




## 2014 Fact Sheet

### Otago Global Office Contact Details

<b>Address</b>	<p>International University of Otago Archway West Building 90 Union Place East Dunedin 9016, New Zealand</p>	
<b>Exchange Office Staff</b>	<p><b>Simon Chu</b> (from 16 September 2013) Manager, Student International Services Telephone: + 64 3 479 5670 / Fax: + 64 3 479 8367 / <a href="mailto:simon.chu@otago.ac.nz">simon.chu@otago.ac.nz</a></p> <p><b>Iby Virag</b> - Exchange Adviser (Asia/Pacific, Scandinavia, Central Europe) Telephone: + 64 3 479 5209 / Fax: + 64 3 479 8367 / <a href="mailto:iby.virag@otago.ac.nz">iby.virag@otago.ac.nz</a></p> <p><b>Graeme France</b> Exchange Adviser (Western Europe, UK) Tel: +64-3-479-5444 / Fax: +64-3-479-8367 / <a href="mailto:graeme.france@otago.ac.nz">graeme.france@otago.ac.nz</a></p> <p><b>Celia Corteletti</b> Exchange Adviser (The Americas) Tel: + 64 3 479 5293 / Fax: + 64 3 479 8367 / <a href="mailto:celia.corteletti@otago.ac.nz">celia.corteletti@otago.ac.nz</a></p> <p style="text-align: center;"><b><i>The Exchange Advisers are responsible for both inbound and outbound exchange applications.</i></b></p>	
<b>Generic email</b>	<a href="mailto:exchange@otago.ac.nz">exchange@otago.ac.nz</a>	

### Exchange-Related Information

<b>Level of Exchange</b>	Undergraduate/Graduate Course work only.	
<b>Otago Campus</b>	The University of Otago has four campuses in New Zealand. Exchange students will be attending courses offered at the <b>Dunedin campus</b> only.	
<b>Duration of Exchange</b>	<b>Minimum:</b> Summer School <b>Maximum:</b> two semesters + Summer School	
<b>Restricted programmes</b>	Medicine, Dentistry, Psychiatry, Physiotherapy, Pharmacology, Pharmacy or any other clinical course are not open to exchange students. Some Otago courses such as MBA, Wildlife Management and Marine Science are restricted in admissions – see the notes in the course catalogue.	
<b>Smoke Free Policy</b>	From 1 January 2014 the University of Otago campus will be smoke free. The policy covers all vehicles, buildings and grounds owned or leased by the University of Otago. This policy will also include Residential Colleges and University Flats.	

### Nomination and Application Information

<b>Nomination Deadline</b>	<ul style="list-style-type: none"> <li>• <b>1 October</b> (Summer School and February start)</li> <li>• <b>1 April</b> (July start)</li> </ul> <p>Early nominations are preferred; late nominations may be accepted. Please contact the Otago Exchange Adviser on individual cases.</p>
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<b>Nomination System</b>	Exchange students must be nominated by the home university to attend the University of Otago. Nominations are made by email to the Exchange Adviser responsible for the region, providing the following information: <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of Birth</li> <li>• Email address</li> <li>• Starting semester of exchange at Otago</li> <li>• Length of exchange (one semester or Full Year)</li> <li>• Let us know if the student requires any service provided by the Disabilities Office at Otago</li> </ul>
<b>Application Process</b>	These are the steps required to apply to attend the University of Otago on exchange: <ol style="list-style-type: none"> <li>1. Exchange Adviser at Otago receives nomination from your home university.</li> <li>2. Exchange Adviser at Otago will email you directly with application instructions.</li> </ol> <p style="text-align: center;"><b>DO NOT APPLY ONLINE BEFORE YOU HAVE RECEIVED INSTRUCTIONS FROM OTAGO TO DO SO.</b></p>
<b>Academic Requirements</b>	Students are required to have a minimum “B” average grade (75%) in order to gain admission to the University of Otago.
<b>English Proficiency</b>	Students must be competent in the use and understanding of written and spoken English. Information on minimum entry requirements for international students is available at: <p><a href="http://www.otago.ac.nz/international/undergraduate/index.html#englishlanguage">http://www.otago.ac.nz/international/undergraduate/index.html#englishlanguage</a></p> <p>The University does not accept responsibility for academic failure which can be attributed to a student's lack of competence in English.</p>

## Academic Information

<b>Language of instruction:</b>	English
<b>Academic Dates</b>	<p><b>Academic Year</b> – February to November      <b>Summer School</b> – January to February</p> <p><b>Semester One</b> – February to June      <b>Semester Two</b> – July to November</p> <p>Key dates: <a href="http://www.otago.ac.nz/international/otago005340.html">http://www.otago.ac.nz/international/otago005340.html</a></p>
<b>Course Load Requirements</b>	<p>International students are required to maintain a full time student status while at Otago.</p> <p><b>Minimum Course Load</b>= 54 Points per semester (3 papers/courses)</p> <p><b>Recommended Course Load</b>= 54-72 Points per semester (3 or 4 papers/courses).</p> <p>Each 18 point paper will require approximately 18 hours study a week made up of a combination of lectures, tutorials, laboratories, assignments and reading.</p> <p><b>Only in exceptional circumstances will an Otago Academic Advisor approve a programme of 5 papers a semester.</b></p>
<b>LAW Students</b>	Exchange students from non-English speaking countries or from a civil law background can take <b>maximum of 3 Law papers</b> (45 points) per semester. A 4 <sup>th</sup> paper will be required in order to fulfil the minimum 54 points immigration requirement.
<b>Course Information</b>	<p>The online course catalogue can be found at:</p> <p><a href="http://www.otago.ac.nz/courses/subjects/index.html">http://www.otago.ac.nz/courses/subjects/index.html</a></p> <p><a href="http://www.otago.ac.nz/courses/summerschool">http://www.otago.ac.nz/courses/summerschool</a></p> <p>While there is no limit on the number of students accepted to a particular course, entry to any course is based on relevant academic background.</p>
<b>Study Options</b>	A document entitled “ <i>Study Options for International Students Whose First Language Is Not English</i> ” offers study options particularly to students coming from non English Speaking countries. This document is available at: <a href="http://www.otago.ac.nz/study/studentexchange/otago001485.html#study_options">http://www.otago.ac.nz/study/studentexchange/otago001485.html#study_options</a>
<b>Law Courses</b>	A selection of courses at the Faculty of Law may be available to high achieving non-law students. For full details please see <a href="http://www.otago.ac.nz/law/undergraduate/international">www.otago.ac.nz/law/undergraduate/international</a> .

<b>Course Approval</b>	Course Approval is the third and final step of enrolment and takes place at the start of each semester. This process is completed by all students in person at the University of Otago with academic advisers. Additional information is available at: <a href="http://www.otago.ac.nz/study/enrolment/">www.otago.ac.nz/study/enrolment/</a>
<b>Disability Information and Support</b>	Disability Information and Support provides learning support, advice, advocacy and information to students with permanent, recurring or temporary impairments. <a href="http://www.otago.ac.nz/disabilities/">http://www.otago.ac.nz/disabilities/</a>
<b>Examination Period</b>	Please check when the examination period ends for your semester at Otago prior to booking your return flight. Students must sit their final exams while still on the Otago campus.
<b>Transcripts</b>	Official grades are available to students on the University's PIMS system as soon as grades are released. Transcripts for exchange students are sent to the host institution at the end of their study period at Otago. Transcripts are usually posted in: <b>Mid March</b> (Summer School) <b>Late July</b> (Semester One) <b>Late December</b> (Semester Two)

## Arrival / Orientation Programme

<b>Arrival Date</b>	<p>You should plan to be on campus by:</p> <ul style="list-style-type: none"> <li>• <b>13 February 2014</b> (Semester One – <b>2 February</b> if attending <i>Prepare for Otago</i>)</li> <li>• <b>1 July 2014</b> (Semester Two)</li> </ul> <p><b>Exchange students must arrive on campus in time to complete Course Approval and attend the International Student Orientation.</b></p> <p>Please check the dates for 2014 at: <a href="http://www.otago.ac.nz/international/otago005340.html">http://www.otago.ac.nz/international/otago005340.html</a>.</p>
<b>Welcome Desk</b>	<p>Please check in at the Welcome Desk upon your arrival in Dunedin. For dates and additional information see <a href="http://www.otago.ac.nz/international/otago005495.html">www.otago.ac.nz/international/otago005495.html</a> .</p> <p>Find us on campus: <a href="http://www.otago.ac.nz/international/internationalstaff.html">www.otago.ac.nz/international/internationalstaff.html</a></p>
<b>Pre-arrival information</b>	For more information on these please see <a href="http://www.otago.ac.nz/international">http://www.otago.ac.nz/international</a> . There are links to these sections under the Related Information section on this page.
<b>Mandatory Orientation</b>	<p>The Orientation session covers academic information, course advice, a tour of the campus, information about living in New Zealand, etc. Full programme is available at: <a href="http://www.otago.ac.nz/international/otago005495.html">http://www.otago.ac.nz/international/otago005495.html</a>.</p> <p>If for unforeseen circumstances a student is not able to arrive at Otago by the deadline, they should contact the Exchange Office in the first instance.</p>
<b>Prepare for Otago</b> (February only)	<p>A free course for new exchange students focusing on study, language and cultural skills. Limited number of places available. Students are encouraged to apply early. 2014 Dates:</p> <ul style="list-style-type: none"> <li>• <b>Monday 3rd February 2014 to Friday 14th February 2014.</b></li> </ul> <p>Please note that Thursday, 6 February is Waitangi Day - public holiday.</p>
<b>Mentor Programme</b>	<p>The International Mentor Programme (IMP) at the University of Otago pairs international students with enthusiastic, friendly Otago students to help them settle into Dunedin, and adjust to life at the University. Our Mentors volunteer their time to be a part of the Programme and receive peer support training to prepare them for their role. To find out more and to apply, please visit: <a href="http://www.otago.ac.nz/international/intmentor.html">http://www.otago.ac.nz/international/intmentor.html</a></p>

## Cost of Living

<b>Cost of living</b>	<a href="http://www.otago.ac.nz/international/otago005589.html#CostofLiving">www.otago.ac.nz/international/otago005589.html#CostofLiving</a>
<b>Fees other than tuition:</b>	<p>Exchange students may be required to pay Student Services Fee at Otago, depending on how this matter is covered in the Agreement between our Institutions.</p> <p><a href="http://www.otago.ac.nz/study/fees/otago001301.html#student-services-fees">www.otago.ac.nz/study/fees/otago001301.html#student-services-fees</a></p>

## Accommodation

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Accommodation at the University of Otago is in high demand, particularly for the February intake. Students coming to Otago in the July intake will have more options, making this possibly a better start option for students coming to Otago for one semester only.

For detailed information about accommodation options and costs, please visit [www.otago.ac.nz/about/accommodation](http://www.otago.ac.nz/about/accommodation)

Information on the application steps for accommodation at Otago is available at <http://www.otago.ac.nz/about/accommodation/application/>

Students need to register online and then proceed with an online application. Applications for accommodation for semester one 2014 need to be made between 1 August 2013 and 1 December 2013. Applications for Semester Two 2014 may be made from 1 April 2014 and before 1 June 2014. Once an Academic Offer is confirmed the accommodation application will be forwarded to the first preference for consideration, and then the student will be contacted directly with an accommodation offer.

## Visa Requirements

**All Exchange Students must obtain a student visa prior to their arrival in New Zealand.** Students who do not hold a valid student visa will not be permitted to enrol in any course at the University of Otago.

Exchange students enrolled for one year (two semesters) at the University of Otago may be granted a “variation of conditions” to work for up to 20 hours per week while studying and work full time during the Christmas-New Year holiday period. Students entitled to work rights who were not issued with a “variation of conditions” overseas may apply at the International Office of the University of Otago once they arrive in New Zealand.

Students from a selected number of countries are permitted to study for one semester only on a Working Holiday Visa. Information about visas and permits (including forms) can be found at:

[www.immigration.govt.nz](http://www.immigration.govt.nz)

[www.immigration.govt.nz/migrant/stream/study/canistudyinnewzealand/](http://www.immigration.govt.nz/migrant/stream/study/canistudyinnewzealand/)

*Students should not rely on finding work in Dunedin to support themselves.*

## Medical and Travel Insurance

The New Zealand Government requires that all international students have current medical and travel insurance while studying in New Zealand. This includes students on a Work Permit/Visa with a Variation of Condition to study part time. Evidence of suitable medical and travel insurance must be presented as a condition of enrolment at the University.

Students will sign up for StudentSafe (Otago’s recommended insurance policy) as part of the online process. Students wishing to have an alternative insurance policy assessed must apply up to six weeks before the start of their studies at Otago. Information on the policy and policy brochure may be found at <http://www.studentassist.co.nz/university-main>.

### **Alternative Insurance Policies**

Alternative insurance policies may be accepted if they comply with the Code of Practice for the Pastoral Care of International Students insurance content requirements. This can be found at <http://www.otago.ac.nz/international/healthcare.html>.

Any alternative insurance policy submitted less than **six weeks prior** to the start of the student’s course (as per their Offer of Place) will not be accepted for evaluation, and they will automatically be enrolled in the Studentsafe-University scheme. The University accepts no responsibility for student purchase of insurance products which do not comply with the insurance content requirements. The insurer reserves the right to have any insurance policy wording previously assessed as Code compliant reassessed on an annual basis. Please contact the insurance administrator at [international.insurance@otago.ac.nz](mailto:international.insurance@otago.ac.nz) if any of your students wish to submit an alternative insurance policy for assessment against the Code of Practice insurance content requirements.

## The University of Otago



The University of Otago is New Zealand's oldest university, founded in 1869. It has earned an international reputation for the quality of its research and teaching. Teaching at Otago is closely related to scholarly research, with the result that most teaching is undertaken by academics at the forefront of relevant knowledge.

As a student at New Zealand's oldest university you will become part of a unique educational experience. Otago's attractive campus is a mixture of historic and modern buildings located in the centre of Dunedin. The campus is a short walk from the city's central shopping and services.

Otago students rate its campus lifestyle as one of its strongest attractions. The students live as a community immediately around the campus area in student Colleges of Residence or self-catering flats.

## The City of Dunedin



Dunedin is a city by the sea. It has white sand beaches, bush clad hills, tidal inlets and volcanic landforms. The heart of the city is lined with restaurants and sidewalk cafes. Modern shopping complexes trade alongside boutiques, galleries and craft markets.

Nature endowed Dunedin with coastal colonies of the shy Yellow-eyed penguins, and the world's only mainland breeding colony of the Royal Albatross. Dunedin's green belt and its many parks and gardens add to the breath and soul of the city.

The 'kiwi' passion for water sports is met by Dunedin's long natural harbour - ideal for wind surfing, yachting, kayaking, canoeing, rowing and fishing.

Surf's up all year round on Dunedin's beaches. St Clair beach is considered one of New Zealand's best for surfing.

For further information on Dunedin visit one of these websites:

<http://www.dunedinnz.com>   <http://www.visit-dunedin.co.nz>   <http://www.cityofdunedin.com>

## Important Links

Main website

[www.otago.ac.nz](http://www.otago.ac.nz)

International Office

[www.otago.ac.nz/international](http://www.otago.ac.nz/international)

Exchange Website

[www.otago.ac.nz/study/studentexchange](http://www.otago.ac.nz/study/studentexchange)

Facebook

[www.facebook.com/OtagoInternationalOffice](https://www.facebook.com/OtagoInternationalOffice)

[www.facebook.com/OtagoGlobalStudentExchange](https://www.facebook.com/OtagoGlobalStudentExchange)

International Prospectus

<http://www.otago.ac.nz/prodcons/groups/public/@otagointernational/documents/webcontent/otago038679.pdf>

Study Abroad & Exchange Guide

<http://www.otago.ac.nz/international/internationalmarketingpublications.html>

Otago in iTunes

[www.otago.ac.nz/news/itunes/](http://www.otago.ac.nz/news/itunes/)

