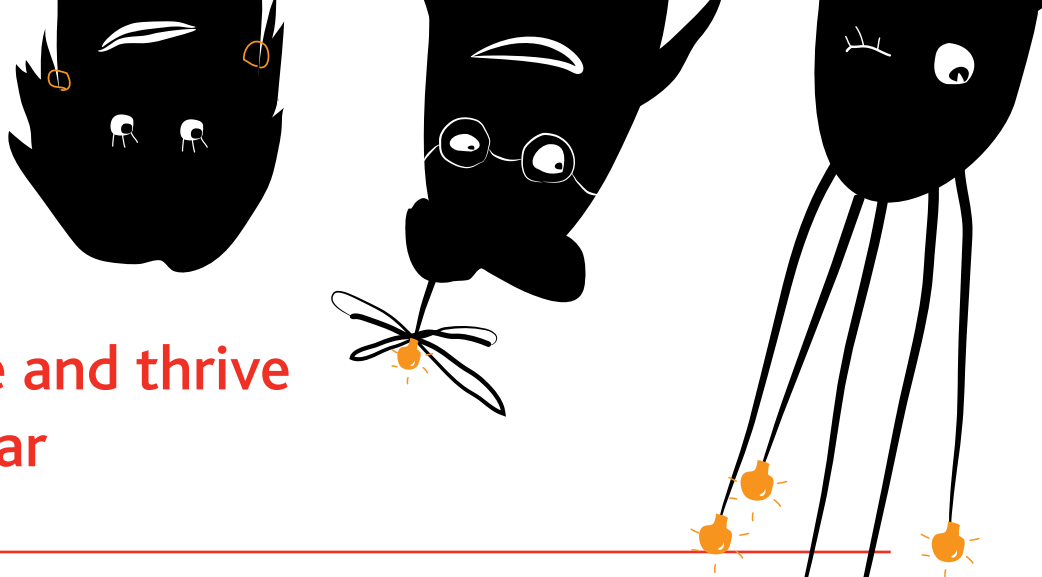


Student Survival Guide 2013

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How to survive and thrive in your first year at Waikato

Kia Ora and welcome to your first year of study at The University of Waikato/Te Whare Wānanga o Waikato. The Student Survival Guide will help you make the most of studying at the University by providing you with an overview of life at Waikato and the services available to assist you.

In addition to what is contained in the Student Survival Guide the University operates an online question and answer self-help tool, where you can search frequently asked questions, or create one if you can't find the information you want. It can be found at: <http://askme.waikato.ac.nz>. If you have any questions about University life, try this tool!

Welcome from the Chancellor

You have chosen to live and study in Hamilton at the University of Waikato and I commend you for your choice. In fact, I envy you for the experiences you will have and share with your friends and fellow students during 2013 and beyond.

This University offers you programmes of study that will challenge and stimulate you today and equip you for life – both personally and professionally, after you leave. Its lecturers and tutors are recognised nationally and internationally as leaders in their fields. The outstanding PBRF results – the rankings for research excellence in New Zealand – establish Waikato as one of the most respected academic institutes in the country and I know that all of you will find something challenging and stimulating among the innovative papers on offer.

More than this, the University and indeed the wider Waikato, offer some amazing lifestyle experiences. Your passions and interests might include sport and recreation, arts and music, Tikanga Māori, urban or country activities – whatever your choice, it's all here in this region.

Hamilton itself is strongly about young people, acknowledging that the 13,000 or so students from the University, along with those from Wintec and other tertiary institutes and schools, are a significant part of its constituency. The city provides a wide selection of cafes, bars, arts and performance facilities, as well as some very exciting events. Already on the calendar for 2013 are: Balloons over Waikato, The Great Race, Kingitanga Day and Fieldays.

You're spoilt for choice!

I hope you'll make the most of the opportunities presented to you and savour one of the best study/ life balances you could find. Enjoy your experience.

James B Bolger ONZ

Chancellor

Your first two weeks

Use the campus map to familiarise yourself with the facilities and grounds.

Find your lecture, tutorial or laboratory rooms.

Ask one of the friendly staff at the Student Information Centre in the Library if you have any administration needs.

Sign up for tutorials early as places fill fast.

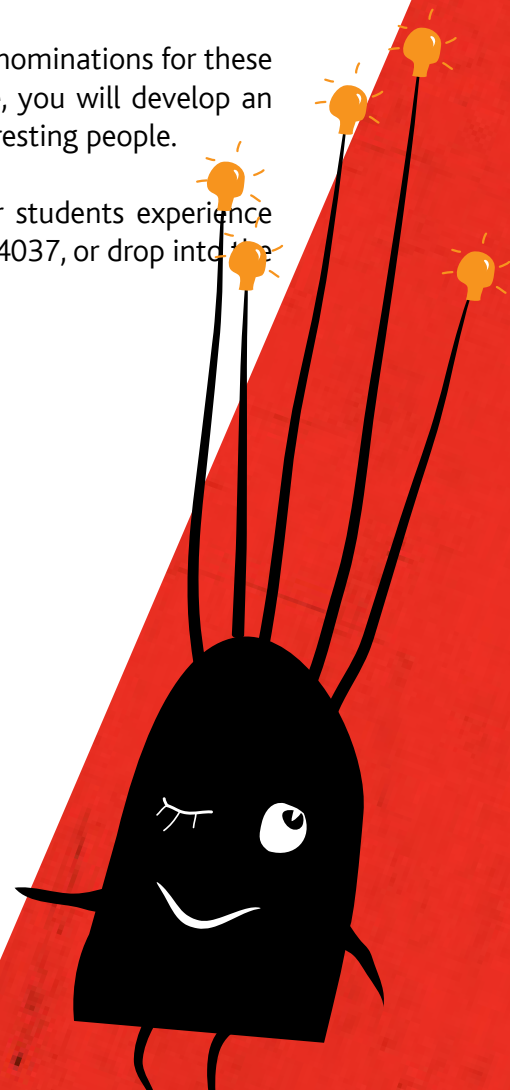
Go on a Library/Te Whare Pukapuka tour. A Library tour will help you to familiarise yourself with the Library.

Join one of the many clubs or societies on campus
<http://www.waikato.ac.nz/students/choose-waikato/sport.shtml>

Talk to the person sitting next to you in your lecture, tutorial or laboratory. There are heaps of new students who don't know anyone here yet, so invite them for a coffee or a drink with you. You already have something in common by being in the same paper.

Volunteer to be a Class Representative. Your lecturers will be calling for nominations for these positions in the first few weeks of lectures. As a Class Representative, you will develop an understanding of the University, contribute to it and meet new and interesting people.

Talk to a Counsellor if you are feeling overwhelmed. Many first year students experience feelings of loneliness and isolation. To book an appointment phone 838 4037, or drop into the Student Health reception.



Important Dates 2013

7 January	Summer School 1 begins
25 January	Deadline for enrolment applications for papers that commence during A semester (25 February to 7 July 2013)
January	NCEA results out, School Leaver Scholars notified
19 February	University-wide Pōwhiri
25 February	Semester A and Full year classes start O Week, a week of bands and competitions
9 April	Teaching recess begins
15 April	Graduation (Marae)
16-18 April	Graduation (Hamilton)
19 April	Graduation (Tauranga)
17 May	Open Day
31 May	A Semester ends
3 June - 7 June	Study Week
7 June	Deadline for all enrolment applications for papers that commence during B semester and Summer School 2 (8 July to 31 December 2013)
10 June	A Semester examinations begin
24 June	Teaching recess begins
8 July	B Semester begins
12 September	Kīngitanga Day
8 October	Graduation (Marae)
11 October	B Semester ends
14 October	Graduation (Hamilton)
21 October	B Semester and full-year exams begin
2 November	B Semester and full-year exams end
4 November	Summer School 2 begins
25 November	Confirmed 2013 results available to students
13 December	Summer School 2 ends

For upcoming events happening on campus and around the community, see the [Events Calendar](#)

The new Student Centre is the social heart of the University's campus and is an ideal location for studying and catching up with friends.



Te Manawa Student Centre

Student Administration Centre

The Student Administration Centre is located on Level 2 of the Student Centre. The Student Administration Centre is a central service responsible for processing applications as well as generating invoices and issuing Student ID cards once fees have been paid.

LEVEL 1

- Bennetts Campus Bookshop

LEVEL 2

- Student Administration Centre
- Enrolment enquiries
- Finance Cashier Office
- International Services Office
- Study Link Liaison Officer
- Student ID cards
- Library information

Contact us to find out more

Phone 0800 WAIKATO (0800 924 528)
Email info@waikato.ac.nz

iWaikato

iWaikato is the University's website which contains your personal details, enrolment details, examination results, University information and services, news, events and more.

www.i.waikato.ac.nz



Papers

Fees for papers

The fee for a paper varies depending on the subject, the level and whether you are a NZ citizen, permanent resident, Australian citizen or an international student.

Your enrolment agreement is your account for your tuition fees and other charges. You can pay them online, via your student loan, using our online banking option, or at the Student Administration Centre by cash, cheque or EFTPOS.

Helpful papers

Three general papers which can be credited to any undergraduate degree are:

Writing for University Purposes ALED100-13A and 13B

The Computing Experience COMP123-13A, 13B and 13S.

Preparatory Maths MATH168-13A and 13B.

These papers are useful for building a foundation for your University study.

Catalogue of Papers

Visit this web page to find a brief description of all papers offered here at the university.

<http://papers.waikato.ac.nz/subjects/>

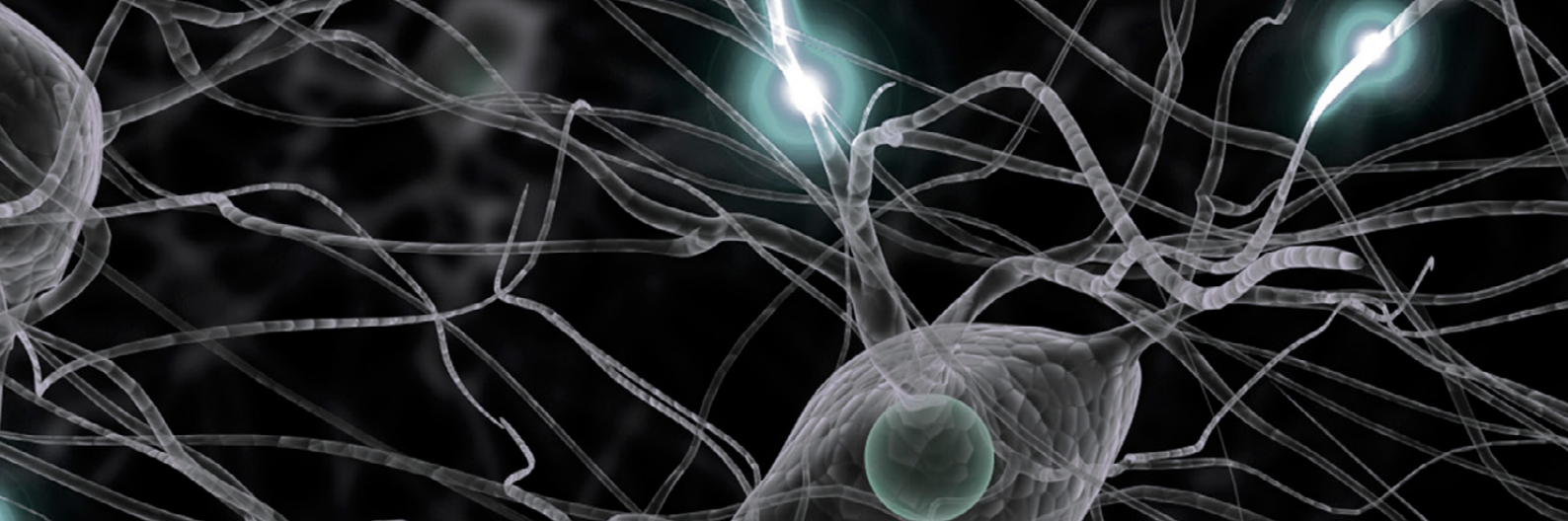
Resource fees

These are compulsory fees additional to the fees for your paper(s). Resource fees are charged for use of laboratory equipment, laboratory manuals and similar resources. The fees will vary greatly depending on your paper(s).

The Calendar

The Calendar is the official document of record of the University of Waikato.

<http://calendar.waikato.ac.nz/>



Study Link

Students who want to apply for a Student Loan or Student Allowance should apply online at www.studylink.govt.nz or call 0800 88 99 00. If you need to speak with a StudyLink staff member in person, Hamilton Outreach operates on an appointment basis. Please call StudyLink on 0800 88 99 00 to book an appointment. The office is located in Grey Street, Hamilton East.

Student Allowances

A Student Allowance is a weekly payment to help with your living costs while you study full-time. You don't have to pay this back. To find out if you are eligible for a Student Allowance check out the web site.

Student Loans

A Student Loan can help to finance your study. It is made up of three components - compulsory fees, course-related costs and/or living costs. When you apply for a loan, you choose what parts you need. It is important to remember that the Student Loan is a loan and needs to be repaid, so only borrow what you need to keep your debt to a minimum.

There are requirements and restrictions on access to Student Loans that are detailed on the web site.

Student Loan Interest Write-off. If you have a query regarding Student Loan interest write-off you will need to contact Inland Revenue on 0800 377 778.

Scholarships

Scholarships are a good way to fund your study and are open to a wide range of students. StudyLink offers the Step Up and Bonded Merit Scholarships. You can download application forms for these scholarships from www.studylink.govt.nz. There are also other scholarships that you may be able to apply for to help fund your study.

If you want help locating scholarships to support your university studies visit the Scholarships website www.waikato.ac.nz/scholarships

The Office recommends that all students and staff subscribe to the "Scholarships Update" e-newsletter. To go on the electronic mailing list, email scholarships@waikato.ac.nz

The National scholarships database "Breakout" <http://www.fis.org.nz/index.php?page=BreakOut> can be accessed free at the University library.

Extra Costs

There are also a number of ways StudyLink may help with extra costs while you study or if you are on a study break and can't find work. These include accommodation, health, on-going medical, childcare or emergency costs.



Get involved

Class Representatives

Class Representatives are the link between the University, academic staff and students. They are elected by their peers in each paper to pass on any feedback regarding educational issues to teaching staff.

Class Representatives are coordinated, trained and supported by Bethea Weir, Group Manager Student Support Services and Janine Richards, Academic Committees Administrator.

betheaw@waikato.ac.nz jrichard@waikato.ac.nz

<http://www.waikato.ac.nz/sasd/enrolment/studrep.shtml>

Cultural Hour

Cultural Hour is every Wednesday 1.00 – 2.00 pm and is a time free of lectures and tutorials so clubs and societies can meet and other student and University activities can be held.

Sport @ Waikato

Get into Sport at Waikato. For up to date information on all sports and clubs, phone 838-4463, email unisport@uleisure.co.nz, or view www.waikato.ac.nz/go/sport

What's happening on Campus?

There are a number of ways you can find out about what is happening on campus:

- Check your emails for your fortnightly 'Student E-News' from the University.
- Check the notice boards around campus and in the cafes.
- Read a copy of Nexus – the weekly student magazine.
- Check the online University events calendar and the Waikato Students Union web site www.wsu.org.nz



Know your campus

Academy of Performing Arts

The Gallagher Academy of Performing Arts hosts music concerts, theatre and dance performances, art and photography exhibitions, festivals and balls.

www.waikato.ac.nz/academy

The Access Room

The Access Room is a study place and rest area for students with disabilities. Specialised computer and other equipment is available as well as support staff. The Access room is located in the Student Services Building.

Alumni Association

The Alumni Association offers a life-long link to the University for all graduates, staff and friends. You are automatically Waikato alumni when you graduate and the University will keep in touch with you by sending you an Off Campus magazine twice a year and by email. It's important that you keep in touch with the Alumni office with your up to date contact details so that the link can continue. Waikato alumni have contacts in most countries and organise reunions and social events as well as offering networking support for their local Waikato alumni.

The Alumni Office also sells University of Waikato clothing and memorabilia which can be purchased from Bennetts Bookshop. www.waikato.ac.nz/alumni

Banks

The National Bank and ASB Bank both have branches on campus. They are located in the shopping complex by the Village Green. There are three automatic teller machines (ATMs) located outside the shops and one located in front of Bennetts Bookshop.

Campus Pharmacy

The Campus Pharmacy is located on the corner (close to L block) of the shopping complex. You can also buy stamps, post bags and envelopes and get your photo processing done there.



Bookshops

Bennetts University Bookshop is where you can buy your University text books and all your stationery requirements. It is located on Level 1 of the Library.

Citizens Advice Bureau

There is a Citizens Advice Bureau branch available on campus for any problems you may have or for any information you may need, for example; consumer, tenancy, immigration, insurance etc. Free legal advice is also available through the CAB. The CAB is available to all students, International students are welcome. The CAB is free and confidential and is located in the Student Union Building.

Ph. 838 4157. Open Monday- Fridays 11.00am -1.00pm during semester.

ID Card

When you have signed and returned your Enrolment Agreement indicating how you will pay your fees you will be issued with your Student ID Card. If you lose your card you can go to the Student Information Centre in the Library and get a new card. Please be aware there is a charge.

STA Travel & ISIC Card (International Student Identity Card)

STA Travel is the world's largest student, youth and budget travel organization. STA Travel specialises in cheap flights, student travel insurance, hotels and hostels. Talk to one of the team at the University branch located in the shopping complex by the Village Green.

An ISIC card offers discounts on domestic and international air travel and much more. Application forms are available from STA Travel in the shops area. You must be a full-time student, or a Postgraduate Student studying 20 hours or more weekly to apply.

food outlets on campus

B o n g o : Bongo is situated in the shopping complex. They have a variety of food including a 'select your own' sushi bar. They are open throughout the year.

C a m p u s D a i r y : Is located on the corner (opposite the WSU) of the shopping complex. Campus Dairy is where you can purchase drinks, chips, lollies etc. They are open during term time.

M o m e n t o C o f f e e S h o p : There are two Memento Coffee Shops located on campus. One is situated in the Management School and the other is located in the shopping complex. They sell coffee and caf  style food and are open throughout the year.

O r a n g a C e n t r e : The Oranga Centre houses a variety of food outlets in a food court style. The food available varies but generally includes: Indonesian halal food ,Turkish breads, coffee and cafestyle food and much more. They are open throughout the year.

N a m a s t e K i t c h e n : Indian Cuisine that is situated on the first floor of the Student Union Building and is open throughout the year.

P i t a P i t : They have contemporary style Pita Bread, located on the ground floor of the Library building and are open throughout the year.

S c h o o l o f e d u c a t i o n c a f e : Based in the School of Education, this cafe has a variety of food. They are open during term time.

T h e S t a t i o n C a f   : The Station Caf  is situated on Hillcrest Road. They have a hot food menu which changes daily, and are open throughout the year.



External Student Services

Justices of the Peace

There are a number of Justices of the Peace on campus able to verify documents for enrolment or other purposes.

Nexus

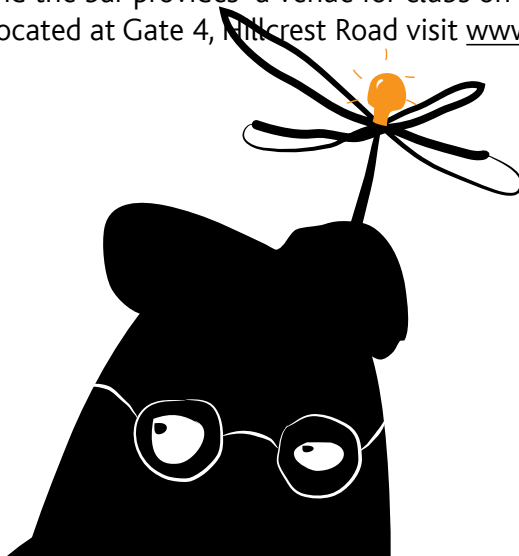
Nexus is the weekly student magazine printed by the WSU. Get involved as a contributor by contacting Nexus at nexus@waikato.ac.nz

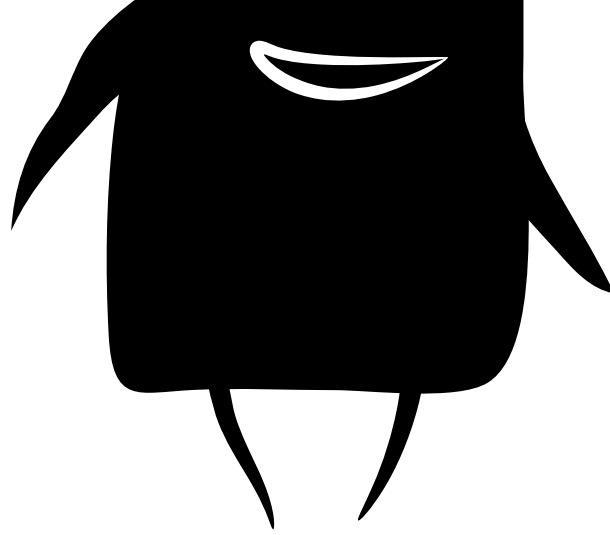
Waikato Print

Waikato Print shop is where you go to purchase course readings. They also offer photocopying, laminating, binding, large banner & poster printing and fax services. They sell CD's, stationery, phone cards, specialty paper and other paper/card and art work done by local students. They are located in the basement of the Student Union Building and various other locations on campus. Waikato Print also operates a professional photographic unit within the ITS Building. The service includes graduation and CV portraiture. photo@waikato.ac.nz

Recreational Facilities

The Uni Rec Centre on campus is one of the best equipped gyms in the region and offers a wide range of sporting and recreational activities at affordable rates for students. ASB Social Sport Leagues run throughout the year at the Uni Rec Centre with leagues including indoor netball, soccer and volleyball, outdoor touch and soccer www.socialsport.co.nz The Don Llewellyn Pavilion is the building by the tennis, netball and squash courts and sports fields off Silverdale Rd at Gate 3B. The Don is the home of official University sports clubs and the bar provides a venue for clubs on campus to socialise. The Campus Swimming Pool is located at Gate 4, Millcrest Road visit www.unirec.co.nz





Transport

Getting to University and classes – especially at 8.00 am – can be extremely difficult for some.

Here are some suggestions:

Walk, ride or skate

Even if your study schedule doesn't give you time to get to the gym, walking, biking or skating to and from campus can help keep you fit. It's inexpensive, you avoid the hassle of parking and you can come and go as you please. There are bike racks near the bus stop and throughout campus, plus a secure bike cage between G and R blocks. To get access to the bike cage call Security 838 4444.

Carpooling

For a commuting alternative which provides the convenience of a car, try carpooling to campus with a friend or two. You can find someone to car pool with through the University Ridelink website. Those who car pool to campus are eligible for special car pool parking at Gates 1 and 10. Ridelink permits are available from the Security Office in B Annex. You do not have to be registered onto the Ridelink website to be eligible for a Ridelink permit.

Parking

There are approximately 1500 car parks on the University campus. The largest ones are accessed through Gate 1, Gate 2B and Gate 10. Parking is at a premium so it pays to arrive early if you want to secure a space. Most car parks are well over 90% full just after 8.30am during week days.

There are 52 accessible car parks available for people with mobility-related disabilities. To park in these spaces, you must display a current CCS Operation Mobility card. A temporary permit can be arranged through the Disability Support Service if you experience a temporary disability whilst studying.

Buses

Several buses come onto or near campus to suit your commuting needs. The main bus terminal can be found behind the shops and another is located near Gate 9. You can purchase and charge up a Busit (concession) card at Waikato Print or from the bus driver.

The Orbiter provides you with an easy and convenient way of getting around the city without needing to go into the city centre. It runs clockwise and anti-clockwise every 15 minutes and leaves from outside Gate 2, on Knighton Road. For further information, including bus timetables go to

www.ew.govt.nz or call 0800 4 BUSLINE.

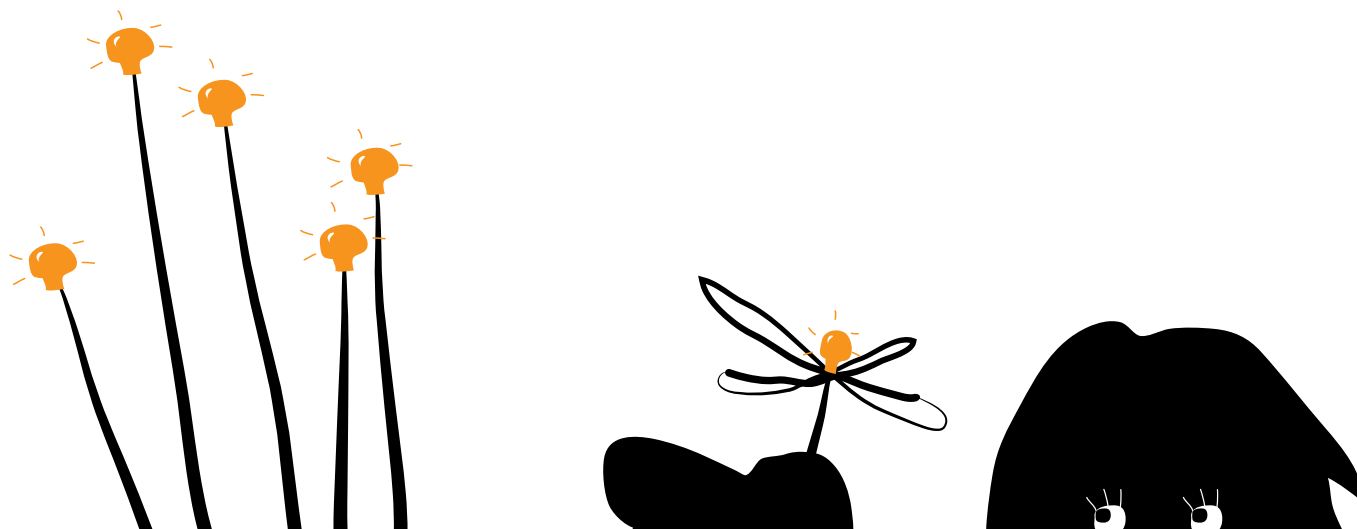


Treaty of Waitangi

The University is proud of the fact that, from the outset, it has been fully committed to the Treaty of Waitangi. In the context of excellence, distinctiveness, and connectedness, we give effect to this commitment by:

- Maintaining a strong relationship with Tainui as mana whenua.
- Providing leadership in research, scholarship and education relevant to the needs and aspirations of iwi and Māori communities.
- Supporting Māori students and staff communities with a focus on leadership and academic excellence.
- Providing learning opportunities for staff, students and the wider community to participate in exploring and celebrating our shared heritage and distinctive culture.

We are determined to build on our reputation and achievements as a leader in partnership with Māori, and we are determined to further enhance the relevance and value of the University to Māori communities and to the nation as a whole. (University of Waikato Calendar 2013, pg 19).





Student Services

University life can be very challenging for students. The role of the Student and Academic Services Division is to help make your time at the University one of satisfaction and accomplishment.

The Student Services Building (CHSS) is located behind the Chapel, which is opposite the Uni Rec Centre. Here you will find a range of services and student support. Check out the Get Sorted section of the guide for more information on these services info@waikato.ac.nz.

Accommodation and Conference Services

The Accommodation Office can help you find accommodation suited to your needs. The Accommodation and Conference Services Office is located at Gate 2A.

There is direct online access to student houses, flat mates and boarding places available at www.studentrent.co.nz.

An International Accommodation Student Coordinator is available to assist international students with their accommodation needs int.accom@waikato.ac.nz. The Halls of Residence offer on-site accommodation with academic support in a community environment.

Chaplaincy

The Lady Goodfellow Chapel (opposite the Rec Centre) is a place you can visit for quiet time out and for spiritual support. Looking for a church, temple or place of worship? Feeling homesick? Making a decision? Need a listening ear? The Ecumenical Chaplain is available to staff and students of any faith sueburns@waikato.ac.nz.



Careers Office

The Careers Office offers workshops on CV writing, career pathway, applying for jobs, exam fear busting and interview techniques.

There are Careers Fairs and employer recruitment visits held on campus throughout the year which give you a chance to meet with potential employers and discuss future opportunities and discover what employers are seeking in graduates.

For more information contact : 838-4466 ext 8571, email careers@waikato.ac.nz or visit us in the Student Services Building.

www.waikato.ac.nz/careers

Student Counselling Service

The Student Counselling Service aims to ensure that your time at University is the best it can be. Counselling can help with a range of issues, big and small. Some of the life issues the counsellors deal with are; loneliness, living arrangements, anger, study overload, grief, stress, anxiety, relationships, sexuality and depression. The Counselling service also offers workshops and seminars to assist you in preparing for exams and other issues. To make a confidential appointment, contact Student Health or

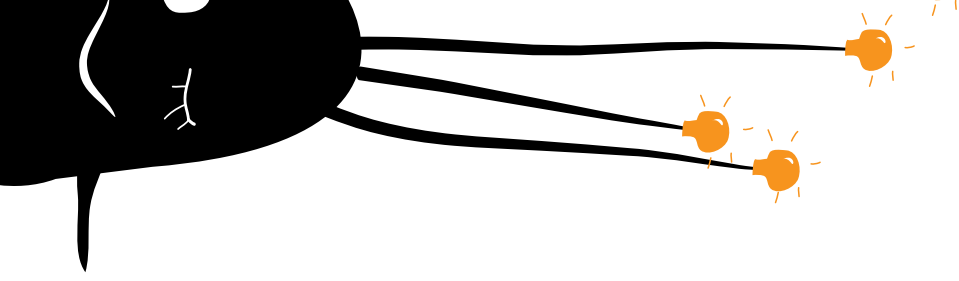
Phone 838 4037. www.waikato.ac.nz/go/counselling

Disability Support Service - Te Tari Kai Awhina Hauā

The Disability Support Service provides information and services to assist you in your studies. Students are encouraged to make contact with the Disability Support Service early. In particular, students who require notetakers, alternative formats, or the use of a sign language interpreter should contact the Disability Support Service well before enrolment in order for the support systems to be set up in advance of their course. For more information, please refer to the Handbook for Students with Disability available from our website: www.waikato.ac.nz/disability. DSS is located in the Student Services Building

disability@waikato.ac.nz Phone: 838 4711 or Fax: 8384282





International Services Office

International students

International students - this is the place to come if you need help, advice or direction on absolutely anything. The office is located on Level 2 of the Student Centre.

Email: int.centre@waikato.ac.nz

Phone: 838 4439

Student Recruitment Office

Staff at the Student Recruitment Office can help you if you are considering changing your degree or your School/ Faculty. The Māori Student Recruitment Adviser has particular responsibility for Māori students. The Student Recruitment Team is located in the Student Union Building.

recruitment@waikato.ac.nz

Financial Advisory Service

The Student Financial Adviser is located in the Accommodation and Conference Services Office and is available to assist you if you need help in managing your budget or are in financial difficulties.

If you find yourself in an emergency situation financially the Student Financial Adviser can advise you if special assistance is available.

07 838 4910, ainsleys@waikato.ac.nz

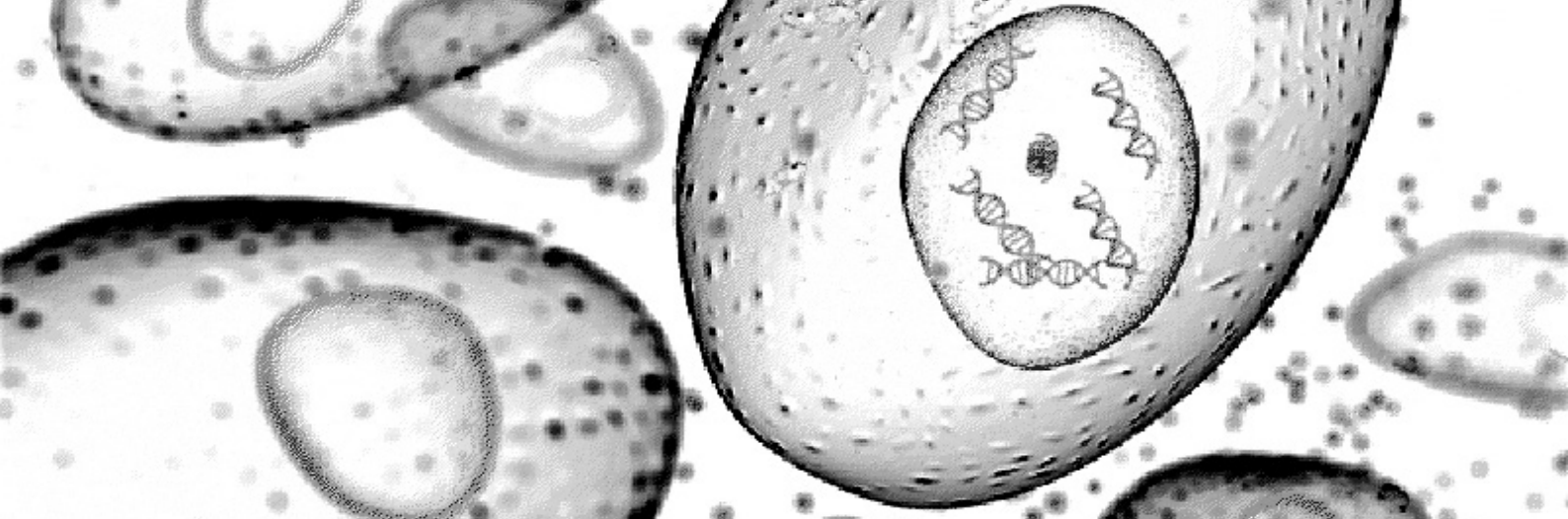
Here are some pages you might find useful when it comes to managing your finances:

Get sorted <http://www.sorted.org.nz/>

Student Job Search <http://www.sjs.co.nz>

Studylink <http://www.studylink.govt.nz/>

Scholarships <http://www.waikato.ac.nz/research/scholarships>



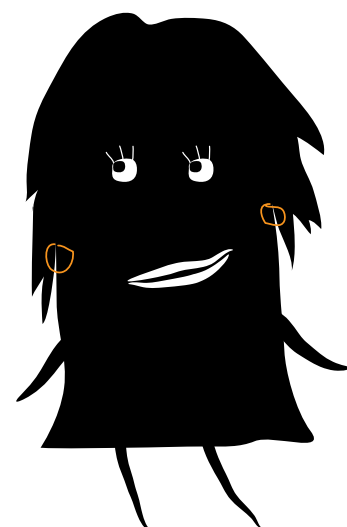
Student Health Service - Te Huinga Waiora

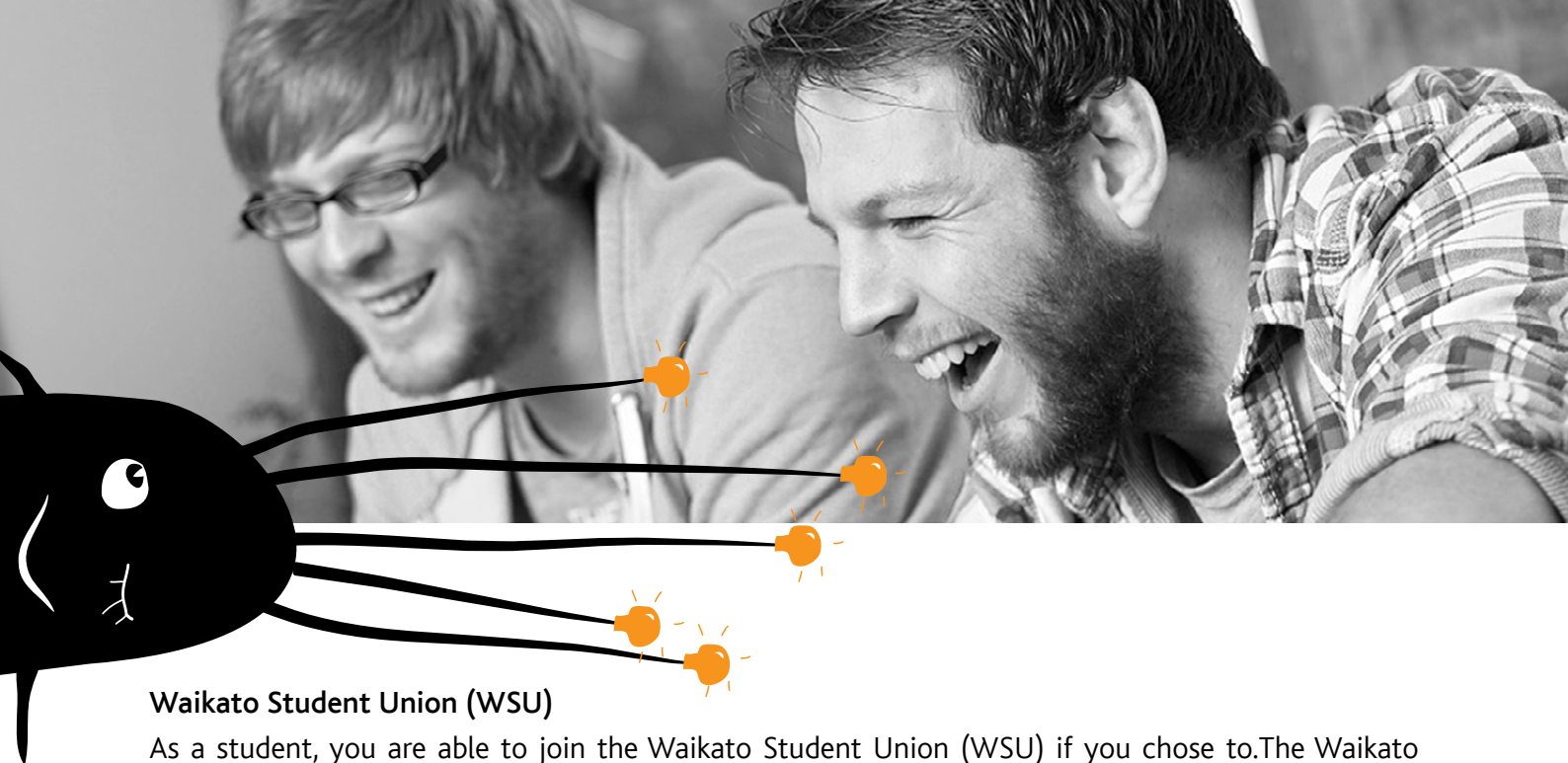
New Zealand Students are encouraged to enrol with the Student Health Service. If you would like to enrol please fill out the appropriate PHO form available on line at www.waikato.ac.nz/sasd/health/health.shtml (above the Community Services Card link). If you choose to enrol this means enrolled patients are seen for free as far as routine consultations are concerned and can receive repeat prescriptions without charge. Non-enrolled patients have to pay a consultation fee to see the doctor or nurse and the charge depends on whether you have a Community Services Card. You will also have to pay a small charge for repeat prescriptions. Extra charges apply to all students for specific medical examinations (insurance, pre-employment, driving etc.) and for travel vaccines and minor surgery. International students - please see below. There are four doctors, four nurses and two receptionists to look after your healthcare needs.

The staff are experienced in addressing the health care needs of students and are happy to discuss any health concerns that you may have. These include sickness, injury, health maintenance, vaccination, sports medicine, diet, mental well -being, contraception, cervical smears and STD checks. **The service is open Monday 9am - 5pm and Tuesday to Friday from 8.30am to 5pm throughout the year apart from public or University holidays.**

Early Childhood Education and Care

Campus Creche is across the road from the main campus on Hillcrest Road. The creche has facilities for 100 children from nursery to preschool ages. For more information, visit the [Campus Creche Website](#) or phone 07 838 4034. There is also a kohanga reo (a preschool where children are taught in the Māori language), Te Kohanga Reo o Ngā Kuaka, near the University at 159 Silverdale Road. Places fill very quickly so enquire early. Phone 07 856 2982.





Waikato Student Union (WSU)

As a student, you are able to join the Waikato Student Union (WSU) if you chose to. The Waikato Student Union is based in the Student Union Building (SUB) www.wsu.org.nz

Waikato Student Union Advocacy

The Waikato Student Union provides a free, confidential advocacy service to students. They are able to provide you with assistance, information, resources and support on a wide range of issues which affect your life as a student. To talk with an advocate phone 856 9139.

Waikato Law Students Association (WULSA)

All law students become members of WULSA free of charge. The Association provides advocacy support and representation for law students as well as organising social and academic events throughout the year wulsa@waikato.ac.nz

Student Learning Support (SLS)

SLS staff assist you in developing your learning, communication, writing and mathematical skills. They offer individual learning sessions, drop-in sessions, workshops, hand outs and computer-based resources. Students can make appointments, register for workshops or find resources at <http://www.waikato.ac.nz/pathways/student-learning> or call in person to the ITS building. For further information, contact the administrator on 838 4657.

Security Services

The University Security Services Centre is located in B Block Annex (between B Block and the Law School). The Centre is responsible for ensuring that all campus users are provided with a safe and secure environment. Unisafe staff patrol the campus 24 hours a day, seven days a week, and can be contacted on 838 4444 or by using one of the emergency/helpline telephones on campus identifiable by the blue lights.

Security Card CARDAX

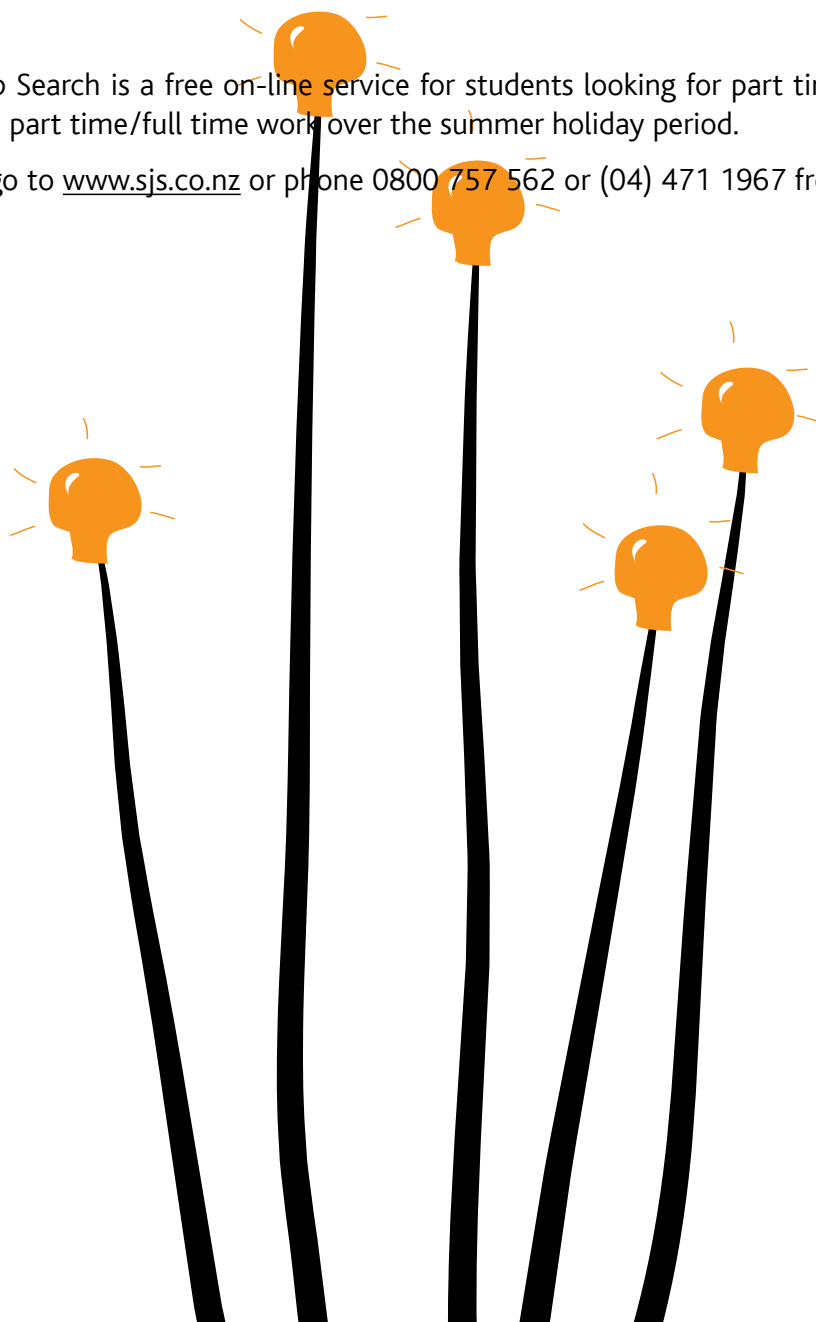
If you require after-hours access into a University building your student ID cards will double as a CARDAX card allowing you such access. You must have authorisation from your School/ Faculty, for access to be granted.

Lost Property

Lost property is also located in the Security Services Centre. If you have lost or found any property, this is where you go.

Student JStudent Job Search is a free on-line service for students looking for part time/casual work during term time and part time/full time work over the summer holiday period.

To register with SJS go to www.sjs.co.nz or phone 0800 757 562 or (04) 471 1967 from mobiles.





Te Puna Tautoko-supporting māori students

He mihi maioha nā te whānau o Te Puna Tautoko!

Kei te hākerekere o ngā pia e tau nei ki te Whare Wānanga o Waikato.

Nei hoki mātou o Te Puna Tautoko e mihi ana ki a koutou me tō kari tonu ki te whakakī i ngā kete wānanga.

E ngā waka, e ngā mana, e ngā reo, tēnā koutou katoa.

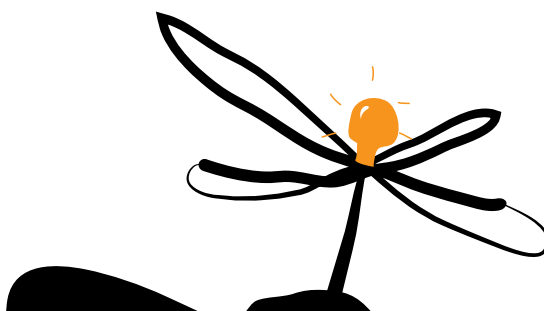
Te Puna Tautoko is a network of specialist support staff from across The University of Waikato.

Our main objective is to; ensure that Māori students get the most out of their time here at the University. Whether you are studying at foundation level or postgraduate level there are services available to assist you.

So go hard! We will tautoko you! And if you need some advice or assistance with anything during the course of your studies here at Waikato, kua e whakamā – make contact with someone in our network.

To contact Te Puna Tautoko visit our website – www.waikato.ac.nz/tautoko
or email tepunatautoko@waikato.ac.nz

The University of Waikato supports the right of students to use the Māori language in written work for assessment within the University. For further information, refer to the University Calendar 2013 or contact the Assessment Office.



Understanding university terminology

This section answers some of the questions students may have on how the learning systems work at Waikato. Check the Glossary at the back of this guide for the definition of some of the words you will start to hear or read which may be new to you.

How do I tell where a paper is taught?

Papers are taught in a variety of ways in a variety of locations. However, the majority are taught through lectures and tutorials on the Hillcrest campus. The main locations are:

(HAM) The Hamilton campus in Hillcrest

(TGA) The University of Waikato at Tauranga

(NET) Via the Internet

For a full list of subject codes and locations, see the 2013 University of Waikato Calendar

The room numbering system, how to work it out:

Look at the campus map

Find the building you are looking for. All buildings are allocated a letter or letters for example:

K = K Building

To find a room named K 2. 27

K = Go to K Building

2 = Go to the 2nd Floor

27 = Go to room number 27

Paper Codes

Each paper has a unique code. The codes are structured in the following way, for example:

ACCT101-12A (HAM)

ACCT is the subject code; in this case Accounting

101 is the level and unique number of the paper

12A is the year and semester indicator

HAM is the location where the paper is to be taught

How do I tell when a paper is taught?

Papers are taught over a variety of teaching periods within the year

The four main teaching periods are:

A semester

A -12A within a paper code indicates that the paper will be taught in the A Semester 2013, for example: ACCT341-12A (HAM) Auditing.

The A Semester runs from February to June.

B semester

An -12B within a paper code indicates that the paper will be taught in the B Semester 2013, for example:

COMP104-12B (HAM) Introduction to Computer Science 2.

The B Semester runs from July to November

Full year

An -11Y within a paper code indicates that the paper will be taught over the full year, for example

LAWS102-12Y (HAM) - Legal Systems

Full-year papers start at the beginning of the A Semester in February and continue until the end of the B Semester in November

Summer School

An -11S within a paper code indicates that the paper will be taught in the Summer School, for example:

STMG191 -09S (HAM) Introduction to Management

Summer School runs from November to December

Sometimes papers are taught over periods other than those outlined above. These papers have a C, D, E or F etc, at the end of the code. Normally, the weeks in which these papers will be taught are detailed under the entry for a paper in the 2013 Waikato University Calendar. If details aren't given, contact the School of Studies or department teaching the paper for information.

How to work out a timetable

1. Check lecture times and rooms on <http://timetable.waikato.ac.nz/>
2. You can create a timetable by entering your lectures, tutorials, workshops and labs.
3. Print out your timetable
4. Use one timetable for each semester

Timetable clashes

If you have a timetable clash, you need to do something about it.

1. Change one of the papers online at www.i.waikato.ac.nz or
2. Talk to someone about alternative papers.

Discuss this with your Academic Adviser at your Faculty or a Student Recruitment Adviser.



Change your course

If you are unhappy or have made the wrong decision for yourself with your course or some of your papers you may be able to change your enrolment. This should be done as early as possible to avoid interfering with your studies and generally no later than the Friday of week 2 of semesters A and B and no later than Friday of the first week of Summer School or courses shorter than 17 weeks. You should talk to the Students Adviser in your Faculty or School that you wish to change. International Students should check the restrictions imposed by their visa or home institution before changing course.

If you wait to change or withdraw from papers beyond the dates above you will not automatically receive a fee refund.

Lectures

A lecture is delivered by an academic staff member and exposes you to information, ideas and theories. Lectures start on the hour in the mornings until noon and ten minutes after the hour from 1.10 pm onwards. Some lecturers provide outlines or summaries of what is presented in the lecture either on-line or in hard copy. These are either handed out in the lecture or can be downloaded from your School of study website. These notes are complementary to your attendance at lectures.

Streams

Some papers with large numbers of students divide the class into streams. Streams are often referred to by a letter, e.g. stream X or stream Y. Every lecture will be repeated for each stream. You only need to go to the lectures for your stream. You will be advised at your first lecture whether you need to sign up for a stream and also how to do this. It is helpful if you have your timetable with you so that you are able to choose the stream that suits you best.

Workshops, Labs, Field Trips

Workshops, Labs (Laboratories) and/or Field Trips are an essential part of many papers. Attendance is compulsory and forms part of the assessment. The purpose of workshops and labs are to provide practical experience for many of the topics covered in lectures and tutorials. Labs also refer to the places in which this practical work takes place so you will hear terms such as Computer Lab, Language Lab or Science Lab.



Tutorials

Tutorial sessions are usually discussion-based and are facilitated by a tutor or your lecturer. Tutorials are in addition to lectures and most start in the second week of each semester. Tutorials provide the opportunity for you to raise questions about the lectures and assignments. In some papers attendance and participation in tutorials is part of the assessment process and will contribute to your final grade.

Moodle

Moodle is the University's online learning system. Many papers have course resources and discussion forums in Moodle.

Departments

Each Faculty of Study is divided into Departments. For example, the Faculty of Science and Engineering includes the following Departments; Biological Sciences, Chemistry, Earth Sciences, Engineering, Materials and Process Engineering, Physics and Electronic Engineering, and Psychology.

Find out where each Department is for the paper(s) you are taking so that you can locate your Lecturer's office.

Office hours

If you wish to see a particular Lecturer check on the times that he or she is available to students. Some will post times on their office door or state them in paper outlines. The Department Secretary can also provide you with this information.

Paper outlines

You will receive a paper outline for each paper which provides detail about the content, reading and assessment requirements for that paper.

Reading manuals and text books

A reading manual contains photocopied readings the lecturer has selected to complement the lecture programme. Reading manuals can be purchased at Campus Copy. In addition to a reading manual it may be recommended that you purchase text books. These can be obtained from Bennetts Bookshop.



Assessment

The work you produce for your papers will be assessed in a variety of ways. Common forms of assessment include; essays, reports, presentations and tests. Paper outlines and handouts provide guidelines for the forms of assessment and will give you the dates on which your assignments are due along with the penalties for missing these dates.

Group work

Many papers involve a component of group work as this helps develop skills which will assist you in your future career as well as during your time at University. At times, problems can develop in group work and these need to be resolved quickly either by discussion among group members or with your Lecturer/Tutor.

Study Groups

Many students find working in a study group motivating, helping to develop a deeper understanding of a subject through the exchange of ideas. A guideline hand-out for forming and working in study groups is available from Student Learning Support.

Extensions

If you have been prevented from meeting a deadline for an assignment by circumstances such as illness, accident or personal crisis, you may apply for an extension. To do this, check your paper outline or ask your lecturer. You may be required to provide proof to verify your circumstances.

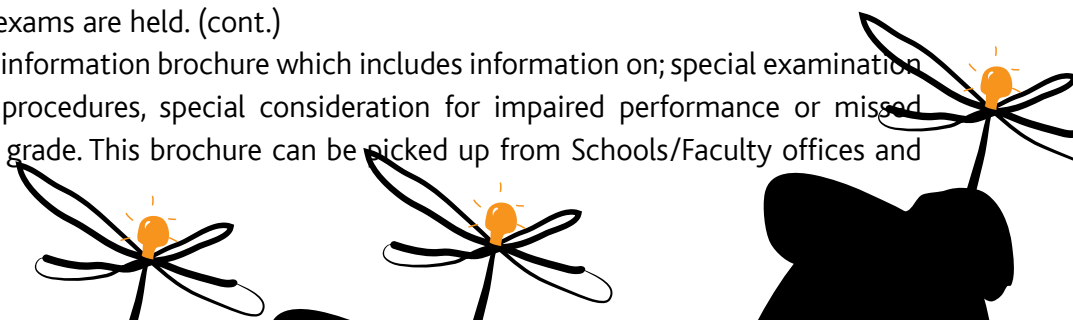
Tests

Tests are held during the semester and are overseen by your Lecturer. Test papers will be marked and returned to you once your results are available.

Examinations

Examinations are held during the exam weeks after lectures have finished. The exam timetable is available at www.waikato.ac.nz/go/exams, on notice boards and on i waikato. The exam timetable comes out six weeks before exams are held. (cont.)

There is also an examination information brochure which includes information on; special examination arrangements, examination procedures, special consideration for impaired performance or missed examinations, and review of grade. This brochure can be picked up from Schools/Faculty offices and the Assessment office.





Formal examinations are held under strict conditions and are overseen by the Assessment Office. Take your ID card to the exam. Before each exam begins the Supervisors will explain how the exam will be run and at what stage you can leave the room.

Special Consideration

If you are ill or have a personal crisis during exam time you can apply for special consideration. You must either see a Doctor at Student Health or a Counsellor at the Gateway within twenty-four hours of your exam for your application to be considered.

Plagiarism

Plagiarism is the direct copying or paraphrasing of somebody else's writing, ideas or other material in your assignments without using referencing to show that this information is not your original work. It is fine to include and use ideas and information from other sources, including the internet, but you must state who or what the sources are and you must use quotation marks if you are using the original author's exact words.

The paper outline for your course, or the Lecturer, should tell you which referencing system to use. You can also find information about the different referencing systems used within the University on the Library website and from SLS and L&LC. Plagiarism is misconduct and will be dealt with through the University Student Discipline Regulations and if established, penalties will be applied.

Student Academic Complaints Policy

Students should seek to resolve academic issues with their tutor/lecturer in the first instance. However, if a serious issue arises and a satisfactory resolution cannot be reached you can get information and advice on how to make a complaint from the Group Manager, Student Support Services located in the Student Services Building 856 2889 ext 5199.

What happens if I owe the University money?

There are several ways students might owe the University money, e.g. fees, library fines and disciplinary fines. If you do owe the University money you can call into the Finance Office in the Student Information Centre for advice.

Students who owe the University money may not be able to re-enrol, use the Library, transfer their academic record to another University or receive their degree or other qualification.



Computer facilities on campus

Waikato students have access to a large number of computers on campus which provide access to email and Internet services.

When you are fully enrolled at the University you will have a computer account provided to you. If you are in your first year at the University you will have to enable your computer account (e.g. set a password and enable printing). This can be done by visiting the Information Commons (computer lab) in the Library within three weeks of the beginning of your course. Your new University of Waikato username becomes your University email address e.g. abc20@waikato.ac.nz.

UniCash

Information and Technology Services (ITS) maintains a charging system called UniCash for printing and Internet access. You must have money in your account in order to use charge services. Many departments subsidise these services. Payments can be made at Campus Copy, the Information Commons and some other places around campus.

Help

ITS provides a Service Desk which is available to students to use. Student labs on campus will display notices providing information on who can help and how to contact them on 838 4008, or email help@waikato.ac.nz

ASK ME

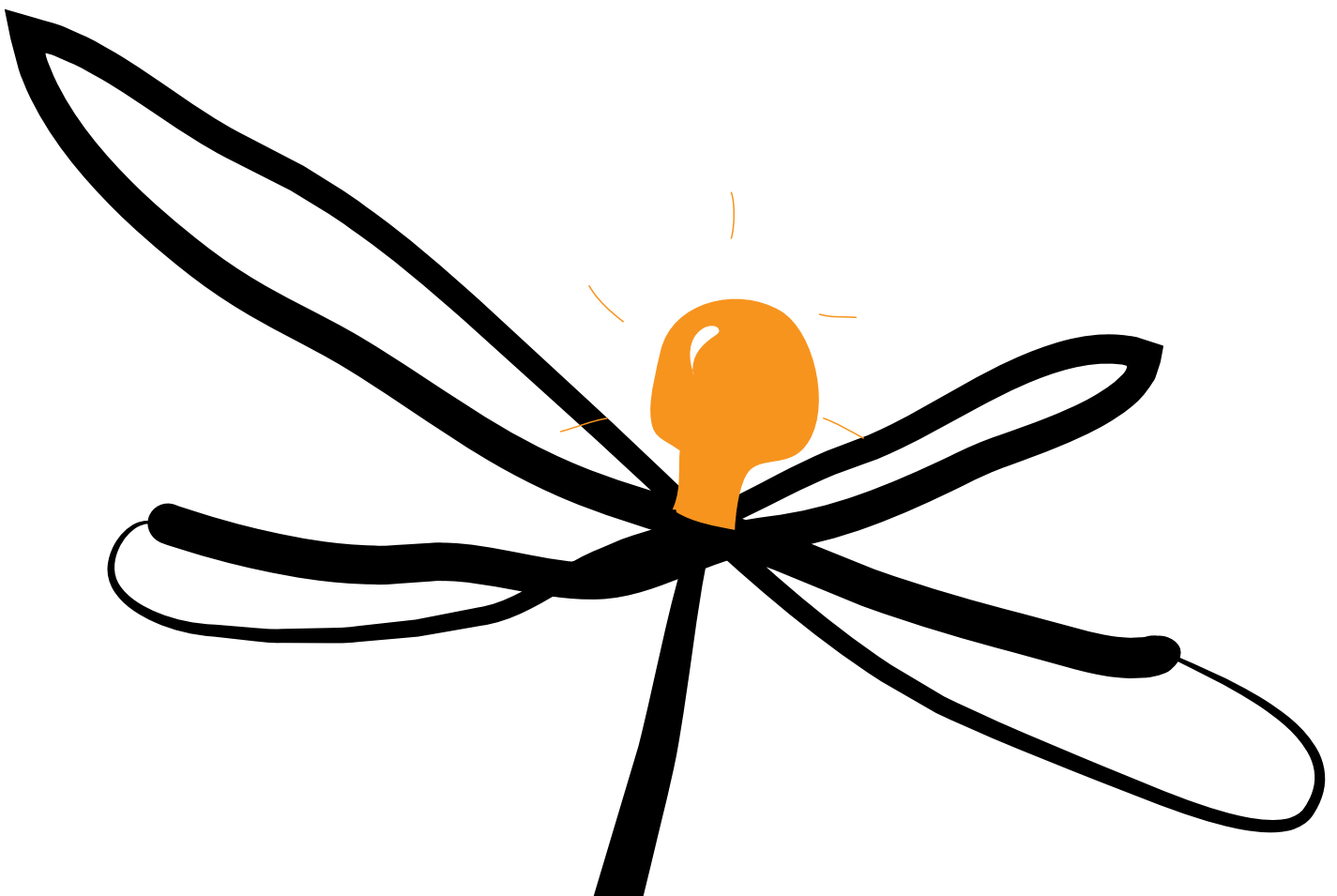
There is a self-help tool available via the University's main web page. You can ask this application various questions and be presented with selected answers. Please click on the links that say "Ask Me a question" and follow the instructions.

Computer Regulations

The University provides computers for students for the purposes of study and assessment. Any inappropriate use of computers, for example, accessing pornography from the web or other misuse of web access may result in disciplinary action being taken. It is not permissible to share passwords or use another person's computer account. The Computer Regulations can be found in the University Calendar. <http://calendar.waikato.ac.nz/policies/computersystems.html>

Equipment Loan Pool

ITS have a range of audio visual equipment available for loan. If the use of equipment is a requirement for a paper there is no charge. Please phone the Teaching Technology Group on 5000 or visit them at the ITS building for more information.





The Library/Te Whare Pukapuka

The University Library comprises not only the buildings on campus but virtual access to many other resources.

The **Law Library**, **Map Library** and **New Zealand Collection** are within the Central Library.

The **Education Library** is located in the School of Education.

The **Library catalogue** is online at: www.waikato.ac.nz/library

Electronic resources are available via links through the Library Catalogue or through the Databases on the Library homepage.

Library opening hours during semester:

Central Library/ Law Library

Monday - Thursday 8.30am - 9pm

Friday 8.30am - 5pm

Saturday 1 - 5pm

Sunday 10am - 6pm

Education Library

Monday - Thursday 8.30am - 9pm

Friday 8.30am - 5pm

Saturday & Sunday 11am - 5pm

Course Reserve

Books and journal articles which are in high demand are held at the Course Reserve Desk in the Library. Many of these items are also available electronically. To find items held on Course Reserve check the Library Catalogue.

Information Commons

There is an Information Commons on Level 4 of the Library. This facility has 46 computers for general use by any Waikato University student.

Printing and scanning facilities are available as well as most general computer software. Other computers are located in S Block and designated computer labs.

Tours and Tutorials

The Central Library offers introductory tours and tutorials throughout each semester. Timetables are available at any information Desk or from the Library homepage: http://www.waikato.ac.nz/library/learning/t_libtuts.shtml

Alternatively you can try the online tutorials, WISE, also available from the Library homepage www.waikato.ac.nz/library/learning/wise/

The Education Library and Law Library tours and tutorials are part of specific classes and intakes.

Glossary of terms

Ask Me: A website through which you can ask any question or offer any comment about the University, your study, or University life and have them answered.

www.askme.waikato.ac.nz

Assessment: A qualification can only be awarded after a student's knowledge has been measured in some way. This is called "assessment". Assessment methods include tests and exams, essays, reviews, laboratories, workshops and presentations.

Bachelor's degree: The qualification awarded to a person who has completed a first University degree.

Calendar: The University's official record of rules and regulations, staff, papers, dates. The Calendar is published annually.

Cardax: A swipe card issued to students to enable access to buildings after-hours. Your ID card is your Cardax card.

Core paper: A paper that must be passed as part of a particular degree or diploma.

Co-requisite: A paper that must be studied at the same time as another (or others).

Corresponding papers: Papers which are either equivalent or share a considerable amount of common content of which only one paper can be credited towards a degree.

Credit points: Each paper has been given a point value. A full-time year of study equals 120 points. The total student learning hours required for a paper can be calculated at 10 times the point value of the paper, for example a 15 point paper would require 150 hours of study.

Degree: A programme of study which meets the requirements set down by the University to complete a qualification.

Department: An organisational unit responsible for teaching and research in a particular subject within a School of Study or Faculty.

Diploma: A qualification gained from the equivalent of one year's full time study at graduate level or two years at undergraduate level.

Discipline: A general subject area for example, English or Psychology.

Exemption: Permission to enrol in a paper that overrides requirements such as co-requisites or pre-requisites.

Further examination: In some papers you may be able to sit another exam if you narrowly fail the final exam or are granted Special Consideration.

Grade: The rating or result awarded for work produced by a student for assessment. Letter grades are usually given for example, B-.

Graduand: A student who has completed the requirements of a degree but has not yet graduated.

Graduation: A ceremony where Graduands receive their degrees.

Graduate: A person who has been awarded a University degree.

Honours:

1. Honours degrees are the equivalent of the first year of graduate study and require a higher level of academic scholarship e.g. BMS(Hons).

2. A class of honours may be awarded for academic excellence in some degrees, e.g. First Class, Second Class (First Division), Second Class (Second Division).

Interdisciplinary paper: A paper taught from the perspective of more than one discipline and involving academic staff from different departments.

Laboratories: The purpose of Laboratories or Labs is to provide practical experience for topics covered in lectures and tutorials. Laboratories also refer to the places in which these sessions are held.

Lecture: The oral presentation of subject material.

Level 1,2,3,4: Papers are taught at different levels. Levels 1 – 3 are undergraduate papers with level 3 being more advanced than level 1.

Major: The main subject of your degree studied to level 3 or 4.

Masters degree: A graduate degree which requires the prior completion of a Bachelors or Honours degree.

Paper: A named set of lectures, tutorials, labs or field trips which gives credit towards a degree.

Programme Coordinator: A staff member who has overall responsibility for organising and administering a paper.

Postgraduate: Postgraduate study refers to study above undergraduate level.

Pre-requisite: A paper which must be satisfactorily completed before entry to another specified paper can be approved.

Programme: The papers you are enrolled in each year make up your programme of study.

Restricted pass: You pass the paper (just) but you cannot continue to a higher level paper in that subject.

School of Study or Faculty: A group of departments responsible for teaching and research in related subjects.

Semester: A teaching period equivalent to half the academic year.

Stream: In some large classes students are divided into smaller groups called streams.

Student Support Services: An area of the University responsible for delivering a range of non-academic support to students e.g. Student Health, Counselling.

SUB (Student Union Building): The Student Union Building located beside the Uni Rec Centre.

Subject: An area of study e.g. Accounting, History.

Supporting Subject: A subject studied to level 2 which supports the major subject for your degree.

Undergraduate: A student studying for his or her first degree.

UniCash: An account in your name which must be operated in credit, and from which your printing and internet charges are deducted.

Vice-Chancellor: The academic and administrative head of the University.

