



**THE UNIVERSITY  
OF AUCKLAND**  
**NEW ZEALAND**

Te Whare Wānanga o Tāmaki Makaurau

**2010**

# **Guide for First-Year Students**

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## Disclaimer

Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for students and is subject to alteration. All students enrolling at The University of Auckland must consult its official document, the current Calendar of The University of Auckland, to ensure that they are aware of and comply with all regulations, requirements and policies.

# Welcome

Kia ora and welcome to your first year as a student at The University of Auckland. The University is diverse and dynamic and you constantly learn something new about the way things work and how things get done around here. This guide provides useful information for first-year students, to make the most of your start at The University of Auckland. More information can be found on the University's website, particularly the sections for current students ([www.auckland.ac.nz/currentstudents](http://www.auckland.ac.nz/currentstudents)) and your faculty homepage.

One of the exciting things about university study is that you focus on subjects you are really interested in and interact with academics who are passionate about those subjects. It will take time to get used to the learning environment at the University and to adjust to the various teaching styles. There are lots of people and resources, so make sure you use your initiative and ask for help.

You will have a fair bit of flexibility and time away from lectures, so it's up to you to manage your studies. You will need to develop excellent time management skills to complete several assignments within a short period of time, achieve the best grades you can in exams and maintain a balance between health, family, studies and social life.

You will be given plenty of opportunities to meet new people, experience new activities, learn how others view the world and develop an

appreciation of other opinions. Having a wide social network of people studying the same subjects as you will help you overcome the academic challenges ahead, so it's helpful to start to introduce yourself to others.

When you combine your enthusiasm, intellect and ambition with our academic and social support, and all the services and facilities for students, the opportunities for you to excel are limitless. The more you invest in your studies, and your contribution as a member of the University community, the more you will get out of your time here. We look forward to celebrating your successes.



**STUART MCCUTCHEON**  
**Vice-Chancellor**  
**The University of Auckland**



# Important dates

<b>Semester One - 2010</b>	
Orientation for Semester One	Tuesday 23 February - Friday 26 February
Semester One begins	Monday 1 March
Mid-semester/Easter break	Friday 2 April - Saturday 17 April
ANZAC Day	Sunday 25 April
Graduation	Monday 3 May - Friday 7 May
Lectures end	Saturday 5 June
Study break/Examination period	Saturday 5 June - Monday 28 June
Queen's Birthday	Monday 7 June
Semester One ends	Monday 28 June
Inter-semester break	Tuesday 29 June - Saturday 17 July
<b>Semester Two - 2010</b>	
Orientation for Semester Two	Wednesday 14 July
Semester Two begins	Monday 19 July
Mid-semester break	Monday 30 August - Saturday 11 September
Graduation	Tuesday 21 September and Thursday 23 September
Lectures end	Saturday 23 October
Study break/Examination period	Saturday 23 October - Monday 15 November
Labour Day	Monday 25 October
Semester Two ends	Monday 15 November
<b>Summer School - 2011</b>	
Summer School begins	Thursday 6 January
Auckland Anniversary Day	Monday 31 January
Waitangi Day	Sunday 6 February
Lectures end	Friday 11 February
Study break/Examination period	Monday 14 February - Wednesday 16 February
Summer School ends	Wednesday 16 February
<b>Semester One - 2011</b>	
Semester One begins	Monday 28 February 2011

You are expected to be available during semester and for the whole examination period for the semester(s) you are studying in.

If you think you will have difficulties being available during exam time, you need to visit the Examination Office.

If unavoidable commitments are likely to interfere with your study during the semester, talk to your teachers early.

# Success

## Graduate profile

The University of Auckland expects its graduates to have the following attributes:

### Specialist knowledge

- A mastery of a body of knowledge, including an understanding of broad conceptual and theoretical elements, in the major fields of study.
- An understanding and appreciation of current issues and debates in the major fields of knowledge studied.
- An understanding and appreciation of the philosophical bases, methodologies and characteristics of scholarship, research and creative work.

### General intellectual skills and capacities

- A capacity for critical, conceptual and reflective thinking.
- An intellectual openness and curiosity.
- A capacity for creativity and originality.
- Intellectual integrity, respect for truth and for the ethics of research and scholarly activity.
- An ability to recognise when information is needed and a capacity to locate, evaluate and use this information effectively.
- An awareness of international and global dimensions of intellectual, political and economic activities and distinctive qualities of Aotearoa/New Zealand.
- An ability to access, identify, organise and communicate knowledge effectively in both written and spoken English and/or Māori.
- An ability to undertake numerical calculations and understand quantitative information.
- An ability to make appropriate use of advanced information and communication technologies.

### Personal qualities

- A love and enjoyment of ideas, discovery and learning.
- An ability to work independently and in collaboration with others.
- Self-discipline and an ability to plan and achieve personal and professional goals.
- An ability to be leaders in their communities, and a willingness to engage in constructive public discourse and to accept social and civic responsibilities.
- Respect for the values of other individuals and groups and an appreciation of human and cultural diversity.
- Personal and professional integrity and an awareness of the requirements of ethical behaviour.



# Before classes begin

Complete these tasks before the semester starts so you can focus on your study once classes begin.

## Learn to use the Information Technology (IT) resources at the University.

You need to be confident in using the student IT resources available for first-year students. These include NetAccount, CECIL, EC Mail, printers and copiers and some Library resources. Information about essential IT resources for first-year students is available:

- online at [www.auckland.ac.nz/it-essentials](http://www.auckland.ac.nz/it-essentials)
- in the Student IT Essentials Guide which can be picked up at an Information Commons or downloaded from the web address above
- by attending an IT Essentials lecture during Orientation
- by taking an online tutorial or downloading handouts from the Study and Research Help section of the Library website ([www.library.auckland.ac.nz](http://www.library.auckland.ac.nz))
- by booking an IT Essentials course through the library website at [www.library.auckland.ac.nz/booking](http://www.library.auckland.ac.nz/booking)

If you need help to learn how to use software tools such as Microsoft Word, PowerPoint, Excel, Adobe Dreamweaver etc, the Student Learning Centre organises a variety of courses and online resources. Visit [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

There are three IC Helpdesks where students can obtain assistance with computing systems.

**Kate Edger IC Helpdesk:** Level 2, Kate Edger IC, corner of Symonds and Alfred Streets, City.

**Grafton IC Helpdesk:** Grafton IC, 85 Park Road, Building 503, Room 011.

**Epsom IC Helpdesk:** Epsom Campus, Sylvia Ashton-Warner Library, Gate 3, 74 Epsom Ave.

You can also access help at some of the faculty computer labs. Their locations are listed at [www.auckland.ac.nz/faculty-computers](http://www.auckland.ac.nz/faculty-computers)

## Tasks you can complete without being on campus

(you can also do these on campus)

### Activate your EC Mail account

Once you have enrolled you are given an EC Mail account. The University will send official information to this email address (such as information about your classes, assignments, exams and notices from the Library) so you must check it regularly. Failure to read an email does not free you from understanding or complying with the message.

Your email address is your **NetID@aucklanduni.ac.nz**

- Activate your EC Mail account by going to: <http://webmail.ec.auckland.ac.nz> and log in with your NetID and password. You were given your NetID and password in your "Acceptance of Application" letter and you will have used these to enrol on nDeva.
- Enter the required information on the home page, review the terms of service, programme policies and privacy policy and click on the "I accept. Create my account" button.
- You can redirect mail to another email address if you want to but you are responsible for making sure the redirection is successful. Information about this is available on the website above.

## **Set up a signature on your EC Mail account**

Include your full name and ID number so all your correspondence with staff includes this important information. You can use a different signature for friends, or just sign your name.

1. Sign in to EC Mail.
2. Click “Settings” at the top of your EC Mail page.
3. On the “General” tab, enter your signature text in the box next to the signature option.
4. Click “Save Changes” (at the bottom of the page).

## **Review your NetAccount password**

If you want to change your password:

- Go to <https://admin.ec.auckland.ac.nz/passwd> and use your NetID and current password to log on.
- Follow the instructions and advice for changing your password.

If you have forgotten your password call 0800 61 62 63, or visit the Student Information Centre or an IC Helpdesk. See page 58 for locations

- Update your address on nDeva** if you have moved since you started the enrolment process. Log on to nDeva ([www.auckland.ac.nz/ndeva](http://www.auckland.ac.nz/ndeva)) using your NetID and password. Select “personal details” then “address”.

- Read the IT acceptable use policy:** [www.auckland.ac.nz/computer-security](http://www.auckland.ac.nz/computer-security)

- Log on to CECIL**  
Check all your courses appear on your page.

CECIL is an electronic learning platform that allows your lecturers to provide course material

online, such as lecture notes, handouts, worksheets and other resources. Sometimes you can complete tests online and get immediate feedback or join an online discussion group about a particular topic. Announcements about your courses and marks for coursework (but not exams) are also often available electronically, as well as contact information for lecturers and tutors.

You have automatic access to CECIL once you have enrolled. You just need to visit [www.cecil.auckland.ac.nz](http://www.cecil.auckland.ac.nz) or follow the quick link off the University homepage and enter your NetID and password.

You will see a link to the courses you have enrolled in for the current semester and if you click on a course you can see any information your teachers have made available to students in that course. If you do not see a course that you think you have already enrolled in for the current semester (and it has been 24 hours since you enrolled) you need to ask for help. If there is nothing listed under your course, it just means the teachers haven’t put any information up (they’ll tell you in class how they plan to use the CECIL system for their course). What is important is that you know how to log on to CECIL and that all the courses you think you are enrolled in for the current semester are listed.

If you ever need help with a technical problem on CECIL visit an IC Helpdesk. See page 58 for locations.

- Take the virtual tour of the Information Commons**  
[www.library.auckland.ac.nz/quicktour](http://www.library.auckland.ac.nz/quicktour)

## Tasks you need to do on campus

### Locate an Information Commons

This is where you can access electronic resources through computers and find the IC Helpdesks if you have any IT problems.

[www.information-commons.auckland.ac.nz](http://www.information-commons.auckland.ac.nz)

For information about the University's wireless computer network and where you can access the internet from your own computer on campus visit:

<http://www.auckland.ac.nz/wirelessnetwork>

### Find more computers by locating some computer laboratories

You will need a few options for accessing computers depending on where you are on campus and how busy it is. The computer laboratories are listed at:

[www.auckland.ac.nz/faculty-computers](http://www.auckland.ac.nz/faculty-computers)

### Log in to a University computer and make sure you can:

- access the internet
- check your EC Mail account
- save some work. You will be given 250MB of space on the University's network to store your electronic files. To find out more about how to save your documents on the University's network and how to access your documents from off campus visit:

<http://ec.auckland.ac.nz/afs.htm>

- print some work.

### Load some money on to your NetAccount

If you want to print or photocopy on campus you need money on your NetAccount. Follow the instructions on the machines at the Information Commons.

### Use a photocopier

Enter your NetID and password or use your Student ID card. Photocopiers are located in the computer labs, Information Commons and Libraries.

## Find out about academic services to help you succeed

### Take the virtual tour of the Library [www.library.auckland.ac.nz/overview](http://www.library.auckland.ac.nz/overview)

### Book a library course at [www.library.auckland.ac.nz/booking](http://www.library.auckland.ac.nz/booking)

You need to feel confident that you can find the resources you need in the University Library before your first assignment is due. The courses below are recommended for first-year students.

### Library and resources overview

This one-hour hands-on course is a basic and important introduction to the University Library. It includes an overview of the Library's resources and services including subject services, online forms, library lending policy, how to access library databases, e-books and e-journals from the University and from home, as well as free database and internet courses.

### Library catalogue 1: introduction to Library catalogue

Need to quickly find the books and journals recommended in your course reading lists? Join in this one-hour hands-on session and gain confidence in searching the new Library catalogue. This includes how to find the course materials and exam papers for your courses, and more.

### Database searching: getting started

Library databases contain millions of articles across all disciplines, but how do you find what you

need? This one-hour hands-on course will help you: choose a relevant database for your topic, learn basic keyword searching techniques; understand search results and find the full text articles and search multiple databases simultaneously.

### Study and Research Help

Visit the “Study and Research Help” section of the Library website for heaps of useful resources and information for first-year students.

#### Check out the help available at the Student Learning Centre (SLC)

They offer courses to help first-year students develop a wide range of study skills.

[www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

#### Book a DELNA screening

All first-year students complete a quick “health check” of their English language skills. The DELNA (Diagnostic English Language Needs Assessment) screening only takes 30 minutes, is free and does not count towards your grades.

[www.delna.auckland.ac.nz](http://www.delna.auckland.ac.nz)

#### Complete your DELNA screening

Strong academic language skills in listening, reading and writing will improve your academic performance. If the DELNA screening result indicates you may need further help you will be asked to complete a DELNA diagnosis. You will then be advised on the most appropriate support for your needs. Students who take advantage of this support improve their grades.

## Get organised

#### Plan your budget

For information about how to plan a budget and other tips on money management go to:

[www.auckland.ac.nz/financialadvice](http://www.auckland.ac.nz/financialadvice)

#### Decide the best way to travel to and from the University and work out how long it will take

Make sure you have a back up plan too.

Information about buses, trains, ferries, cycling, walking and parking can be found at:

[www.auckland.ac.nz/transport](http://www.auckland.ac.nz/transport)

#### Locate the Tamaki Campus bus stops

Buses are a good way to travel between Tamaki Campus and the City Campus. Stops are located outside the General Library at 5 Alfred Street for the City Campus or outside Building 723 at the Tamaki Campus. Timetables can be found at:

[www.auckland.ac.nz/intercampus-bus](http://www.auckland.ac.nz/intercampus-bus)

To be eligible to use the service, students must be enrolled in one course at Tamaki Campus during the semester in which they wish to use the bus.

#### Locate the two pedestrian underpasses on Symonds Street

If you’re studying at the City Campus, using the underpasses is the safest and fastest way to walk from one side of Symonds Street to the other. They are marked on the map or just ask another person for help. They can be hard to find the first time.

#### Find the buildings and rooms where your classes take place

The locations for your classes are listed on nDeva. A list of all main lecture rooms can be found on pages 55-57 and there is a space to add your tutorial rooms. If your tutorial room is not on nDeva, you will be told its location at your lecture. Look at the maps enclosed in this guide and physically find the buildings and rooms you need to go to before your classes begin. Note how long it will take you to travel between your classes and the best way to go.

There are maps for all campuses in this guide (page 61).

### **Make sure you are not over-committed with paid work**

Many students work part-time to support themselves through University. As well as helping to cover costs, this is a great way to get valuable work experience and network with potential colleagues and employers. However, it's important to strike a balance between the hours you work and the requirements of your University study, so that your academic performance doesn't suffer. To keep up with your coursework during the semester try not to work more than 12.5 hours a week.

Before committing to a part-time job or voluntary work, find out whether you are expected to undertake professional placements or work experience as part of your programme of study. You should also let your employer know the dates of the exam period so you can build flexibility into your work schedule.

If you are applying for a student allowance, bear in mind that you can earn a maximum of \$180 gross per week before your allowance is affected.

## **Access support for starting University**

### **Register for a Uniguide**

Register for a Uniguide at [www.auckland.ac.nz/uniguide](http://www.auckland.ac.nz/uniguide) if you would like meet a current student in your faculty who will introduce you to other new students, show you around the University and give you advice about getting started.

### **Make contact with special advisers if you need extra support**

Contact details of advisers for Māori and Pacific

students, international students and students with a disability are listed on pages 58-59.

## **Develop your time management skills**

Students have reported that one of their hardest challenges at University is learning to plan their time effectively. You will have hours or even a day without classes and making good use of this time is critical.

Every course you take requires ten hours of study per week so a full-time student should be committing 40 hours a week to attending class and studying. On top of this you need to find time to travel, eat, see friends, work or do other activities. Here are some hints to help you fit it all in.

- Use a timetable to plan your weeks.
- Schedule your class times first and then schedule study time for each course. Think about the best times to study alone and when you'll work better with your study group.
- Once you have allocated your 40 hours of study you will need to schedule work commitments and other activities for the week. Enjoy your non-study time knowing that you have earned it.
- Work out the times you feel most awake and plan to study then.
- Work out the times of the day you feel most tired and plan non-study activities then. This won't always work out if your non-study activities are held at certain times or you don't have flexibility with your work, but try your best to make sure you use time when you have lots of energy to do your study. You will absorb, understand and retain the information better and it will save you time in the long run.
- Book yourself into a workload or time management workshop at the Student Learning Centre. [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

**SEMESTER**

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**SEMESTER**

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# Getting started – your first day

## Before you leave home

- Allow enough time to get to campus (especially if you are travelling in rush-hour). Information about transport options is available at [www.auckland.ac.nz/transport](http://www.auckland.ac.nz/transport)
- Parking is limited. Information is available at [www.auckland.ac.nz/parking](http://www.auckland.ac.nz/parking)
- Log on to nDeva and check (using Class Search) the locations for your classes.
- Know where to find your classes. Maps are located on page 61 and lecture room locations are listed on pages 55-57.
- Make a list of any tasks you haven't completed in the "before classes begin" section.
- Pack food and drink or take money to buy it.
- Charge your phone.
- Make sure you pack your Student ID and Student Guide.
- Make sure you have completed any reading for your lectures if you have been asked to.

## What should I take to class?

Once your classes begin, you will find out what you need to take to each class. To start with, make sure you have paper, a few pens and a highlighter, your student guide, Student ID card

and a calculator if you think you may need one. Mobile phones are allowed in class but must be silenced.

## What should I expect at my first lecture?

Expect your lecture to be in a large theatre or auditorium with up to a few hundred students. Arrive at your lecture five minutes before the hour (or 25 minutes after the hour at Tamaki Campus). If there is another lecture going on in the room, be ready for a mass exit of students before you can go in. Find a seat and introduce yourself to the people beside you. This is the easiest time to meet other students because you are all new and want to meet people. Get out some paper and pens and turn your mobile phone off. Your lecture will start at five minutes past the hour (or 35 minutes past the hour at Tamaki Campus).

The lecturer will introduce themselves and give you information about what will happen over the next 50 minutes. You may be given hard copy handouts of notes or told to access them on CECIL after the lecture. You should always be prepared to take your own notes. It's also a good idea to work out a system for organising and summarising the information you learn for each class. It makes it easier when it comes time to complete an assignment or prepare for exams.

## What should I do between classes?

After each lecture you should re-read your notes, identify anything you don't understand and use the resources available to master it. There are quiet places to work in the libraries and information commons. You may want to re-write or sort your notes so they will be easier to use for assignments and exams. Try explaining the content of the lecture out loud to reinforce the information and identify parts you need to review.

Complete any readings before the next lecture. They will help you to understand the lecture, write good notes and focus on areas you find difficult. The pressure increases as soon as you are given assignments so try to master these skills early on.

The section called “Getting Involved” is full of information about what you can do on campus between classes but, for your first day, here are some ideas:

- have a walk around the campus and see what student activities are going on. Join a club, listen to some music or meet some new people

- go to one of the libraries, information commons or computer labs to find a place to study
- meet up with friends or find someone sitting alone and introduce yourself
- complete your DELNA screening, enrol in a course at the Student Learning Centre or take a tour of the library
- join in a sports game. Visit the Recreation Centre at the City Campus or the fields and outdoor courts at Epsom Campus.
- hire a locker [www.auckland.ac.nz/lockers](http://www.auckland.ac.nz/lockers)

**Introduce yourself to other students in every class.**



# First few weeks of semester

## Within the first few lectures for each course make sure you know:

- how many assignments you need to do for the course, when they are due and how much they count towards your final grade
- when tutorials are held and ensure you have booked into one that fits your timetable
- who to go to for help and the best way to contact them
- how information about the course is communicated eg, CECIL, course workbook
- what textbooks you need to buy and which can be borrowed from the Library's Short Loan Service.

## By the end of the second week you should:

- have found out who the class representative is for each of your courses (or stand for the position yourself). They are important sources of information and a useful person to talk to if you have any ideas or concerns
- have recorded all your teachers' names, contact details and office hours
- be regularly checking CECIL for information about your courses
- be regularly checking your EC Mail account
- have completed your DELNA screening
- have added or deleted any courses you want to change. For information about deadlines, fees, and how you add or delete courses go to: [www.auckland.ac.nz/change-enrolment](http://www.auckland.ac.nz/change-enrolment)
- have been on a tour of the Library and the Information Commons and booked into any courses you need

- have booked into any Student Learning Centre workshops you think you would benefit from: [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)
- know where your departmental student notice boards are
- have bought your textbooks. New textbooks can be purchased at the University Book Shop (UBS), Level 0 and Level 1, Kate Edger Information Commons, 2 Alfred Street, City Campus. Phone: +64 9 306 2700 or order your books online at: [www.ubsbooks.co.nz](http://www.ubsbooks.co.nz)

Second hand textbooks can be purchased at the University Book Shop and at Vol 1, Symonds Street, City. Make sure you buy the correct edition

- have found the Library's Short Loan service for your programme (where prescribed and recommended materials can be borrowed for a short time)
- have popped in to your faculty Student Centre. Checked out any new brochures or posters you may be interested in. Asked any questions you still have
- make sure you've got your Student ID card. You should have received your University Student ID card in the mail (to the New Zealand address you entered on nDeva) within two weeks of completing your enrolment. You'll need it to access a range of resources on campus and to prove you are a University of Auckland student. If you haven't got one, call 0800 61 62 63 for advice. International students need to go to the International Office.
- have visited the English Language Self Access Centre (ELSAC) or the Student Learning Centre if you think you need help with your English.

# Getting on with your studies

Don't hold back if you need help or don't understand something. You just need to ask.

## Your classes

Lectures are the most common type of large group learning environments but depending on what courses you are studying, you may attend small group learning environments such as laboratories (science-based subjects), studios (creative-based subjects) and/or tutorials. Attending your lectures and other classes is fundamental to your learning. During class you absorb information by hearing, seeing and experiencing the content. You can't replace this learning experience by reading other students' notes, notes on CECIL or listening to a recording. By being present you can pick up on the material your teacher emphasises which gives you a clue that it is very important to remember. You will also hear other students' questions and your teacher's answers to them. Turning up to your classes on time, completing any tasks set before the class and participating as much as possible are important for succeeding in your course. Participating means asking questions, joining in discussions, involving yourself in activities and being an active thinker - questioning and analysing what you hear. Some classes have introduced new technologies such as electronic clickers and web-based question and answer tools to encourage you to participate.

## Your coursework

You will be set coursework. It's very important that you complete the coursework and hand it in on time. You need to keep your rough notes as well in case your teacher asks to see them. If you end up not being able to sit an exam because of illness or unexpected events, teachers will use the marks you achieve in your coursework to decide whether you pass or fail the course.

It's also important to ask for help early if you need it. The coursework is meant to challenge you so don't worry if you find it difficult. What's important is that you access all the help available and don't struggle in silence. Your teachers and the staff at the Student Learning Centre can provide help and guidance. Being part of a study group for each class is another good source of support.

## Your teachers

Your teachers are committed to helping you get the most out of your study. They are passionate about their subject and welcome your questions and input. They'll tell you when they are available and where you can find them. Many have regular office hours when they can be found in their office and have time to spend helping students. You may be offered regular tutorials, review lectures, special help labs or workshops. Make a note of what is available for each class so you can get help quickly when you need it.

Some of the ways teachers can help you include:

- looking at a draft copy of your assignment to check you are on track
- discussing some laboratory results
- answering questions about material from your coursework
- explaining something you didn't understand in class
- providing feedback on an idea or theory.

If you email your teacher, make sure you explain clearly what you need, address them politely and include your name and student ID.

Make sure you have reviewed the material and write down your questions before you meet your

teacher. Allow plenty of time before the assignment is due.

Teachers may have titles you are not used to such as Professor or Doctor. These titles relate to their academic ranking. A Professor is the highest-ranking academic. They will be widely published and well known within their discipline and in many cases, considered a world expert. A Graduate Teaching Assistant is likely to be a student studying for a postgraduate degree. Senior Tutors provide important support for first-year students.

It's important to understand that many of your teachers will also be involved in research activities. Some of your teachers will be respected around the world for their knowledge and research and their work will be widely published and quoted. As well as sharing their latest findings and perspectives with you, their research attracts lecturers from other top universities around the world who will often present to students. The research generated by your teachers helps to develop the University's international reputation and adds value to any qualification from The University of Auckland. The research also generates significant income for the University.

## Library

The University Library is a massive resource for academic study. This is where you will find a lot of the information you need to complete your assignments so you need to begin to understand how to find your way around the Library and access the resources you need as early as possible. As well as the 13 libraries on campus many resources are available through the Library website ([www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)). The best way to learn how to use the Library's resources is by taking a Library tour. See page 8 for more detail.

## Information Commons

Designed as learning and information hubs, the Information Commons give you computer access and learning support, as well as providing group and individual study areas. You'll find these facilities at the City, Grafton and Epsom campuses.

Use one of the Information Commons computers or laptops to access your coursework through Cecil, send email and browse the Internet, and to complete coursework using MS Office, Adobe Master Collection and other software. You can retrieve information from the Library databases, e-journals, e-books and electronic course materials - including recommended readings. You also have access to printers, scanners and photocopiers. Wireless networking technology is available.

At the Kate Edger Information Commons (City Campus) you will find computer training rooms, a Disabilities Resource room and the Library's Short Loan service for Arts, Business and Science. There are also over 1300 study and casual seats, 500 multi-purpose computers and 38 laptops for loan.

Epsom Information Commons (Epsom Campus) has over 50 multi-purpose computers and 13 laptops, and the Grafton Information Commons (Grafton Campus) has over 100 multi-purpose computers, 10 laptops and a number of group study seats.

[www.information-commons.auckland.ac.nz](http://www.information-commons.auckland.ac.nz)

Computers are also available at Computer Laboratories around the campuses. Their locations are listed at:

[www.auckland.ac.nz/faculty-computers](http://www.auckland.ac.nz/faculty-computers)

## Student Learning Centre

The Student Learning Centre can help you to become an independent learner through developing effective academic learning and performance skills and supporting you if you have difficulties with your studies. Professionally trained tutors provide assistance with developing your writing skills (essays, reports, style etc), referencing, reading, note taking, lecture and tutorial skills, memory and concentration, test and examination skills, oral presentation skills, motivation, goal-setting, time and self-management and first-year survival skills. The Student Learning Centre has a comprehensive website with services available, dates and times of workshops. You can book workshops online. You can also pop in with a quick question during the daily drop in times.

### City Campus

Room 320, Level 3,  
Kate Edger Information Commons  
Corner of Alfred and Symonds Streets.

### Tamaki Campus

Room 710.110

### Epsom Campus

Building 6ESL (SL on some maps).

### Tai Tokerau Campus

Student Centre

Contact details for Student Learning Centres on all campuses are on the website

[www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

## Academic support for Māori and Pacific students

Mentoring and support is available for first-year Māori and Pacific students through the Tuākana Programme. There is a list of Tuākana coordinators for each faculty at [www.auckland.ac.nz/tuakana](http://www.auckland.ac.nz/tuakana)

or talk to your faculty Student Centre. The support scheme at the Faculty of Medical and Health Sciences is called MAPAS

## English Language support

There is a variety of English language support available to students.

### Access resources and study at your own pace

The English Language Self Access Centre (ELSAC) provides resources and advisers to help you develop your English language skills. It has a wide range of computer-based and print materials that you can explore and use to study at your own pace. If you have a question or problem with the English language, you can pop in or contact an ELSAC adviser for an appointment. See [www.elsac.auckland.ac.nz](http://www.elsac.auckland.ac.nz)

### Enrol in a 15-point English as a Second Language (ESOL) course

There are three stage one 15-point courses that students can enrol in if English is not their first language. They are offered through the Arts Faculty.

See [www.arts.auckland.ac.nz/subjects](http://www.arts.auckland.ac.nz/subjects)

### Enrol in a non-credit English as a Second Language (ESOL) course

The Centre for Continuing Education offers non-credit ESOL courses for students at an upper intermediate to advanced level.

Visit [www.cce.auckland.ac.nz](http://www.cce.auckland.ac.nz)

### Join a conversation group or a one-off workshop

The Student Learning Centre runs a variety of classes and groups for students for whom English is an additional language.

Visit [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

Some faculties offer language support as part of their courses.

# Before your first assignment

## Before your first assignment make sure you -

- Are confident about using the Library to find resources. Attend a Library course if you're not. Book at: [www.library.auckland.ac.nz/booking](http://www.library.auckland.ac.nz/booking)
- Feel confident in your ability to complete the assignment - the Student Learning Centre runs workshops on how to write assignments if you're not sure. Visit: [www.sl.c.auckland.ac.nz](http://www.sl.c.auckland.ac.nz)
- Understand what the University means by cheating and how to avoid it.

The University has very strict rules about cheating. You need to make sure you are correctly identifying the sources you get your information from, you are not getting an inappropriate amount of help to complete an assignment and you are not helping someone else too much.

Teachers need to be confident that it is your own work they are assessing. There are systems in place to monitor this including an electronic system called Turnitin.

Information about what all this means is available at the website below. Make sure you read this before you start your first assignment and ask for help if you don't understand it. Visit:

[www.auckland.ac.nz/honesty](http://www.auckland.ac.nz/honesty)

- Have found out what referencing style is used for each of your courses and visited Referen@ite at [www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz) to familiarise yourself with this essential referencing tool.

One of the key skills you will need to learn for your assignments is an academically acceptable form of sourcing other peoples' ideas. This is called referencing. It takes a while to get used to referencing sources of information, so in addition to the help you will get from your teachers, the University has developed a website that assists students to develop this skill. It's a good idea to familiarise yourself with this website before you need it. You will refer to it a lot when you are completing your assignments.

- Have formed a study group for each course so you can support each other with the assignments.

Allow plenty of time for your first assignment and use all the support and resources available.





## How your work will be assessed

Your departmental/faculty handbooks will outline the forms of assessment used in your course and how much they contribute to your final grade. More information about this will be given in class.

Assessments might include:

- essays, reports, problem-solving exercises, case studies
- laboratory-based practical work
- studio work
- performance
- oral presentations
- aural tests in appropriate subject areas
- individual and group projects
- fieldwork in appropriate subject areas
- computer-based tests and multiple choice questionnaires (MCQs)
- written tests and examinations.

## Grades

At the end of each course, you will be awarded a grade. This grade will take into account your results in the final examination or a combination of your results in the final examination and your results for coursework. At higher levels of study your grade might be based entirely on coursework.

The University has nine pass grades. These are A+, A, A-, B+, B, B-, C+, C and C-. Each passing grade has a numerical equivalent. Nine is equivalent to an A+ and one is equivalent to a C-. These numbers are used when calculating a Grade Point Average (GPA). There are three fail grades: D+, D and D-. A few courses, mainly those which have a large practicum component, have an ungraded pass/fail result.

It is important that you complete your course and sit any examination. If you remain enrolled in a course and do not complete it or do not sit the final examination, this may be regarded as equivalent to a fail.

In some subjects you must pass both the practical and theory separately to pass the course.

Grades are important. Good grades will help you move through your degree quickly and give you access to the courses you want to do. They count if you decide to apply for a scholarship at any time and employers will want to know how well you did in your study.

## Satisfactory academic progress

To keep studying at The University of Auckland, you need to maintain a certain level of academic performance. For satisfactory progress in 2010 your GPA must be at least 0.8 in the last two semesters of study. From 2011 students will need to have a GPA of 1.0 for satisfactory progress. If you do not progress satisfactorily, the number of courses you may enrol in will be restricted and unless you improve you may be suspended from study.

# Leading up to exams

**Plan your time carefully. Prioritise your study and take regular breaks. Make the most of the support available and ask for help early on.**

- Make sure your notes from class are up to date and organised.
- Attend a Student Learning Centre workshop about preparing for exams. **[www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)**
- Check your address is up-to-date on nDeva. Your exam timetable will be posted to you.
- Keep checking your EC Mail account.
- Organise with your employer to have adequate time off work during the exam period.
- Make sure you have access to a quiet study space at home.
- Make use of spare time between classes to prepare for exams and complete assignments.
- Form study groups for each class if you haven't already.
- Read the section about safety on campus - you may be staying late to study.
- Find past exam papers. You can access these online at **<http://examdb.auckland.ac.nz>** or through the Library website. You can download past official exam papers published by the University of Auckland since 2001.

The start and end dates of the main examination periods for 2010 are

**Semester One: Thursday 10 June – Monday 28 June 2010**

**Semester Two: Thursday 28 October – Monday 15 November 2010**

**Summer School: Monday 14 February – Wednesday 16 February 2011**

You are expected to be available for the whole examination period for the semester you are studying in.

If you think or know you will have difficulties in being available during that time, you need to visit the Examination Office.

The dates and times of the exams for your courses will be mailed to you. Make sure your address on nDeva is up to date and contact the Examination Office if you haven't received your personal timetable in the mail at least two weeks before exams start.

Exam dates are also published on nDeva. Log on to nDeva and click on "Academic Summary" and then "Exam Schedule".

# During the exam period

- Re-check the times and dates** of your exams on nDeva and check there have been no changes by visiting the homepage of the Examination Office's website: [www.auckland.ac.nz/exams](http://www.auckland.ac.nz/exams)
- Familiarise yourself with the Examination Regulations** that were sent to you with your personalised timetable. They are also available online (on the Examination Office's website and in The University of Auckland Calendar). [www.calendar.auckland.ac.nz](http://www.calendar.auckland.ac.nz)
- Find the rooms** where your exams will take place by visiting the Examination Office's website or checking campus notice boards. Room locations will be available by 5pm the day before your exam.
- Allow plenty of time to find rooms you haven't been to before.**
- Go to the right room.** There may be more than one room for your exam so check carefully. This is particularly important for students enrolled in courses where there is a General Education (G) offering and non-General Education (non-G) offering; for example PSYCH 109 and PSYCH 109G. There are different rooms allocated depending upon which course you are enrolled in. If you are unsure whether you are enrolled in the G or non-G section of a course, it is very important that you refer to your examination timetable or check your enrolment status on nDeva.
- Take your Student ID.**
- Plan your transport.** If you are going to be travelling at different times than what you are used to you need to re-check public transport timetables and re-consider how much time it will take to get to campus. There is a reduced service on the Tamaki Campus bus during exam periods. Visit [www.auckland.ac.nz/exams](http://www.auckland.ac.nz/exams) or [www.tamaki.auckland.ac.nz](http://www.tamaki.auckland.ac.nz)
- If you feel you are not coping, ask for help.** Talk to a friend, a teacher or a counsellor (see page 39), or drop in to your faculty Student Centre.

## Trouble-shooting

### Visit the Examination Office or its website if:

- you need to sit an exam under special conditions, in a different location or at a different time
- you have a clash in your exam timetable
- you would like to request a recount of your exam mark
- you would like your exam script returned
- illness, injury or misfortune may affect your ability to sit an exam or your performance in an exam.

For both aegrotat (illness or injury) and compassionate (for events other than illness) applications, if the preparation for an examination is impaired, you need to see a registered medical doctor or counsellor in the two weeks prior to the examination.

If your performance is affected or if you are unable to sit an examination, it is necessary that you see a registered medical doctor on the day of the examination.

The examination should be attempted if at all possible. Special conditions may be arranged if necessary. Remember, you can only be awarded an aegrotat or compassionate pass if you have good grades in your coursework.

## If you miss an exam, go directly to the Examination Office

### Examination Office contact details

#### Examinations Reception

Room 134  
The ClockTower  
22 Princes Street  
City

**Hours:** Monday to Friday, 8.30am-5pm

**Phone:** +64 9 373 7599 ext 85968

**Email:** exams@auckland.ac.nz

**Fax:** +64 9 373 7508

**www.auckland.ac.nz/exams**

#### Postal Address:

Examinations Office  
The University of Auckland  
Private Bag 92019  
Auckland

## Examination centres during exams

During the examination period, temporary examination centres are set up at each of The University of Auckland's campuses:

### City Campus

Room G10  
Commerce A Building  
Special Examinations: G17  
City

### Epsom Campus

Music Resource Centre  
Room 101, B Block  
Gate 3, 74 Epsom Avenue  
Epsom

### Manukau Campus

Contact the MIT Information Centre  
**Phone:** +64 9 968 8000

### Grafton Campus

Faculty of Medical and Health Sciences Student  
Centre, Ground Floor, Building 501  
85 Park Road  
Grafton

### Tamaki Campus

Seminar Room 231  
Entrance Level (Level 2)  
Building 723  
261 Morrin Road  
Glen Innes

# Planning ahead

- Check your exam results** online (log on to nDeva, click “Academic Summary” then “Course/Grade History” or “Unofficial Transcript”). Results are normally available 10-20 days after the last day of the exam period.
- Request a hard copy of your official results** if you want one. Exams results are made official on nDeva three weeks after the end of the examination period. Official results can be mailed to you by request using nDeva. You need to have paid any outstanding Library fines or tuition fees.
- Make sure your next semester enrolment is complete.** Your faculty Student Centre can help to make sure you are taking the right courses to meet the prerequisites for the next stage of your study and to meet the requirements of your degree.
- Visit the Careers Centre** to find out about the wide range of services and what you can be doing in your first year to prepare for your career.

## Career tips for first-year students:

- have a look at careers information related to your major
  - visit the University Careers Service to find out about the various services and information resources available to you
  - seek paid or voluntary work experience
  - register with Student Job Search and Auckland CareerHub
  - involve yourself in student groups, clubs, sports and cultural activities to develop your people and communication skills
  - practise your networking and informational interview skills - talk to family and friends about their jobs.
- Consider Summer School.** If you are thinking about taking a course over the summer holidays pick up the Summer School Handbook from your faculty Student Centre or look up the website below. Enrolments for Summer School 2011 close in December 2010.

For more information visit:

[www.auckland.ac.nz/summerschool](http://www.auckland.ac.nz/summerschool)

**Consider applying for a scholarship**

Every year thousands of students benefit from scholarships and prizes. They are awarded across all areas of study for a variety of reasons. The scholarships website has a search function which makes it very easy to see what you are eligible to apply for. Just visit:

**[www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)**

**Consider helping another student** now that you have experienced University life. It will look great on your CV.

- for mentoring a secondary school student through the MATES programme visit: **[www.auckland.ac.nz/mentoring](http://www.auckland.ac.nz/mentoring)**
- for helping first-year students as a Uniguide visit: **[www.auckland.ac.nz/uniguide](http://www.auckland.ac.nz/uniguide)**
- for mentoring a first-year Māori student visit: **[www.auckland.ac.nz/tuakana](http://www.auckland.ac.nz/tuakana)**
- for mentoring a first-year Pacific student visit: **[www.auckland.ac.nz/tuakana](http://www.auckland.ac.nz/tuakana)**
- for mentoring an international student email: **[ispace@auckland.ac.nz](mailto:ispace@auckland.ac.nz)**
- to become a note-taker for a student with a disability visit: **[www.auckland.ac.nz/uoaeo-vacancies-employment-opportunities](http://www.auckland.ac.nz/uoaeo-vacancies-employment-opportunities)**

**Consider your options for getting more involved in student life next year**

- stand as a class representative
- join another club or a club committee
- apply to exhibit your art on campus **[www.window.auckland.ac.nz](http://www.window.auckland.ac.nz)**
- join a sports team
- write for a student publication
- volunteer to help out at a student event.

**Consider selling some text books you don't need any more.** You can take them to the University Book Shop, Vol 1 Bookshop or put a notice up in your department.

# Tips for success

## Manage your time carefully

Keep a diary and record all your commitments. Look ahead to identify busy periods when assignments are due and complete some work early if you have several deadlines in the same week. Allow time for social activities and relaxation so you don't get too stressed. If you are not confident in your time management skills, attend a time management workshop at the Student Learning Centre.

## Prioritise your coursework

Make sure your ten hours per week (including class time) for every course in your weekly schedule comes first before you commit to other things.

## Make sure you don't over commit yourself to part-time work

Limit your part-time work to 12.5 hours a week.

## Complete your DELNA screening as early as possible and access any help suggested before you get too busy

Don't make the mistake of thinking that just because English is your first language, you don't need help with your academic language skills.

## Keep in regular contact with an academic adviser from your faculty Student Centre

You should be speaking to an adviser every semester to check you are taking the right courses, accessing the appropriate academic help and are aware of all the opportunities available to you.

## Choose your courses carefully

Make sure you read the information about your courses in The University of Auckland Calendar ([www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar)), handbooks, the faculty or department website and nDeva. Have a look through some of the textbooks used for the course or talk to teachers or a second-year student. You can change courses once they begin but there are strict deadlines and it's always easier to start a course at the beginning.

## Organise an effective study space at home and find several study spaces on campus

Your study space at home should be quiet and always available to you. Having access to the internet is a huge advantage but if that's not possible, you can access the internet on campus. Make sure you locate several places on campus where you can study quietly and access the computers. It gets busy during peak study times so you need a few options.

## Attend all your classes

This is the most effective way to receive information. You are responsible for turning up to class and finding out what you missed if you are sick. It takes more time to catch up on a missed class, than to attend in the first place.

## Get to class on time

An overview of what will be taught will be presented at the beginning of class. Understanding this will help you to write good notes.

## Be prepared for class

Complete the required readings before the class.

## **Introduce yourself to others in your classes and arrange study groups**

You need friends in every class to help you with notes if you are sick, to discuss course material and for support with assignments.

## **Be ready to participate and ask questions**

Complete the required readings and exercises before the class and write down any questions. It can be scary to ask a question in front of others but it is an important skill to practise. Teachers love questions and other students will be grateful you asked.

## **Take good notes in class**

Completing readings before a class will help you to identify the key points to write down. The Student Learning Centre runs workshops on effective note taking.

## **Listen actively and write down anything you don't understand**

You can't listen actively if you are tired, hungry or texting your friends.

## **Re-read your notes within 24 hours of the lecture**

This will help you to sort the information and identify themes and questions. Create a system that will help you to organise your thoughts and make it easy when it is time to complete an assignment or prepare for an exam. The Student Learning Centre can help you with this.

## **Master the material as you go**

This is much easier than trying to master it all just before your exams. To master material complete your readings, review your notes from lectures, write your own notes identifying what you don't understand, ask questions, discuss the material with your study group and break down

and re-construct the knowledge. If you need help with this ask your teacher or visit the Student Learning Centre [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

## **Have a plan for if you are sick**

If you get sick and miss a few days of class you need a back-up plan for finding out what you missed. There may be other streams of classes available that you could attend (these will usually be held in the same week), notes might be posted on CECIL or you will need to talk to other students or your teacher. Work out a plan for each course at the beginning of the semester.

## **Ask for help as soon as you need it**

Visit your teachers during their office hours or email them. Attend review lectures, study workshops or tutorials. Ask for help at the Student Learning Centre.

## **Make the most of your teacher's time**

Make some notes before you visit your teacher and have your questions written down. Write emails carefully so your teacher understands what you need and always sign off with your name and ID number.

## **Be pro-active in accessing the academic support facilities available to you**

Familiarise yourself with all the support available on pages 39-41. Don't wait until you are struggling or for someone else to notice.

## **Learn how to find resources in the Library**

Attend the Library courses for first-year students early in the semester. You have access to a large collection of electronic and print information sources. Knowing where to find these and how to use them will make a big difference to your academic success.

### **Learn how to read quickly and actively**

If you are not confident in reading large amounts of material quickly, attend one of the Student Learning Centre's workshops on "How to be a Smart Reader".

### **Understand what the University defines as cheating and how to avoid it**

This is explained at

**[www.auckland.ac.nz/honesty](http://www.auckland.ac.nz/honesty)**

### **Make sure you understand what kind of help is acceptable when completing your assignments or helping others**

Information about third party assistance is available at **[www.auckland.ac.nz/honesty](http://www.auckland.ac.nz/honesty)**

### **Find out what style of referencing is used for each of your courses**

Ask your teacher or look it up in your faculty or departmental handbook.

### **Learn how to reference properly and allow adequate time to complete your references for an assignment**

It takes time to get used to a referencing style but all the help you need is located at **[www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz)**

### **Complete your assignments on time**

Record all your deadlines and make a step-by-step plan to achieve each one. Try to finish some assignments early if you have several deadlines due at the same time.

### **Check your EC Mail regularly**

The University will send important information to this address and it's up to you to check your account. Failure to read an email from the University does not free you from understanding or complying with the message.

### **Get involved in some non-academic activities on campus**

Meeting lots of people and trying new activities is not only fun but can help you maintain a healthy balance and manage stress.

### **Keep fit and healthy**

There are plenty of opportunities to get active on campus and a full range of health services if you need them.

### **Stay open-minded and accepting of other peoples' opinions**

Seeing things from other peoples' perspectives is an important skill to learn and will help you with your future career.

### **Help other students and stay safe on campus**

We are all responsible for the safety of our community.

# Getting involved

## Student associations

The Auckland University Students' Association (AUSA) represents students, is free to join and offers a range of services to the student community. It provides a regular diary of events and:

- runs Student Job Search
- organises the annual Unigames
- organises the class rep system
- provides financial support
- helps students when they are struggling or feeling unhappy, get in trouble or need help to solve a problem
- provides special study space for parents
- runs the clubs on campus
- organises the student discount card
- produces some student publications and broadcasts 95bFM
- operates UBS (University Book Shop) and a number of cafés and bars on campus
- provides a free student phone.

**[www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz)**

Epsom-Tai Tokerau Students' Association Inc. (ETTSA) represents students at the Epsom and Tai Tokerau Campuses of the Faculty of Education and works in partnership with AUSA.

**[www.education.auckland.ac.nz/ETTSA](http://www.education.auckland.ac.nz/ETTSA)**

There are also student associations in other faculties. Check out your faculty website.

## Events and activities

There are always interesting events happening on campus including concerts, student barbeques, sports games, club activities, art exhibitions and special lectures. Information about upcoming events can be found on AUSA's website, in student publications or on the student

radio station (bFM gig guide). The University's homepage also has information about student concerts and performances, special lectures and events. There are opportunities to attend seminars in your subject areas and you are welcome to attend seminars in other areas as well.

## Food, drink and shops

There are lots of places to meet, eat and drink on campus as well as book and computer stores, post and travel agencies, a pharmacy, hairdresser and a mini-mart. There is a market in the main student quad of the City Campus every Thursday during semester. A list of all the food and retail outlets is available at **[www.auckland.ac.nz/retail](http://www.auckland.ac.nz/retail)**

## Clubs

This is a great time in your life to get involved in one of the huge number of clubs that operate on campus. Joining a club will help you to meet other students and make life-long friends. It's a chance to get out of your comfort zone, discover an interest or talent you didn't know you had, develop some of your skills or just have fun. There are more than 120 clubs covering social, cultural, religious, sporting, academic, political, performing arts and faculty-based interests.

If you can't find a club you want to join, you can start your own. Help and funding is available through AUSA. At the beginning of the semester the clubs promote themselves to new members. Later on, you can find out about them in the Main Quad at the City Campus or by visiting AUSA's website.

## AUSA affiliated clubs

### Academic

- Auckland University Egyptology Association
- Computing Club
- Korean Optometry Student Association

- Philosophy
- Society of Space
- Management Consulting Club
- University of Auckland Classical Society

### Cultural

- African club
- Architecture for Humanity
- Au Capoeira
- Auckland Student Navigators
- Bridge Club
- Chinese Student Association and Alumni
- Cook Islands Students' Association
- Dessert Club
- Fiji Club
- Filipino Students' Association
- Habitat for Humanity
- Hong Kong Engineering Students' Association
- Hong Kong Student Society
- Hopskotch Bboying Club
- Auckland University Investment Club
- Islamic Society
- Korean Law Students' Association
- Korean Student Association
- Latin American and Iberian Film Society
- Mediation Society
- Medieval Guild
- New Zealand Chinese Student Association
- Popping Crew
- Sri Lankan Youth Club
- Students International Meditation Society

- Taiwanese and New Zealand Student Association
- Tzu Chi Collegiate Association New Zealand Branch
- Uni Indian (Roots, Pride, Culture)
- Union of Malaysian Students in Auckland
- Veda Club
- Rotaract Club
- Vietnamese Students' Association
- America: Auckland University Roleplaying Group
- New Zealand Hindu Students Forum
- Kinks on Campus

### Environmental

- Nexus Sustainability
- The Sustainability Network

### Faculty

- Auckland Land Economy Society
- Biology Students' Association
- Engineers Without Borders New Zealand
- Software Engineering Students' Association

### Performing Arts

- Auckland University Magic Club
- Dance Music Appreciation Club
- University of Auckland Triple U Society
- University Dance Club
- Company of University Dancers
- Medical and Health Sciences Students Symphony Orchestra
- Stage Two Productions

### Political

- ACT on Campus
- Alfred Street National
- Amnesty on Campus
- Animal Advocacy on Campus
- Greens on Campus
- Justice for Tamils Student Association
- RAM on Campus
- Students For Justice in Palestine



*Auckland University Students' Association.*

- Workers Party on Campus
- Princes Street Labour Club
- Global Poverty Project
- Campus Feminist Collective
- Auckland University National Organisation for the Reform of Marijuana Laws

### Religious

- Auckland Overseas Christian Fellowship
- Auckland University Buddhist Society
- Auckland University Christian Club
- Auckland University Ramment Club
- Australasian Union of Jewish Students New Zealand
- Campus Christian Movement
- Engineering Christian Fellowship
- Evangelical Union
- Multi Faith Group
- Reach Equip Activate Launch
- Student Life
- University of Auckland Baha'i Society
- Equippers Uni
- KVL of the Black Sun Ascendant
- Theological Conversations
- Adventist Youth

### Social

- Auckland Uni Z Club
- Au Fraternity
- Beer, wine and spirits Club
- Debating Society
- Kiwi Asian Club
- Mature Students Club
- Petronas Union In Auckland
- Photographic Society
- Positive Atheism Society
- Sunbathers United New Zealand
- The We Rock Club
- UMNO Auckland Club/Yoga Club
- UniQ Auckland
- Yoga Club
- Hispanic Club
- The Maths Club



*"Welcome to The University of Auckland. 2010 is going to be an awesome year! Get involved, check out the events and clubs. Drop by and have a chat anytime. We are students too and we're here to help you."*

**Elliott Blade**, President of AUSA (Auckland University Students' Association)

- STYN Japan Activity Meeting Project
- Party Club
- Meat Club
- Bahraini Students Association
- Red Cross Auckland University
- Auckland University Game Development and Programming Club
- Revolution
- Pacific Island Law Students Association

### Sports

- Auckland University Badminton Club
- Auckland University Boat Club
- Auckland University Canoe Club
- Auckland University Cricket Club
- Auckland University Fencing
- Auckland University Goju-Ryu Karate Club
- Auckland University Gridiron Club
- Auckland University Handball Club

- Auckland University Hockey Club
- Auckland University Ice Hockey Club
- Auckland University Lacrosse Club
- Auckland University Rock and Alpine Club
- Auckland University Squash Club
- Auckland University Tramping Club
- Auckland University Ultimate Frisbee Club
- Commerce Students' Sports Club
- Engineering Sports Club
- Scooter & Motorcycle Club
- Sexy Pilates
- Shotokan Karate Association New Zealand
- The University of Auckland Table Tennis Club
- University Futsal Club
- University of Auckland Aikido
- University of Auckland Tai Chi Society
- University of Auckland Tennis Club
- Medical Students Sports Club
- University Netball (Auckland) Inc.
- Rugby Football Club
- University of Auckland Snowsports Club
- University of Auckland Soccer Club
- Auckland University Underwater Club Ltd

## Sport and recreation

Keeping fit and healthy and staying active will help you to deal with stress and is a great way to meet new people. The University has a comprehensive Recreation Centre on Symonds Street at the City Campus. There are also some facilities at Tamaki, Epsom and Tai Tokerau Campuses. Sports clubs, competitions and activities are also run by AUSA and you can walk, run or bike around all of the campuses.

While you are on campus, here are some ways to get the 30 minutes of exercise a day experts recommend for healthy living:

- join group fitness or aerobics programmes at the City Campus Recreation Centre
- attend one of seven different types of dance classes offered at the City Campus Recreation Centre
- go for a walk or run or take a frisbee to the Domain (near the City and Grafton Campuses), up Mount Eden (by the Epsom Campus), in the sports fields (at Tamaki Campus) or Laurie Hill Park (at Tai Tokerau Campus)
- make the most of the boxing room, weights room, express circuit, cardio room or core and stretch training room at the City Campus Recreation Centre
- have a go on the state-of-the-art climbing wall and get ready for the annual Bouldering Competition
- get some friends together and book a court at the Recreation Centre for a game of indoor soccer, badminton, netball, squash, indoor cricket, ultimate frisbee and more
- enter the social sports league to play a range of sports over the lunch period in the City Campus Recreation Centre.

If you want to get more involved or competitive, represent the University or want something impressive to add to your CV, here are some more ideas:

- enter the competitive basketball league run by the City Campus Recreation Centre and aim for the finals
- enter the Inter-University League Games organised by AUSA and challenge other Auckland tertiary institutions at basketball, netball, soccer and mixed volleyball
- enter the annual Snowbash or attend the week-long University Snowgames (see [www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz))
- train for the University Rowing Champs ([www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz))
- represent The University of Auckland in the annual University Games in April. There is a huge range of sports to compete in and this is a great way of having fun and meeting university students from around the country. Trials are held in March. Contact AUSA

- join one of AUSA's 28 sports clubs including cricket, skiing, fencing, rock and alpine, boating, hockey, mountain biking, handball, underwater, tramping, yoga and more.

If you want to get involved but don't think you're very 'sporty' you can support your favourite team or have a go at the Annual Tertiary Challenge. This is a multi-sport day aimed at participation rather than competition. A number of sports are competed in and the day is an opportunity to play sport at a recreational level, meet new people and have a lot of fun. The event is held in August. Contact AUSA for more information.

## Culture

The University environment gives you plenty of opportunities to develop your appreciation of many cultures. With more than 35 cultural clubs on campus, our own Marae, Fale Pasifika and an annual celebration of diversity, there is plenty to get involved in. Here are some ideas for first-year students:

- attend the Pōwhiri at the University's Waipapa Marae during Orientation
- visit the Fale Pasifika to see a blend of traditional and modern Pacific architecture
- attend AUSA's Cultural Mosaic in September - this celebrates diversity on campus with an impressive range of performances, food and art
- check out the cultural clubs on campus ([www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz))
- meet some international students by visiting iSpace in the Information Commons or become an iSpace mate (help an international student get used to Auckland and the University) after you've completed a semester of study. Email [ispace@auckland.ac.nz](mailto:ispace@auckland.ac.nz) to find out more
- join the University branch of AISEC - the world's largest student organisation. They promote international cooperation and provide

leadership and exchange opportunities for students. Visit [www.aisec.org](http://www.aisec.org)

## Student exchange

For a real international experience you can complete part of your degree at another university in one of 25 countries through the 360° Study Abroad Programme. You pay your normal University of Auckland fees while you attend the other university although you do need to fund the travel and accommodation expenses. With careful planning it's possible to credit back the courses you study overseas so your degree takes no longer to complete. Most students go in their second year so it is important to plan early if you are interested. You will need to talk to an academic adviser in your faculty to help plan a "course match" for your first and second choice of destination. To find out more, and the funding available to help students, attend one of the seminars held each Thursday at 2pm in the iSpace lounge.

Your faculty Student Centre will be able to tell you about any other opportunities for international experiences.

## Music, dance and art

The University's music, dance and art students regularly share their work with other students on campus through a variety of performances and exhibitions. There are three art galleries at the City Campus and the University's own art collection of more than 800 pieces is on display throughout the campuses. The University also has its own chamber choir and string orchestra. Drama lovers have the opportunity to enjoy an impressive range of professional theatre events at the Maidment Theatre, more alternative theatre experiences at Musgrove Studio Theatre, and regular student productions at the Drama Studio - all on the City Campus.

To find out what's on, go to:

[www.creative.auckland.ac.nz/events](http://www.creative.auckland.ac.nz/events) where all the upcoming events from the National Institute of Creative Arts and Industries are displayed or [www.maidment.auckland.ac.nz](http://www.maidment.auckland.ac.nz) where upcoming events at the Maidment and Musgrove Theatres are listed.

Here are some ideas to get you involved with the creative arts on campus and show your support for our student talent:

- attend a free musical concert by our music students on Fridays (1.05pm -1.55pm) during semester at the Music Theatre, School of Music on Symonds Street
- look out for the annual Auckland JazzFest put on by our School of Music
- visit one of the art galleries at the City Campus (they are all free). The George Fraser Gallery is in Albert Park. The Gus Fisher Gallery is in the Kenneth Myers Centre, 74 Shortland Street. Window, a special exhibition space for students across all disciplines, is located in the main foyer of the Library. There is also work displayed online at [www.window.auckland.ac.nz](http://www.window.auckland.ac.nz)
- attend the Elam Graduate Show, an annual weekend-long exhibition where Elam School of Fine Arts students present a selection of their work.

## Entrepreneurship and enterprise

If you think you've got a great idea or just fancy starting up your own business, you don't have to be studying commerce to join the entrepreneurs on campus. Spark is a voluntary student-led organisation established to help foster an entrepreneurial culture at The University of Auckland and throughout the wider New Zealand community. Its aim is to provide students with the skills, knowledge and determination needed to turn your first-class ideas into world-class businesses.

Throughout the year participants are provided with the opportunity to test their ideas and skills against other budding entrepreneurs in three business plan challenges - the \$10K, \$40K and Spark Aspire Challenges. These challenges have a top prize of \$30,000 and a total prize pool of \$110,000.

Spark also runs a free "Vision to Business" seminar series during semester one, as well as providing numerous opportunities for mentoring and networking with the business community throughout the year.

### [www.spark.auckland.ac.nz](http://www.spark.auckland.ac.nz)

Chiasma is a student-led initiative that promotes enterprise in biotechnology and links students to the wider industry. It's free to join and you'll hear about events, competitions, networking opportunities and other activities that will help science-based students to be more innovative, business savvy and employable. Chiasma is supported by the Faculty of Medical and Health Sciences, School of Biological Sciences, Business School and Bioengineering Institute as well as corporate sponsors.

You can find out all about it at [www.chiasma.auckland.ac.nz/](http://www.chiasma.auckland.ac.nz/)

## Alumni

Once you have graduated being an active part of an alumni community offers many opportunities to network with fellow University of Auckland graduates and remain part of the University community. [www.alumni.auckland.ac.nz](http://www.alumni.auckland.ac.nz)

# Getting support: A–Z

## Academic Skills

If you need help to learn to write effective notes, complete an assignment, prepare for exams, reference your work, or master any other academic skills, contact your teacher or the Student Learning Centre

[www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz)

## Accommodation

If you are having trouble finding a place to live, the University can help with halls of residence, flats and home stays. Visit the accommodation website [www.accommodation.auckland.ac.nz](http://www.accommodation.auckland.ac.nz) or visit the Accommodation Office at O'Rorke Hall, 16 Mount Street, City. You can also call them on +64 9 373 7599 ext 87691.

## Adult Student Support -

see Mature Student Support

## Advocacy

Confidential support for students with an academic grievance or any other concerns about University life or services is provided by AUSA (The Auckland University Students' Association).

[www.ausa.auckland.ac.nz](http://www.ausa.auckland.ac.nz)

**Bikes** - see Transport

**Budgeting** - see Money Matters

**Buses** - see Transport

## Career Support

The University's careers service provides a wide range of services, advice and resources for students to access during their first year of study.

For help with planning your career visit:

[www.auckland.ac.nz/careers](http://www.auckland.ac.nz/careers)

## Childcare

Part-time and full-time care is available for pre-schoolers on campus through a range of early childcare services. There are also special

spaces where parents can study with their children and meet other parents. AUSA also has a student parent resource officer. For more information about these services visit:

[www.auckland.ac.nz/student-parent](http://www.auckland.ac.nz/student-parent)

## Counselling

Counsellors are available to support you through a wide range of personal issues or emotional difficulties that impact on your studies. The service is free. More information can be found at:

[www.auckland.ac.nz/counsellingservices](http://www.auckland.ac.nz/counsellingservices)

## Course Planning

To plan your programme or change your courses visit your faculty Student Centre. These are listed on pages 58-59.

## Coursework

If you don't know what is expected of you or don't understand what you have been taught contact your teacher.

**Dentist** - see Health

## Disability Services

Support, facilities and resources for students with a disability or mental health impairment can be found at:

[www.auckland.ac.nz/disabilityservices](http://www.auckland.ac.nz/disabilityservices)

**Doctor** - see Health

## Early Childhood Education -

see Childcare

**Employment** - see Careers and Student Job Search

**Financial Assistance** - see Money Matters

**Flating** - see Accommodation

**Halls of Residence** - see Accommodation

**Hardship** - see Money

## Health

Students can access a wide range of medical services on campus delivered by our team of doctors and nurses. There are also dentists and optometrists. Information about the services available, where they are located and how much they cost can be found at:

[www.auckland.ac.nz/healthservices](http://www.auckland.ac.nz/healthservices)

**Home Stays** - see Accommodation

## International Student Support

A wide range of information, facilities, services and support is available through the International Office and by visiting:

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

There is also a team of international student advisers who can help with matters about your studies, health, money, work, accommodation and more. You can contact them through the International Student Information Centre (see pages 58-59 for contact details).

## Loans and Allowances

Information about loans and allowances is available at: [www.auckland.ac.nz/studentloansandallowances](http://www.auckland.ac.nz/studentloansandallowances)

Or visit the StudyLink website at:

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

## Lockers

For more information on locker locations and how to get one, visit: [www.auckland.ac.nz/lockers](http://www.auckland.ac.nz/lockers)

## Lost Property

- City Campus - AUSA reception, Alfred Street.
- Epsom Campus - Student Association, K Block
- Grafton Campus - Security desk at main entrance to building
- Tai Tokerau Campus - main reception
- Tamaki Campus - Tamaki Students' Association Office or Student Resource Centre

## Māori Students' support

A range of support is available for Māori students including mentoring programmes, study spaces, scholarships and advisers. The marae offers a home base for Māori students at the University. For more information about all the support available visit:

[www.auckland.ac.nz/maoristudents](http://www.auckland.ac.nz/maoristudents)

## Mature Student Support

Information about study support for mature students is available at: [www.auckland.ac.nz/maturestudent](http://www.auckland.ac.nz/maturestudent)

**Medical Help** - see Health

## Mental Health Support -

see Disability Services

## Money Matters

Advice for creating a budget and managing your money and support for students who are struggling financially or need money in an emergency can be found at:

[www.auckland.ac.nz/money-matters](http://www.auckland.ac.nz/money-matters)

**Optometrist** - see Health

## Pacific Students' Support

A range of support is available for Pacific students including mentoring programmes, study spaces and advisers. The Fale Pasifika complex offers a home base for Pacific students at the University. For more information about the support available visit:

**[www.auckland.ac.nz/pacificstudents](http://www.auckland.ac.nz/pacificstudents)**

**Parents** - see Childcare

## Parking

For information about student parking on campus, parking in the city and mobility impaired parking, visit: **[www.auckland.ac.nz/parking](http://www.auckland.ac.nz/parking)**

## Religion

For a list of places to worship across a wide range of religions, on and off campus, visit:

**[www.auckland.ac.nz/spiritualsupport](http://www.auckland.ac.nz/spiritualsupport)**

## Scholarships

There are heaps of scholarships available, search for the ones you are eligible for at:

**[www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)**

**Sick** - see Health

## Smoking

All of The University of Auckland's campuses are smoke-free.

## Stressed

If you feel stressed and need help but don't know where to start, ask to talk to a counsellor (see Counselling, page 39). The counsellors know about all the support and help available so if they can't help you themselves they can introduce you to someone who can.

## Student Job Search

SJS helps students find casual or part-time work.

Visit **[www.sjs.co.nz](http://www.sjs.co.nz)**

## Tamaki Bus Service

Information about the Tamaki bus service is available at:

**[www.auckland.ac.nz/intercampus-bus](http://www.auckland.ac.nz/intercampus-bus)**

**Trains** - see Transport

## Transport

Information about bus, rail and ferry services and about cycling, walking and driving to and from our campuses is available at:

**[www.auckland.ac.nz/transport](http://www.auckland.ac.nz/transport)**

**Work** - see Student Job Search and Careers.

There is information about working while you study at: **[www.auckland.ac.nz/working](http://www.auckland.ac.nz/working)**

A comprehensive A-Z directory can be found on the University's homepage under quick links.

# Keeping safe

The University has its own security team called Unisafe who help to protect students on campus. If you ever feel unsafe or see suspicious behaviour, call them. You should still call 111 in an emergency.

To contact Unisafe, use one of the red emergency phones around the campuses or dial 85000 from an internal phone. From your mobile call 0800 373 7550. You can call 24 hours a day, seven days a week.

- Always carry your University student ID card so you can prove you are a University student and therefore have a reason for being on campus.
- Mark your property so it can be personally identified.
- Never leave valuables unattended, especially laptops and wallets in study areas.
- Keep your phone charged and don't walk in isolated areas alone at night.
- Be wary of unsolicited text messages or emails inviting you to meet someone you do not know.
- Lock your car and secure your bike on a bike rack or in a bike shed.
- Enter the security number into your mobile phone 0800 373 7550.
- Protect your mobile phone. Register your phone with your network provider and if it is stolen, ask them to bar the SIM card immediately.
- Back up work on your computer regularly and keep your back up drives separate so you don't lose vital work if your computer is stolen.



# Working together

## How the University communicates with you

The University formally communicates to students through email and post. Check your EC Mail account regularly and keep your postal address on nDeva up to date. Check the student notices on the current student homepage ([www.auckland.ac.nz/currentstudents](http://www.auckland.ac.nz/currentstudents)) and the CECIL homepage for important information such as closing date reminders, competitions and special events. Keep an eye out for interesting information about your courses on departmental notice boards.

The homepage of The University of Auckland's website lists the events happening around campus. This is where you'll find out about special lectures given by staff and visiting lecturers that all students are welcome to attend. Student association websites have information about student parties, concerts and activities.

Listen to bFM - an Auckland radio station that broadcasts from the City Campus on 95FM for regular gig guides, news, music and information.

Publications with information about what is happening around campus include:

- *Next Week in Focus* - a summary of upcoming events, available online.
- *The University News* - the regular publication of university events, personalities and information.
- student association publications such as *Craccum*, *The Orientation Magazine* and *Platform*.

All these publications are free and are distributed to boxes and reception areas around campus.

## Getting your views heard

There are lots of opportunities for you to comment on your experiences at the University.

## Opportunities for feedback include:

### Student evaluations of courses, teaching and tutoring

Each year, about one-third of all courses are evaluated by students. All students are eligible to participate anonymously, usually in class but sometimes online. Evaluation forms typically include "tick the box" questions and an opportunity to provide open-ended comments. Most evaluations are done towards the end of the course, but sometimes you will be asked to provide feedback earlier so the teacher can check how students are experiencing the course and make adjustments if necessary.

You may also be asked to evaluate a teacher or a tutor. Separate forms are used for this purpose.

### University surveys

The University may ask you to complete a survey on such matters as your programme of study, your overall University experience or your views on the University's services and facilities. Some of these surveys use a random sample approach, and others target specific groups of students, meaning not all students may be invited to participate. Each survey is carefully constructed and the University controls the number of surveys so as to ensure students are not unnecessarily burdened with survey requests.

### Other surveys/formal comment mechanisms

Your department, school or faculty may occasionally ask for your feedback on specific matters that are within their respective areas of responsibility. Providers of student services or facilities may also ask for your comments through suggestion boxes, online feedback links, etc.

## Staff-student consultative committees (SSCC)

Each class nominates a student representative and each department has a Staff-Student Consultative Committee (SSCC) which meets regularly. You can provide comments and suggestions on your teaching and learning experiences through the class representatives, who are members of the departmental SSCC. The SSCC system provides a forum for consideration of your feedback and ideas at departmental and faculty levels.

## Speaking directly to your teachers and other staff members

Academic staff welcome feedback on your learning experiences. Talk to them directly if you have a comment, concern, or praise - staff like to know that you appreciate their work.

## What happens to your feedback?

Evaluations of courses, teaching and tutoring are looked at by both teachers and their Academic Head. Adjustments in a course or teaching may be made whilst the course is being taught or the next time the course is offered.

Student responses to University-wide surveys are discussed in detail in University committees and are also considered, where appropriate, by managers of services and facilities.

Reports on the results of University-wide surveys are posted on the "Current Students" section of the University website.

Some of the changes that have recently happened as a result of student feedback include:

- upgraded lecture theatres and tutorial rooms
- more group study space and lounge areas
- more computers and computer labs
- more detailed course outlines

- greater use of CECIL by teaching staff
- better academic advice
- more opportunities to have an international educational experience.

## Dealing with problems

The most important thing is not to let problems build up. Ask for help quickly so the issue can be dealt with before it escalates and gets in the way of your study.

If you feel comfortable, approach the person concerned directly or take a friend with you, or you could:

- talk to your class representative about any issues relating to your class or teachers
- ask at your faculty Student Centre for an appropriate person to discuss your concerns with. They can make your concerns known if need be
- talk to your student association. They can provide help, advice and advocacy on a wide range of issues relating to study and student life. They can also advise you on the procedures in place at the University for dealing with formal complaints
- contact the University's mediator if you think there is a dispute or the potential for a dispute, or you think you are being harassed in any way or discriminated against. The mediator provides free and confidential advice and can tell you about the procedures in place for dealing with problems. Call +64 9 373 7599 ext 88905 or email [mediation@auckland.ac.nz](mailto:mediation@auckland.ac.nz) for an information pack.

## Your rights and responsibilities

### Student Charter

The Student Charter is an agreement between The University of Auckland and its students. You can access it at

[www.auckland.ac.nz/studentcharter](http://www.auckland.ac.nz/studentcharter)



## Study groups

Course	
Name	Contact details

Course	
Name	Contact details

Course	
Name	Contact details

Course	
Name	Contact details

Course	
Name	Contact details

Course	
Name	Contact details

# Lecture room locations

City Campus		
Room	Location	Building No.
ALR1, 5 and 6	Architecture Lecture Rooms, Architecture Building, 26 Symonds Street	421
Arts 202 - 209	Level 2, Arts 1 Building, 14A Symonds Street	206
Arts 716	Level 7, Arts 1 Building, 14A Symonds Street	206
BLT 100.204	Biology Lecture Theatres 100 and 204 (Level 2) Biology Building, 5 Symonds Street	106
ClockTower 018 - 039	Basement Level, The ClockTower, 22 Princes Street	105
ClockTower 101	Level 1, The ClockTower, 22 Princes Street	
C303	Level 3, Arts 2 Building, 18 Symonds Street	207
Conference Centre Lec Theatre	Conference Centre, 22 Symonds Street Next to Architecture Building	423
Eng 1404, 1439	Engineering Lecture Theatres, Level 4 (Street level) Engineering Building, 20 Symonds Street	401
Eng 3401 - 3408	Engineering Lecture Theatres, Level 4 (Street level) Engineering Building, 20 Symonds Street	403
Eng 4501 - 4504	Engineering Lecture Theatres, Level 5 Engineering Building, 20 Symonds Street	404
Geol 1060	Geology Lecture Theatre, Room 1060, Level 1 Chemistry Building, 23 Symonds Street	301
HSB 1, 2	Human Sciences Building, 10 Symonds Street	201
HSB 370	Level 3, Human Sciences Building	201
HSB 704	Level 7, Human Sciences Building	201
HSB 902	Level 9, Human Sciences Building	201
Large Chem	Large Chemistry Lecture Theatre, Chemistry Building 23 Symonds Street	301
Law Algie	Law School, 9 Eden Crescent	801
Law Northey	Law School, 9 Eden Crescent	801
Law Stone	Law School, 9 Eden Crescent	801
Law Small	Law School, 17 Eden Crescent	803
Lib B10 - B28	Basement, General Library, 5 Alfred Street	109
Med Chem	Medium Chemistry Lecture Theatre, Chemistry Building 23 Symonds Street	301

MLT 1, 2, 3	Maths Lecture Theatres, Maths/Physics Building, 38 Princes Street. Note: MLT 2 and 3 are located on Level 1	303
OCH G53, G54	Old Choral Hall, cnr Alfred and Symonds Streets	104
Old Gov Lec Th	Old Government House Lecture Theatre	102
Owen G Glenn Building FPAA, 098, B3, B4, B5, Case Room 1, Case Room 4	Owen G Glenn Building (New Business School), Wynyard St	260
PLT 1, 2, 3, 4	Physics Lecture Theatres, Maths/Physics Building, 38 Princes Street. Note: PLT 3 and 4 are located in the basement level	303
SLT 1	Science Lecture Theatre, Maths/Physics Building, 38 Princes Street	303

### Epsom Campus

Room	Location	Building No.
A238	Level 2, A Block	-
A325	Level 3, A Block	-
A326	Level 3, A Block	-
Music Auditorium B113	Level 1, B Block	-
F01	Ground Floor, F Block	-
J01	Ground Floor, J Block	-
J02	Ground Floor, J Block	-
J03	Ground Floor, J Block	-
N04	Level 1, N Block	-
N05	Level 1, N Block	-
N356	Level 3, N Block	-
N357	Level 3, N Block	-
N614	Level 6, N Block	-
N632	Level 6, N Block	-
R Block Conference		-
U102	Level 1, U Block	-

## Grafton Campus

Room	Location	Building No.
Room 502-B41	Building 502, 85 Park Road	502
Henley Lecture Theatre	Level 4, Building 501, 85 Park Road	501
Lewis Lecture Theatre	Level 2, Building 501, 85 Park Road	501
Robb Lecture Theatre	Basement Level, Building 501, 85 Park Road	501

## Tamaki Campus

Room	Location	Building No.
721.201	Level 2, Building 721, 261 Morrin Road	721
721.231		
721.234		
722.201	Level 2, Building 722, 261 Morrin Road	722
723.201	Level 2, Building 723 , 261 Morrin Road	723
723.231		
730.264	Level 2, Building 730, 261 Morrin Road	730
730.287		
730.289		
731.201	Level 2, Building 731, 261 Morrin Road	731
731.203		
732.201	Level 2, Building 732, 261 Morrin Road	732
733.201	Level 2, Building 733, 261 Morrin Road	733
733.231		
733.234		
734.201	Level 2, Building 734, 261 Morrin Road	734
734.203		
734.231		
734.234		

## Locations of other classes


# Student centres/help desks

## For all students

### Student Information Centre

Room 112, Level 1 (Ground Floor)  
The ClockTower  
22 Princes Street  
City Campus

Monday - Friday 8am to 6pm  
Saturdays 9am to 12pm

### Student Central Office

Level 1, Student Union Building (311) (The Quad)  
34 Princes Street  
City Campus

Monday - Friday 9am to 5pm

**Phone:** 0800 61 62 63

**Fax:** 0800 61 62 64

**Email:** [studentinfo@auckland.ac.nz](mailto:studentinfo@auckland.ac.nz)

**[www.auckland.ac.nz/currentstudents](http://www.auckland.ac.nz/currentstudents)**

## Additional support

### Māori and Pacific Students

Equity Office  
East Wing, ClockTower  
22 Princes Street  
City Campus

**Phone:** +64 9 373 7599 ext 84093

**Fax:** +64 9 373 7948

**Email:** [eedo@auckland.ac.nz](mailto:eedo@auckland.ac.nz)

**[www.auckland.ac.nz/equity](http://www.auckland.ac.nz/equity)**

### International Students

Auckland International  
Room G23  
Old Choral Hall  
7 Symonds Street  
City Campus

**Phone:** +64 9 373 7513

**Fax:** +64 9 373 7405

**Email:** [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz)

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

## Students with a disability or impairment

Room 036, Basement Level  
ClockTower  
22 Princes Street  
City Campus

Room K100, Epsom Campus

**Phone:** +64 9 373 7599 ext 88808

**Fax:** +64 9 308 2354

**Email:** [disabilities@auckland.ac.nz](mailto:disabilities@auckland.ac.nz)

**[www.auckland.ac.nz/disabilityservices](http://www.auckland.ac.nz/disabilityservices)**

## Faculty Student Centres

### Faculty of Arts

Room 416-418, Human Sciences Building  
10 Symonds Street  
City Campus

Monday to Friday 9am to 5pm

**Phone:** +64 9 373 7599 ext 85060

**Email:** [asc@auckland.ac.nz](mailto:asc@auckland.ac.nz)

**[www.arts.auckland.ac.nz](http://www.arts.auckland.ac.nz)**

### Business School

Level 1, Owen G Glenn Building  
12 Grafton Road  
City Campus

Monday to Friday 8.30am to 5pm

**Phone:** +64 9 373 7599 ext 87186

**Fax:** +64 9 373 7019

**Email:** [comenquiry@auckland.ac.nz](mailto:comenquiry@auckland.ac.nz)

**[www.business.auckland.ac.nz](http://www.business.auckland.ac.nz)**

### National Institute of Creative Arts and Industries

Level 2, Building 421  
26 Symonds Street  
City Campus

**Phone:** +64 9 373 7067

**Fax:** +64 9 373 8786

**Email:** [info-creative@auckland.ac.nz](mailto:info-creative@auckland.ac.nz)

**[www.creative.auckland.ac.nz](http://www.creative.auckland.ac.nz)**

## Visual Arts

### (at Manukau Institute of Technology)

Bachelor of Visual Arts programme at  
Manukau School of Visual Arts  
50 Lovegrove Crescent  
Otara, Manukau City

**Phone:** +64 9 968 8780

**Email:** [msva@manukau.ac.nz](mailto:msva@manukau.ac.nz)

## Faculty of Education

Epsom Campus  
A Block, Gate 3  
74 Epsom Avenue  
Epsom

**Phone:** +64 9 623 8883

**Fax:** +64 9 623 8950

**Email:** [education@auckland.ac.nz](mailto:education@auckland.ac.nz)

**www.education.auckland.ac.nz**

Tai Tokerau Campus  
13 Alexander Street  
Whangarei

**Phone:** +64 9 470 1014

**Fax:** +64 9 430 2276

**Email:** [education@auckland.ac.nz](mailto:education@auckland.ac.nz)

**www.education.auckland.ac.nz**

## Faculty of Engineering

Faculty of Engineering Student Centre  
Level 4, School of Engineering Building  
20 Symonds Street  
City Campus

**Phone:** +64 9 373 3599 ext 88120

**Email:** [engineering-enquiries@auckland.ac.nz](mailto:engineering-enquiries@auckland.ac.nz)

**www.engineering.auckland.ac.nz**

## Faculty of Law

Faculty of Law Reception  
Room 305, Building 801  
9 Eden Crescent  
City Campus

**Phone:** +64 9 373 7599 ext 85971

**Email:** [lawreception@auckland.ac.nz](mailto:lawreception@auckland.ac.nz)

**www.law.auckland.ac.nz**

## Faculty of Medical and Health Sciences

Faculty of Medical and Health Sciences  
Student Centre  
Ground Floor, Building 501  
85 Park Road  
Grafton Campus

Monday to Friday 8.30am to 4.30pm

**Phone:** +64 9 373 7599 ext 84888

**Email:** [fmhs@auckland.ac.nz](mailto:fmhs@auckland.ac.nz)

**www.fmhs.auckland.ac.nz**

## Faculty of Science

Ground Floor, Building 301  
23 Symonds Street  
City Campus

Monday to Friday 8.30am to 5pm

**Phone:** +64 9 373 7599 ext 87020

**Email:** [scifac@auckland.ac.nz](mailto:scifac@auckland.ac.nz)

**www.science.auckland.ac.nz**

## School of Theology

School of Theology Reception  
Level 3, Fisher Building  
18 Waterloo Quadrant  
City Campus

**Phone:** +64 9 373 7599 ext 86676

**Fax:** +64 9 373 7015

**Email:** [theology@auckland.ac.nz](mailto:theology@auckland.ac.nz)

**www.theology.auckland.ac.nz**

## IC Helpdesks for IT support

[www.information-commons.auckland.ac.nz](http://www.information-commons.auckland.ac.nz)

**Email:** [ichelpdesk@auckland.ac.nz](mailto:ichelpdesk@auckland.ac.nz)

### City Campus

Kate Edger Information Commons  
Corner of Symonds and Alfred Streets  
Level 2

**Phone:** +64 9 373 7599 ext 82333

### Grafton Campus

Grafton Information Commons  
85 Park Road, Building 503,  
Room 011, Ground Floor

**Phone:** +64 9 373 7599 ext 82333

### Epsom Campus

Epsom Information Commons  
Sylvia Ashton-Warner Library  
74 Epsom Ave  
L Block, Gate 3

**Phone:** +64 9 373 7599 ext 48324

## Computer laboratories

A list of all the computer laboratories on campus is available at:

[www.auckland.ac.nz/faculty-computers](http://www.auckland.ac.nz/faculty-computers)



# THE UNIVERSITY OF AUCKLAND

**NEW ZEALAND**

Te Whare Wānanga o Tamaki Makaurau

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