARY CENTRAL OTAGO

Molyneux Avenue, Cromwell –
telephone 03 445 9900 or 0800 765 9276

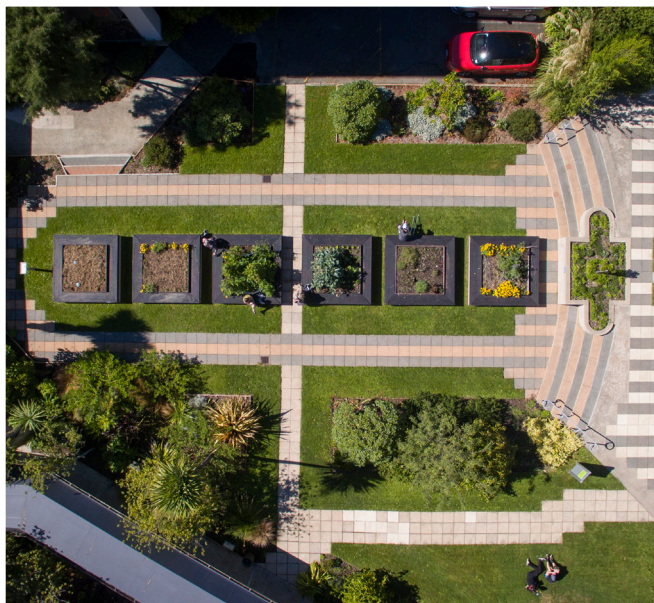
Provides library and information services to students from the Central Otago Campus sites. Items from the Central collection can be requested for pick up at the Robertson Library.

Email: centralotago@op.ac.nz

Opening hours: These may vary, so check <http://library.otago.ac.nz/robertson/hours.htm>

Email: centralotago@op.ac.nz
Opening hours: These may vary, so check <http://library.otago.ac.nz/robertson/hours.htm>





"If you have a garden and a library,
you have everything you need"



LIVING CAMPUS GARDENS

Forage for vegetables and fruit – look out for the “pick me now” signs or ask the friendly horticulture staff for assistance

Your Pick: visit the edible gardens and pick fresh greens.

Not sure what to pick? Ask our living - campus staff who are around on Mon & Thurs.

Adopt a garden: grow your own at our allotments - tools, seedlings and advice available Mon & Thurs over lunchtime. You can also propagate your own seedlings in the nursery area on Fri afternoons

We also offer a Permaculture short course, Workshops & Tours – Contact us:

Sustainability:
jen.rodgers@op.ac.nz
021735604

Living campus staff:
kim.thomas@op.ac.nz
lisa.burton@op.ac.nz
479 3839

Hospitality events:
tony.hepininstall@op.ac.nz

LOST PROPERTY

All lost property from campus is eventually returned to OPSA – we operate a lost property register, so if you find any item, please hand in at the OPSA Office or check to see if we have your missing item. Lost property from the Robertson Library will be sent to OUSA office at the University – you can phone them to check on any items 03 479 5332

MANAAKI (M Block)

On the ground floor is the Ako Espresso, Technique fully licensed Training Restaurant, Student Health, Student Village food hall, water cooler & toilets.

OP Food Design Institute & Functions manage all the catering, café and restaurant services. – bookings for catering and venue hire should be directed to functions@op.ac.nz

MICROWAVES

Located around campus for your convenience – please keep clean and tidy and report any faults to OPSA

MĀORI STUDENTS

Maori students are supported by the friendly team at Te Punaka Ōwheo. for more information go to page 31.

NOTICE BOARDS

Located on the ground floor of most blocks – feel free to place your own notices, but to avoid removal, PLEASE date and place on appropriate board – check out the TV screens for current events.

OPSA OFFICE

Located in the Hub
www.opsa@org.nz
tele: 03 477 6974

This is the centre for all student activities and provision of services - staff are there to assist you with any requirements you may have.

OPEN: 9.00 am – 4.00 Tues/Wed/Thrs, but CLOSE 3.00 pm each Mon & Fri
Hours may be reduced over the breaks but will be notified.



I was complimented on my parking today....someone left a note on my car saying "parking fine"

PARKING

Limited street parking is available all around campus – BUT CHECK to ensure you are parking in the right spot ! Please do not park in any staff (numbered) parks or student village parks as you may be towed ! Parking is available at the Stadium, so please register on your student HUB to activate parking in that area.

PASIFIKA SPACE

Pasifika students have their own designated space to study, get together and meet with other Pasifika students on campus "Our Space G Block Room G107"

POHO

Poho is a common room dedicated to Māori students. There is always kai in the cupboard and information about what's on 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. Open from 7.30 to 5pm Mon to Fri, Māori students can also access Poho out of hours with student ID. Contact tepunakaowheo@op.ac.nz

POLY-BIKE

It is FREE to pick up keys/lock and helmets from Customer Services or from reception at Sargood or Art School

QUEER* SUPPORT

Queer Support is a part of the OUSA Student Support Centre, 5 Ethel Benjamin Place – Dunedin – email

q.support@ousa.org.nz;

text: 0274471426;

website:

<http://www.ousa.org.nz/support/queer-support/>.

OUSA Queer Support Coordinator – provides information and support for Queer and Questioning students from Polytechnic and University

OUSA Queer Support also runs a peer support programme, a group for international LGBTQIA students and a monthly seminar series.

Uni Q Otago is a social group for queer and queer-friendly students. They run a weekly coffee group and other social events. Search for UniQ Otago on Facebook or email:

OtagoUniQ@gmail.com

LINKS

- Curious - Full of resources, forums, questions and answers. Very interactive and you-

th-friendly. <http://curious.org.nz>

- SouthTrans – support for trans-people in Dunedin

<http://southtransnz.wix.com/southtransnz>

- Rainbow Youth - NZ's national queer youth site.

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

- Agender – National support for transpeople

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

- Alphabet Soup – support for queer & questioning young people (12-18 years) in Dunedin -

<https://www.facebook.com/alphabetsoupdunedin>

alphabetsoupdn@gmail.com





RECREATION

OPSA provides services and facilities at UNIPOL Recreation Centre and OUSA Clubs & Societies Centre.

Check out the “Healthy Campus” magazine for programmes of activities - FREE entry with your ID card.

OUSA CLUBS & SOCIETIES CENTRE

84 Albany Street (just opposite the Uni Library)

Phone: 479 5960 ousa.org.nz/club-sandsocs

<https://www.facebook.com/ousaclub-sandsocs/>

9am – 10:30pm Mon - Fri / 10am – 8:30pm Sat & Sun (hours vary over university holiday periods)

Clubs and Socs is a little like a mothership. Not only do we house most of the clubs and societies on campus but we also have an extensive recreation programme, unbeatable services (i.e. \$3 lunch, free breaky or cuddle fix) and handy amenities like the sauna, study rooms, showers, frozen meals and exercise spaces.

If you like doing fun stuff, making friends and socialising, eating yummy food and procrastinating in a warm, inviting space you're going to love us. Come join the club.

“A curry should be the only reason you break sweat this month”





Is your body feeling like a temple
...or a messy student flat?

UNIPOL RECREATION CENTRE

University Plaza, 130 Anzac Ave Du-
nedin

Ph: 03-479-5888

email: recreation@otago.ac.nz

www.otago.ac.nz/recreation

Facebook: Unipol Recreation Services

Instagram: [unipol_recreation](https://www.instagram.com/unipol_recreation)

The team at Unipol provide recrea-
tional opportunities to ensure you
optimise your wellbeing while stud-

ying. There really is something for
everyone from group fitness, cardio
and weight studios, a social sport pro-
gramme, drop-in court spaces as well
as a comprehensive outdoor rental
centre where you can hire anything
from surfboards to skis. Best of all
entry into Unipol is free with your
2020 OP ID card!

HOURS:

Mon - Fri: 6:00am – 11:00pm

Sat: 8:00am – 9:00pm

Sun: 9:00am – 11:00pm



REDUCE WASTE, REUSE, THEN RECYCLE

At OP we separate compostable, recyclable and rubbish for landfill
PLEASE reduce the packaging waste you bring to OP or chose glass packing over plastic.

It is really important for us all to recycle correctly – ie. Devoid of residual food to be clean – too much contaminated or incorrect material can compromise the quality, not to mention difficulties for the sorting team. Glass bottles and jars are all recycled.

If eating in the HUB, ensure left over food in place in the organic bin to assist with our composting for the Living Campus.

RIDESHARING

Check out the OPSA website and if you can offer or need a ride to campus, let us know – just follow the link <https://www.opsa.org.nz/information/ride-share/>

Other initiatives are in the pipeline and will be advertised when available

SCHOLARSHIPS

When information about any scholarships is received, it will be posted on facebook or check with your school



who may have specific ones you can apply for depending on your course. Enquire at Te Punaka Ōwheo or with Pasifika Liaison for any available Māori or Pasifika scholarships.

For information about scholarships available at Otago Polytechnic check out: <https://www.op.ac.nz/students/scholarships/>

givME is an extensive online database providing information about available scholarships, awards and grants based on criteria, level of study and discipline along with closing dates, application requirements and contact details.

It is available at the Dunedin Public Library, or if you have a Dunedin Public Library Card, you can access this on-line at <http://www.dunedinlibraries.govt.nz/digital-library/funding>





"Security is always excessive until it's not enough"

Quitline NZ
0800 778 778



"Quality and persistence will get you the outcomes you need"

SECURITY

There are CCTV cameras on site around campus, but you are advised to keep your valuables with you at all times – OPSA can look after items for you during office hours if necessary. Students enrolled in particular courses may be granted after hours or specialised access – please see your school administrator to activate your ID card for this purpose.

Important for after hours

- Ensure you have your cell phone with you
- Tell your family or flatmates which building you are going to and expected time of return
- Ensure that doors to the building are properly closed behind you when you leave
- Use well lit entrances and walkways after dark and avoid walking home alone

SMOKING

Smoking (including electronic devices) is prohibited in ALL areas of Otago Polytechnic and includes: all buildings, including balconies, outdoor areas on site and the Child-care Centre

Other spaces

We encourage smokers to be considerate of others in open spaces not controlled by the Polytechnic, such as public footpaths, and 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. Storm water drains and gutters lead directly to waterways and cigarette butts may harm these.

Support

Student Health supports smokers who wish to stop or phone: Quitline 0800 778 778, a free service which includes after hours support (there is a nominal fee for nicotine patches if desired).

STUDENT HEALTH

Manaaki - ground floor - Harbour Tce
phone: 479 6082 or 477 3014 or 0800 762 786
OPEN 8.30am - 5pm weekdays

**PROVIDING A FRIENDLY AND CONFIDENTIAL
FULL GENERAL PRACTICE MEDICAL SERVICE** for
students who have paid the Student Health Levy

International Students, please check with your
International Advisors and or Student Health staff
regarding costs and insurance cover prior to making
an appointment.

Depending on who your insurance provider is, a con-
sultation will either be free or cost \$15 which you can
claim back through insurance.

- 15min appointments available 9am – 4.30pm Mon – Fri.
- Free medical consultations for ACC or Community Service card holders (card must be presented), otherwise \$15 per visit.
- Please check with reception in regards to costs as some services such as minor surgery, dressings, immunisations etc. may be extra.
- After hours service is available at Dunedin Urgent Doctors until 10pm and then overnight at the Emergency Department at Dunedin Public Hospital.





“Healthy sleep not only makes your life longer, but also shortens the workday”

NURSING SERVICES

- free by appointment
- treatment of accidents and injuries
- ACC providers
- sexual health, contraception advice and pregnancy testing
- cervical screening and vaccinations
- assessment and advice of minor illness
- wound care and dressing, wart clinic and smoking cessation

To get the most out of your studies, you need to be healthy, both physically and emotionally so please apply for your Community Services card early to avoid unnecessary costs. Student Health is a non-profit organisation so prompt payment of accounts helps keep the service going. We are happy to send out accounts but request that these are paid within 14 days. If not, a \$3 administration

fee is added to the total. If you need longer please talk to Reception.

Please contact us directly if you change address or phone number or are unable to attend your appointment (otherwise a charge will be added onto your account)

It is not our policy to do prescriptions or give out test results over the phone. You need to make an appointment for these.



“You are what you eat, so don’t be an instant noodle and your body needs eight hours sleep a night (not a week)”



STUDENT HUB

<https://www.op.ac.nz/hub/>

This is the place where you can securely access all student related information including results, important dates, student support. Please update your details if you change your contact details (address, phone number, personal email address) while studying at OP. You can do this from the “My Details” section.

If you have a comment, complaint or suggestion, this is one avenue to voice your opinion



STUDENT SUCCESS TEAM

Hub, 0800 762 786

studentsuccessdn@op.ac.nz

Life on campus can be exciting and challenging, so our Student Success Team are here to support and help you through any issues that might arise.

Come and seek help for any issues impacting on your opportunities to study or to engage fully in your learning.

Patricia Quensell

Student Success Team Leader/Careers

Sharon Ward

Administrator

Mark Jory

Careers

Ashleigh Crosbie

Careers

Litea Ikahihifo

Student Advisor - Pasifika

Sheena Roy

Student Advisor - International

Yvonne Fogarty

Student Advisor - International

(Advisor yet to be appointed)

Student Advisor - Refugee background students

(Advisor yet to be appointed)

Disability Support

Trici Grothe-Robertson

Wellbeing Advisor

Christine Aitken/Mark Jory

International Homestay Coordinators

Celia Hepburn

Student Advisor

Steve Downey

Chaplain

CAREERS

Patricia Quensell

Patricia.quensell@op.ac.nz

We can assist you with

- Individual career guidance and planning
- Drop in career support and information
- Employability workshops
- Individual Career Consultation
- book in advance through Student Success

INTERNATIONAL

Sheena Roy

Sheena.roy@op.ac.nz

Yvonne Fogarty

Yvonne.fogarty@op.ac.nz

Services we provide include:

- Orientation and student activities
- Pre graduation celebrations
- Advocacy and grievance support

We are also available to help with any concerns you have regarding your studies, personal issues, adapting to life in New Zealand and assistance with visa renewals and insurance claims. We have the patience, empathy and understanding to communicate with people for whom English is not their first language. Please come and speak with us and let us help and support you.

Emergency 24/7 support – 021 735 421



INTERNATIONAL ACCOMMODATION

Christine Aitken & Mark Jory
homestay@op.ac.nz

Homestay – your home away from home - available for all students
You will have the security of living with a good family while studying. All families have been visited to ensure your stay is a comfortable one.
All International students under the age of 18 must live in home stay accommodation.

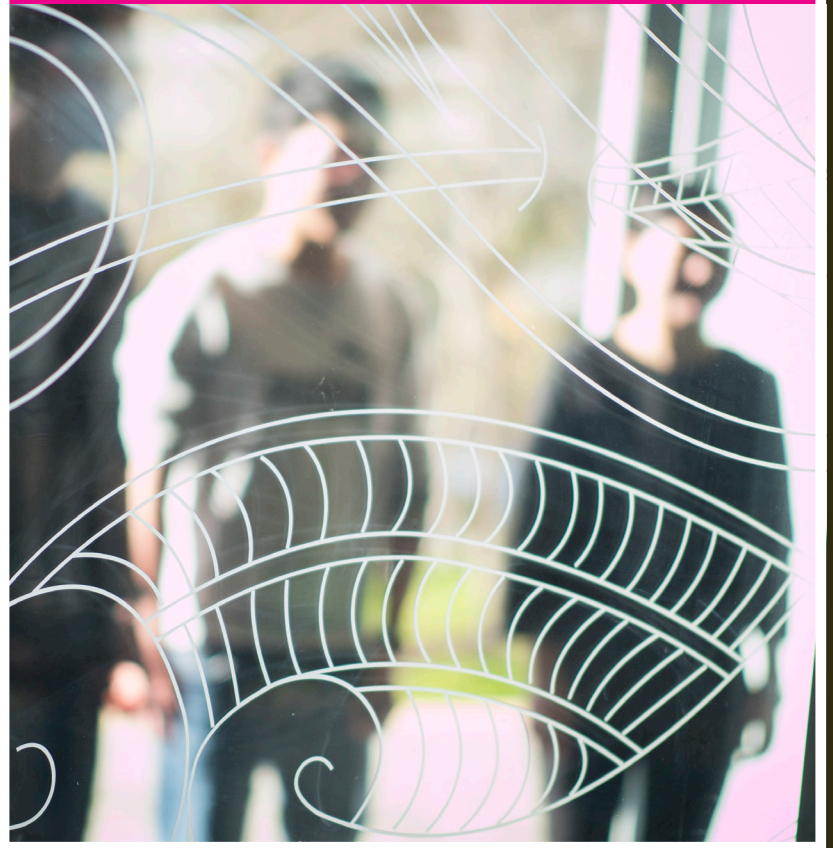
Otago Polytechnic is a signatory to the Code of Practice for the Pastoral Care of International Students

STUDENT ADVISOR

Celia Hepburn
celia.hepburn@op.ac.nz
My goal is to help ensure that you have the best possible chance to succeed at tertiary study.

For any issues or concerns you have that may be impacting your ability to attend class or complete work, you are welcome to contact the Student Success Advisor to help identify a way forward.

Text, phone, email or come on in to the big green desk at Student Success in the HUB for a chat.



Need financial help?
It's OK to ask

Contact OPISA anytime



Ko te pae tawhiti whāia kia tata, ko te pae tata
whakamaua kia tina – Seek out distant horizons
and cherish those you attain.

STUDENT ADVISOR - PASIFIKA

Litea Ikahihifo
pasifika@op.ac.nz

Talofa lava, Kia Orana, Malo e lelei,
Fakaalofa lahi atu, Bula vinaka, Malo
ni, Halo ola keta, Mauri, Fakatalofa
atu and Warm Pacific greetings

“What a great choice you have made
in choosing to study at Otago Polyte-
chnic”.

Choosing pathways for studies can be
difficult, but you have now taken ano-
ther step to better your future. There
are great resources available to help
support you and your learning and
Pasifika students have their own de-
signated space to study, get together
and meet with other Pasifika students
on campus “Our Space G Block Room
G107”

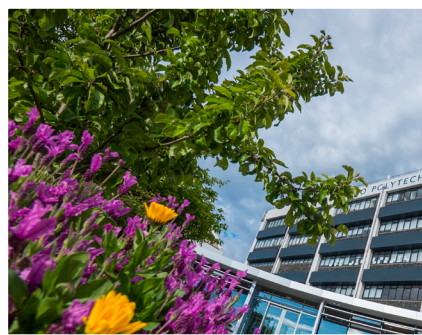
I can organise academic or peer
tutoring as well as a range of other
supports and services to help you
with your individual needs

- You will be contacted by the Student
Advisor Pasifika via a letter, e-mail,
phone call or txt welcoming you to
Otago Polytechnic.
- Regular Fono are held during the
year and all Pasifika students are
encouraged to attend.
- There are scholarships for prospec-
tive and enrolled students including
health related courses





"Buy less, choose well, make it last"



STUDYLINK

www.studylink.govt.nz

apply online early

Student Allowance can help with your living expenses while you study. It's money that you don't have to pay back

Student Loan can help to finance your study. It's made up of three parts – compulsory fees, course-related costs and/or living costs. When you apply for a loan, you choose what parts you need.

Check out the website for more in depth information on Scholarships, extra help with costs, to tell us about any changes or MyStudylink or call us on 0800 88 99 00 or drop into your local Studylink office

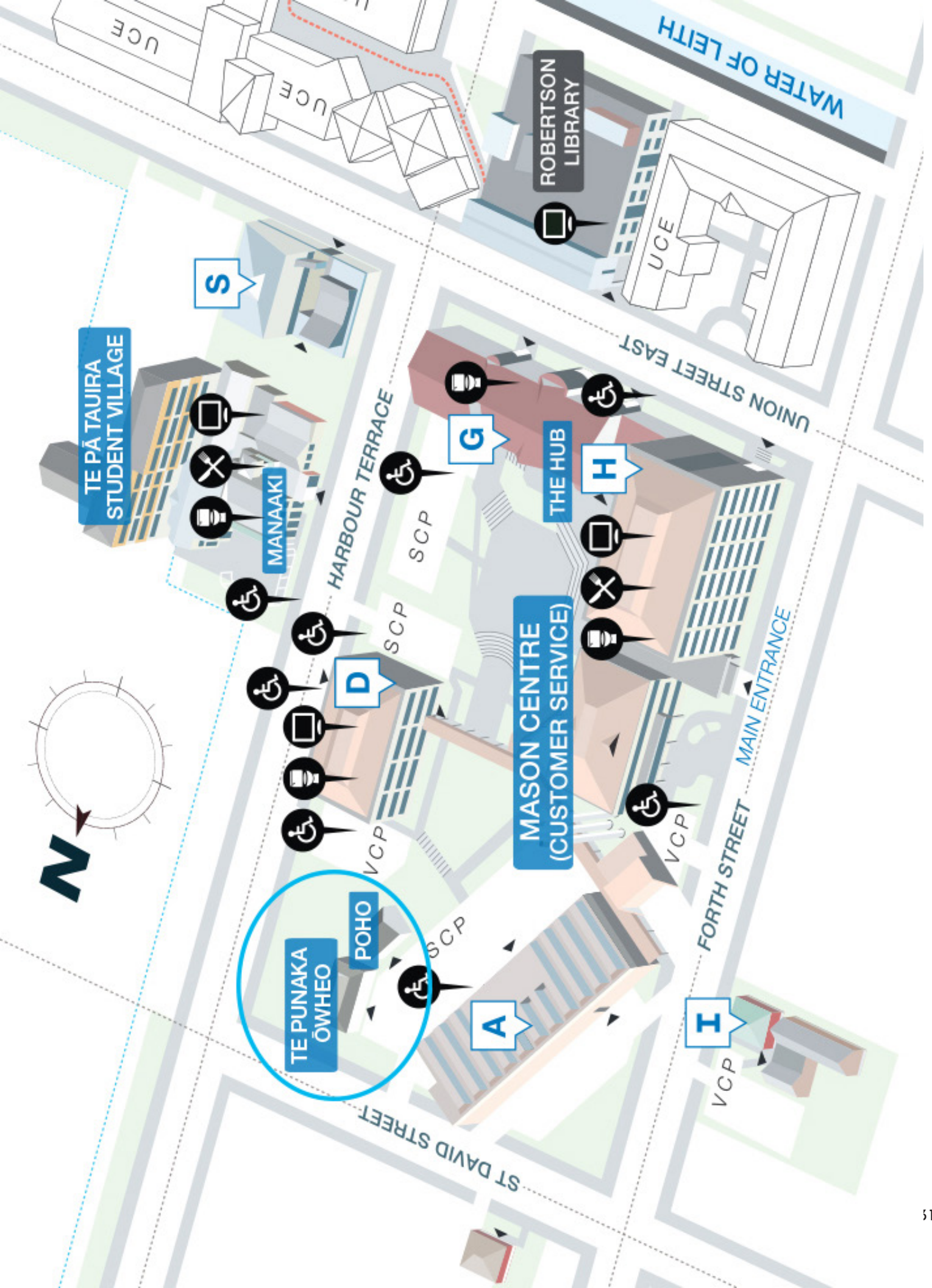
SUSTAINABILITY

Is a core value at Otago Polytechnic - we help to achieve our goals of minimising our environmental footprint and encouraging staff and students to embrace sustainable practices.

TELEPHONES

Emergency phones are located around campus, or you can phone from your computer with headphones. OPSA has a landline in the HUB which you can use for local or 0800 calls.

HELP REPRESENTATION
FINANCIAL ASSISTANCE
BUDGET ADVICE
TENANCY ISSUES **DISCOUNTS**
STUDENT SERVICES
DCC RUBBISH BAGS
PHOTOCOPYING **CLUBS** **SUPPORT**
EVENTS LAMINATING
STATIONERY **BINDING**
FLATting ADVICE
STUDENT ID CARDS **PHONE CARDS**
RECREATION



TE PUNAKA ŌWHEO

Our Māori student success team work to ensure Māori students have the academic, cultural and social support they need.

This includes access to a range of services, resources and facilities for example:

Poho – a dedicated space for Māori
Taurira/whanau events and whanaukataka

Kai – always kai at Poho plus a cooked lunch every Wednesday at noon – a great way to meet other students
Tuakana-Teina (mentoring) programme

Academic support and advocacy
Computers and printers
Financial advice and mentoring
Grants and scholarship assistance
Studylink support
General advice, support, guidance and referral

tepunakaowheo@op.ac.nz
<https://www.op.ac.nz/students/maori-students/>



Whaia te mātauranga, hei oranga
mo koutou – Seek knowledge for
the sake of your wellbeing

Poipoia te kākano, kia puawai
- Nurture the seed and it will
blossom





“A goal without a plan is just a wish”

UNIPOL

great place, great times !
- refer to “Recreation” for more information

VISION

The Otago Polytechnic’s vision is “Our people make a better world”

VOLUNTEERING

All students will have the opportunity to volunteer throughout their studies – we ask each programme to organise a volunteer event to suit your timetable, skills and passion – join the Polysquad of valued volunteers and make a difference in your community.

VOTE

Students will be given several opportunities throughout the year to vote

for OPSA positions such as President, Advisory Board members and Campus and Class Representatives.

WATER COOLERS

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

WEBMAIL

Your student webmail address will be printed on your ID Card – please make sure you activate this prior to registering your card at the Robertson Library – we advise you to check your mail regularly to avoid missing out on important campus information.

X-CHANGE

We can help you exchange your unwanted goods, textbooks or personal items – use the FREE bins in the HUB

YEAR PLANNER

Pick up your free planner + welcome pack from OPSA. Public & Primary school holidays are listed, but we urge you to check with your OP school timetable about term breaks and holidays as some schools may differ.

ZERO

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

Need study support?
It's OK to ask

**Contact Student Success today
in the Hub**
studentsuccess@op.ac.nz

"I don't have a solution,
but I do admire the problem"

Tuesday 3rd March

International / Pasifika / Maori student lunch

Monday 9th March

Nominations open for any unfilled positions on the 2020 OPSA Advisory Board

- nominations close for all on Friday 20th March

Tuesday 24th March

OPSA first Programme Representative Meeting - Each full-time course or class from each school will be asked to nominate at least two (2) students to represent you during the year. OPSA will give these Reps all the support they need to fulfil this role.

Tuesday 31st March

OPSA Annual General Meeting

This meeting adopts the OPSA 2019 Financial Statement, elects remaining 2020 OPSA Advisory Board Members



**IMPORTANT DATES
FOR YOU TO FOCUS ON THIS
YEAR!**

February / March - Orientation events
on Polytechnic and University campuses & around town

**ALL MEETINGS ARE HELD AT 12
noon (venue will be confirmed
prior)**

CROMWELL CAMPUS

Molyneux Ave

PO Box 16, Cromwell

telephone (03) 445-9900

freephone 0800-765-9276



CAMPUS OFFICE HOURS:

8.00 am - 5.00 pm - student queries;
urgent messages; photocopying

STUDENT CAMPUS FACILITIES:

Common room:

Kitchen facilities (supply own mugs);
indoor recreation, table tennis, microwave, fridge, stereo and filtered chilled water, daily newspaper (no smoking)

Outdoor facilities:

Cycle parking; hoops; outdoor furniture – ample street car parking available

Library:

12.00 - 1.00pm daily
Campus collection of books and journals for local courses - Internet and database searching, interloans. Web based catalogue of Cromwell and Dunedin libraries accessible anywhere, requests from The Robertson Library, Dunedin collection delivered to Cromwell within 2 days. Relevant collections based in Wanaka classroom for duration of courses

Customer Services

Available through the Central Campus at Cromwell. Students in Wanaka should phone 0800 765 9276 or work directly with their Programme Manager

Pre-School Centre

Molyneux Educare is adjacent to the Molyneux Ave entrance to Campus at Cromwell – phone 03 445 0632
Hours 8.00 am - 5.30 pm (6 months -7 years)

Chaplain

Steve Downey (located in Dunedin) offers a service that is inclusive, non-judgmental and free to all students at the Central Campus
Contact Steve on (03) 972 7124 or chaplain@op.ac.nz
Steve is happy to visit the campus on request



Central Otago offers a relaxed outdoor lifestyle. It's a unique and beautiful place with much to offer. Like many, you might come here to study and never want to leave



GET ORGANISED TODAY
AND NOMINATE YOUR REPS TO
WORK WITH OPSA!



Visual aids:

video tapes / player and distance
learning facility (class use available
through tutor / office)

Computer suite:

Monday - Friday 8.00am to 9.00pm
Saturday & Sunday 8.00am to
5.00pm

**OTHER SERVICES
AVAILABLE**

Student Health

- Cromwell: Cromwell Medical Cen-
tre, 182 Waenga Drive, Cromwell 445
1119
- Wanaka: Aspiring Medical Centre,
23 Cardrona Valley Road Wanaka 443
1226
- Queenstown: Queenstown Medical
Centre, 9 Isle Street, Queenstown 441
0500

If you live in Central Otago and
your medical centre is not one of the
above, please talk to the Central office
staff at the start of your course so we
can sort something for you.

Student ID and Community Services
card required for medical consul-
tations. Out of hours consultations
charges will apply

Student Counselling Services

please book appointment through the
Central Campus office at Cromwell
0800 765 9276

Shop - Dairy (Achil St)

for snacks, lunches and general pro-
visions

SPORTING FACILITIES:

Cromwell boasts a range of excellent
amenities, including

- heated pool / squash courts / golf
course / sports clubs / central to five
ski fields

- o Check out discounts available
at both Cromwell & Wanaka pools

- SUBSIDISED Concession

Tickets available at both Cromwell
and Wanaka pools on production of
your current ID card – check out the
posters for more detail

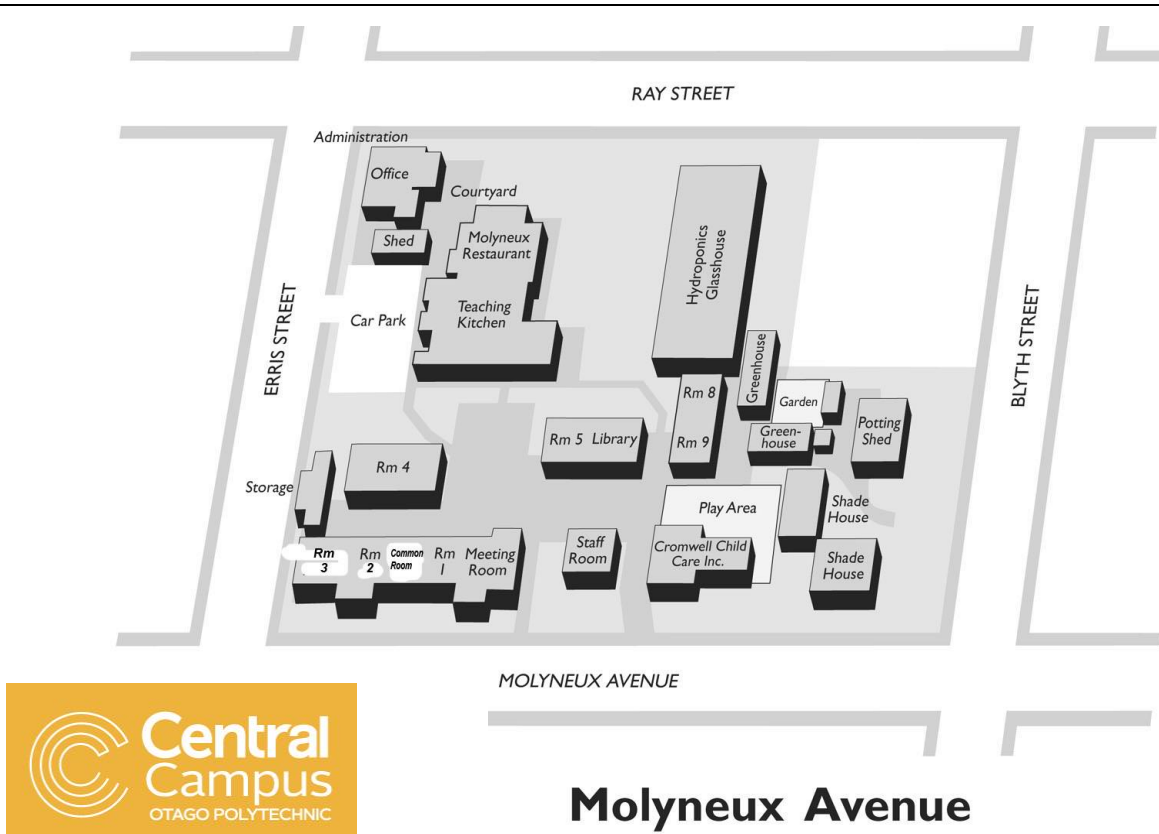
THE CHALETS: Barry Ave - provides
students with

- single, fully furnished rooms
(provide own linen) / all meals / laun-
dry facilities

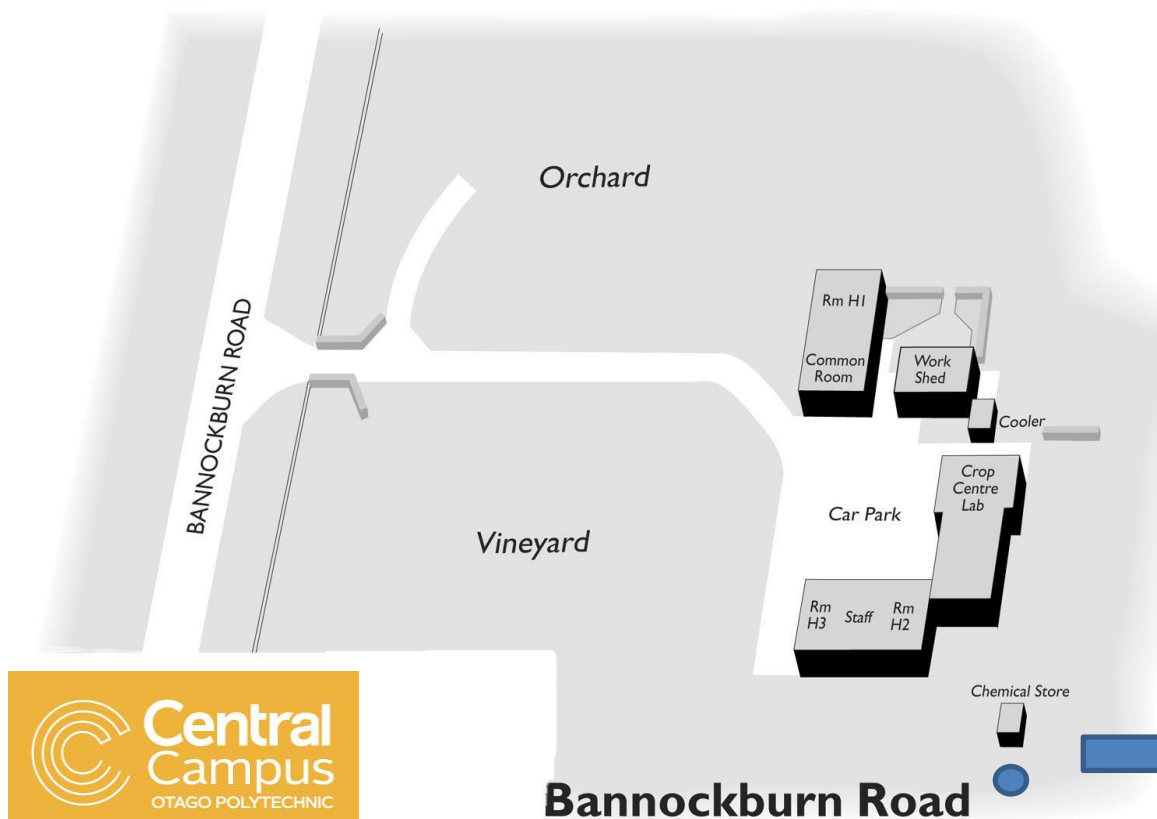
Central sites need to nominate a stu-
dent to act as a Class Rep for each full
time course

- OPSA will keep in monthly
contact with them via phone/email

- Feedback from these Reps,
will help administer your campus
funds which provide student servi-
ces, amenities and activities on each
campus.



Molyneux Avenue



Bannockburn Road

IMPORTANT PHONE NUMBERS

Otago Polytechnic Students' Association Office
(OPSA) 477 6974

Otago Polytechnic all departments
477 3014 or 0800 762 786

Campus Watch
03 479500
0800 479500

Cromwell Campus Office
03 445 9900

Student Support/Services Robertson Library
479 3793

Te Punaka Owheo
0272019614

Chaplain Steve Downey
972 7124

Need to Talk ?
Call or text 1737 contact to a Counsellor

Student Health & Counselling Centre
479 6082

OUSA Clubs & Societies Centre (Albany Street)
479 5960

UNIPOL Recreation Centre / Gym (Anzac Avenue)
479 5888

University Print (Cnr Albany & Forth Streets)
479 9143

Otago University Students' Association (OUSA)
479 5332

Campus Cop
479 4883

Student Job Search
0800 757 562

StudyLink
0800 88 99 00

Dunedin Community Law Centre
474 1922

Family Planning Association
477 5850
Healthline
0800 611 116

Urgent Doctors (Dunedin)
479 2900

Problem Gambling
471 6172

Lifeline Otago
474 9111

Citizens Advice Bureau
471 6166

Rape Crisis
474 1592

Anglican Methodist Family Centre
477 0801

Presbyterian Support Services
477 7115

YOUR NOTES



**AN A-Z GUIDE OF SERVICES PROVIDED BY OPSA
TO HELP SUPPORT YOU THROUGH YOUR STUDIES.**