

TARGETED AND CONDITIONAL ADMISSION

STUDENT HANDBOOK

2017



THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

ARTS

Name:	
ID:	Username:

Things I must do after I'm enrolled

Attend Orientation	
Go on a campus tour with Uniguides	
Meet with my Academic Adviser	
Timetable classes, diarise assignment dates	
Attend Tuākana Arts support workshops (Māori and Pacific students)	
Complete library tour and tutorial	

Key contacts

Student Support Advisers: <ul style="list-style-type: none"> • Chip Matthews c.matthews@auckland.ac.nz • Tanya Savage t.savage@auckland.ac.nz
<ul style="list-style-type: none"> • The Arts Students' Centre asc@auckland.ac.nz
Tuākana mentors:
FYE mentor:

Things I must do at the end of my first year

	Date(s)	Complete
Visit the Arts Students' Centre for degree planning advice		

Check your University email inbox. Official emails are sent to this address.

Welcome to the Faculty of Arts

Kia ora, greetings.

Welcome to the Faculty of Arts at the University of Auckland.

I am delighted to welcome you to the Faculty of Arts at the University of Auckland. The Faculty is very pleased to offer you a place in the BA under our Arts Targeted/Conditional Admission Scheme. Targeted/Conditional Admission is used to enable students who have not met the requirements for guaranteed entry a chance to enrol and to succeed, by providing special support and enrolment arrangements.

As an Arts student, you will need to meet some conditions before you can enrol for the BA during your first year of study. I am confident that the

support offered will provide you with the best possible chance of succeeding in your studies. This handbook should help you understand what is required of you. Please keep it for future reference and I encourage you to make good use of the support services it outlines.

I wish you every success in your studies and I hope that you will enjoy your learning experience with the Faculty of Arts.

Naku na,



PROFESSOR ROBERT GREENBERG
Dean of Arts, the University of Auckland



What is Targeted Admission?

The Targeted Admission Scheme (TAS) is designed to provide equal educational opportunities to Māori and Pacific students and students from other under-represented groups who have the potential to participate and succeed in a university of high international standing, and who have applied via the application process.

The Conditional Admission Scheme is for students who do not come from one of the targeted equity groups, who have gained University Entrance, but not the required rank score.

Active learning

At university your future is in your own hands! By actively participating in the learning experience and using the support available, you can achieve more than you ever thought possible.

- Attend all your classes and tutorials. It is easy to get distracted by your friends or other activities, but if you keep focused and make sure all your assignments are handed in on time then you will be the one to reap the rewards.
- At university there is no teacher monitoring you so you need to take responsibility for your own learning outside of the classroom. Self-directed study is equally important, so when not in class use the resources available, manage your time effectively, meet deadlines and be organised.
- In lectures, take notes and keep track of things that you do not understand so that you can seek clarification in your tutorial class. Going to tutorials gives you the opportunity to discuss the topics covered in lectures and supplement your learning in a small group. Students who attend tutorials tend to perform better than those who don't.
- It is not always easy, but do the required readings, viewings or exercises before the lecture or tutorial. You will see the results in the grades you achieve.

Note: Failure to complete all required coursework and/or failing to sit all exams (DNC/DNS) will result in programme discontinuation.

Time management

- Plan your academic workload and any paid employment for the semester. Take note of coursework due dates and draw up an assessment timetable. This is important as a third of first-year students report that the University workload is higher than they expected.
- The University expects that students will do (on average) ten hours work each week on each course. This is made up of lecture time, tutorial/lab time and independent study.
- 4 courses = a 40-hour work week.

- Doing paid work for more than 12.5 hours per week will be a problem if you are studying full-time – do you have an appropriate work/study/life balance? If not, you may need to re-evaluate your schedule.
- While you will have hours or even days without lectures or tutorials, you are expected to spend this time working independently, either on your own or with others. You could do reading and research, work on coursework, or prepare for lectures and tutorials. You might choose to work at home, in the Library or in the Information Commons.
- Begin working on assignments early. Allow time to think about the assignment topic and to ask questions of your tutor and/or lecturer. Assignment writing is a continuing process, so begin early enough to ensure you can review your writing and final copy before you hand in your assignment.

Get the information you need

Make sure that you have viewed the **2017 Plan Your Degree, a guide for Faculty of Arts undergraduate students**. This gives lots of information about the different subjects that you can take for a BA, how to plan your enrolment to ensure that you do what is necessary to obtain your degree and what is expected of you at university. It also tells you about the many sources of help at the University of Auckland, both academic and personal. Visit www.arts.auckland.ac.nz/handbooks to view the *Plan Your Degree* ebook.

Meeting with your Academic Adviser

To help you on your way, we will arrange a welcome meeting for you and other students to meet with teaching staff, Academic Advisers and your Student Support Adviser. This will be an informal meeting, where you can reflect on your studies so far and get some advice about your journey at the University of Auckland. Advisers will also be there to answer any questions about your future study plans. Remember, this is an informal meeting- it is a time to come together with your fellow students and share your experiences and advice with each other. There will be opportunities for those who wish to meet with a teaching staff member on a one-on-one basis as well.

Your Student Support Adviser will email you details of this meeting at the beginning of the semester.

Things to know

- Have you accessed your course pages on Canvas?
- Do you have your course outlines and have you read them?
- Do you know what the recommended text/course reader is for your course?
- Do you know where your lectures and tutorials are located?
- Do you know the names of your lecturers and your tutors?
- Do you know their office hours?

- Do you know where the relevant disciplinary area offices are located?
- Do you know where the Kate Edger Short Loan and the Information Commons are located?
- Do you know where you can study at home and on campus?
- Do you know people you can be in a study group with?
- Do you know how you will access the internet?
- Do you know how to get help with academic skills (eg Student Learning Services – Tā te Ākonga)?
- Do you know how to get help with academic English (eg English Language Enrichment – ELE)?

Making the transition to university

The University is the size of a small town, so you may feel a bit lost at first – you may have lectures with hundreds of other students daily and small group classes only a few times a week. It's important to settle in well, and your first few weeks are crucial in making a platform for study success. Here are a few tips on arriving and thriving in the Faculty of Arts:



Help! Not sure who to ask? See the Arts Student Engagement team, your Tuākana mentor, FYE mentor or the Arts Students' Centre.

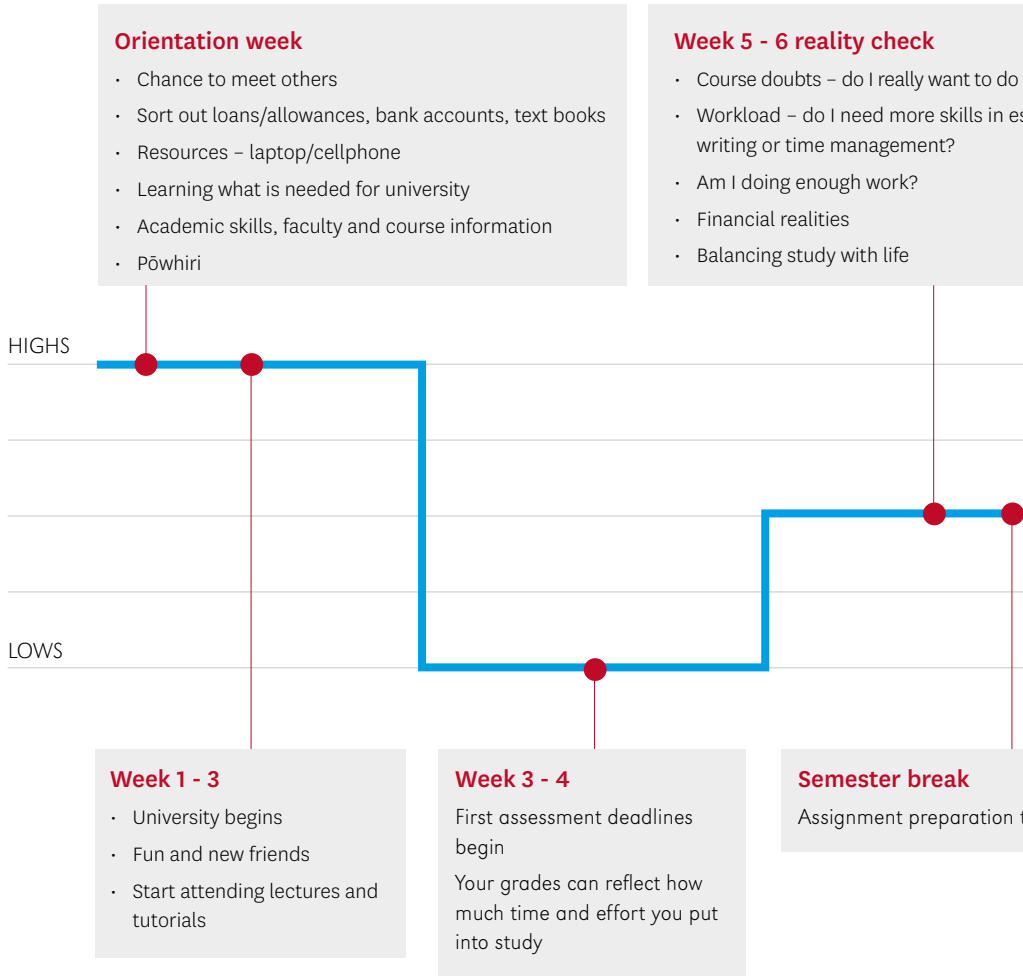
- Complete your enrolment on time to give yourself the best start possible.
- Make friends with people who support your learning. Get to know the students in your labs and tutorials and ask whether they want to form a study group. Make sure you know who your lecturers and tutors are and where to find them, and check ahead of time where to hand in your assignments.
- Plan ahead – this is a new environment, so you need lots of time up your sleeve. Unlike school teachers, academic staff are generally only available by appointment or during particular office hours, so you need to plan their availability into your schedule. If a staff member’s office hours clash with your class times you can email them to make an appointment at a better time.
- Get to know the University – find your lecture theatres and tutorial rooms, and learn how to use online tools for online learning support. Find your way around campus – walk all over the campus, check out the different coffee shops and study spaces and find where different disciplinary areas are located.
- Remember that at university, the emphasis is on students taking the initiative to seek advice rather than people checking up on you. Ask questions! Look for help when you need it.
- As Studylink do not recognise your first semester of enrolment as being full-time, the University cannot guarantee you will be able to access Student Allowances. Please make sure to contact Studylink for more advice.

Studying for success

Some tips to share with your whānau/family on how they can support you while you study:

- Moving from secondary school to university is a big change – there is a big difference between secondary school work and university study.
- Help your whānau understand the workload you will have during the year.
- Good time management and organisational skills need to be developed. Ask your family to support this development.
- Find a quiet place away from family distractions where you can study.
- Ask your whānau to help you stay motivated.
- Communicate your assignment deadlines and exam schedules to your family.
- Ask your family to allow you the uninterrupted time you need to do your coursework and to study for exams.
- Share with your whānau how you are doing at university and what your grades are.
- The Arts Student Engagement team can help with many things, including academic skills, degree planning, counselling and targeted support for those studying with a learning impediment.

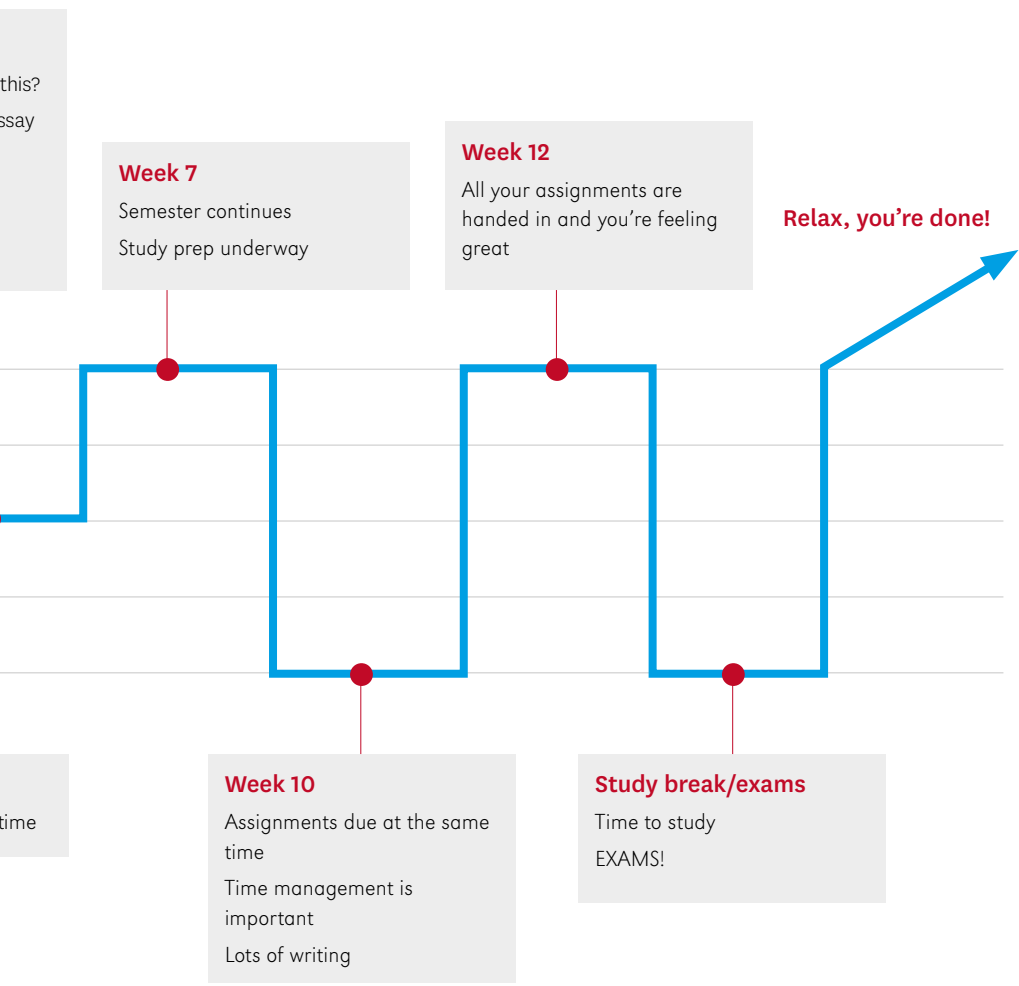
Typical first year experience – Semester One



Remember...

Orientation welcome: Semester 1 2017

Your first semester enrolment is completed manually by the Arts Students' Centre following the compulsory TAS/CAS Fono enrolment day.



Need help with your assignments?

Student Learning Services (Tā te Ākonga): www.library.auckland.ac.nz/student-learning/

Libraries and Learning Services: www.library.auckland.ac.nz

Tuākana Arts Programme: Contact Tanya Savage, Student Support Adviser

Phone: +64 9 373 7599 ext 89114

Email: t.savage@auckland.ac.nz

The Arts Students' Centre

The Arts Students' Centre (ASC) provides help and assistance for anyone enrolled, or considering enrolling, in Faculty of Arts programmes at the University of Auckland. We can tell you all about the Bachelor of Arts and the other programmes we offer, and we are also there to help you with any questions or problems you may have. It doesn't matter if you are a prospective student and don't know where to start, or a current student needing advice. We are here to help whether you just have a quick question, or need to sit down and talk with someone. If we don't know the answer, we'll find someone who does.

Here's how you can contact us:

On campus: Rooms 416-418, Level 4, Human Sciences Building, 10 Symonds Street (street level, to the right of the café)

Email: asc@auckland.ac.nz

Phone: 0800 61 62 63

Office hours: 9am-4.30pm, Monday to Friday, all year round (except public holidays, Christmas Eve, and the day after Easter Monday)

www.arts.auckland.ac.nz/asc

Useful information: check out the 'Current students' link from the Faculty of Arts homepage www.arts.auckland.ac.nz or go straight to www.arts.auckland.ac.nz/currentundergraduates



Tuākana Arts

Tuākana Arts is part of a University-wide Tuākana learning community designed to support our Māori and Pasifika students in their academic journey. Tuākana (mentors) are current high-achieving Māori and Pasifika students who provide support through workshops, by email and in office hours. To help you achieve your academic goals all Māori and Pasifika TAS students are required to participate in the Tuākana Arts Programme. Please phone, email or drop in and visit us and become part of the Tuākana learning community.

Student Support Adviser

Contact: Tanya Savage

Email: t.savage@auckland.ac.nz

Phone: +64 9 373 7599 ext 89114



Tuākana Arts team (2016).

Māori and Pasifika spaces: Te Roopu Herenga Tuākana – Arts 1 308 has study space and computers, and Okareta basement rooms – 14 Symonds Street.

First Year Experience Programme

The First Year Experience Programme (FYE) is designed to help you succeed at the University. FYE provides support to first year students by pairing them with an experienced student mentor. Mentors are available to help you with any aspect of settling into university life. They can answer questions ranging from “How do I change my enrolment?” to “Where’s a good place to eat lunch?” We hope the FYE programme will help you to feel comfortable at the University, do your very best in your studies, make new friends and have lots of fun!

For more information visit www.arts.auckland.ac.nz/fye

Arts Student Engagement

Arts Students’ Centre, HSB 416F

Phone: +64 9 373 7599 ext 82652

Email: nina.riikonen@auckland.ac.nz

Student Groups

FYE hosts a number of different student groups, including groups for LGBTI, conjoint and international students.

Contact: Nina Riikonen

Student Experience Adviser

Phone: +64 9 373 7599 ext 82652

Email: nina.riikonen@auckland.ac.nz



Some learning resources

Academic integrity

All undergraduate and postgraduate students admitted for the first time to a programme at the University are required to take an online academic integrity course. For more information see www.academicintegrity.auckland.ac.nz

DELNA (Diagnostic English Language Needs Assessment)

DELNA is a free service that determines the level of English language support you will need to succeed in your studies. www.delna.auckland.ac.nz

English Language Enrichment

Free services to improve your academic English skills, including language learning materials and help with academic writing, listening skills and pronunciation are provided by English Language Enrichment. www.library.auckland.ac.nz/ele

MyAucklandUni

MyAucklandUni is a one-stop shop that makes it easy to stay informed, understand what you need to do, find information and complete tasks. It also gives you easy access to other systems such as:

- Gmail – your student email account
- Canvas – the learning management system
- Library resources
- Student Services Online
- Help and support

www.myaucklanduni.ac.nz

Student Learning Services (Tā te Ākonga)

Student Learning Services (Tā te Ākonga) caters for the learning needs of all students. They help create successful transitions to university and to postgraduate studies and research. Through

research-informed teaching and a commitment to equity they help you discover your abilities and potential, and foster self-directed learning.

Level 3, Kate Edger Information Commons
Phone: +64 9 373 7599 ext 88850
Email: sls@auckland.ac.nz
www.library.auckland.ac.nz/student-learning/

The University of Auckland Libraries and Learning Services

The University of Auckland has New Zealand's most extensive university library system and is a national leader in the provision and development of digital resources. The Library system includes the General Library, 12 subject-specific libraries (three of which have Information Commons facilities), and the Kate Edger Information Commons.

The Library and Information Commons offer:

- Large collections of print, multimedia and microtext materials, including unique manuscript and archive collections.
- 24/7 online access to the Library catalogue and a world-class collection of electronic resources, including databases, electronic journals, electronic books and electronic course readings, using your NetID and password.
- Services to help you confidently use Library and Information Commons facilities and resources such as tours, workshops, specialist subject librarians and helpdesks.
- Over 4,500 study spaces, including over 1,100 computers that provide access to email, the internet, Microsoft Office and a variety of other software.
- Laptops that connect to the University wireless network for loan and access to printers, scanners and photocopiers.

Find out more at www.library.auckland.ac.nz

University Book Shop

UBS (City Campus)

2 Alfred Street, Auckland

Phone: +64 9 306 2700

Fax: +64 9 306 2701

Email: enquiries@ubsbooks.co.nz

Open: Monday to Friday 8am-5.30pm,

Saturday 10am-4pm

www.ubsbooks.co.nz

Sport and Recreation

Sport and Recreation, part of the Campus Life service division at the University, provides a range of recreational and sporting opportunities for students at the University.

Our Recreation Centre has a number of services including indoor sports leagues, fitness classes and recreation programmes, as well as a gym that is well equipped with the latest cardio equipment and an extensive weights selection. There are also Personal Trainers and Fitness Instructors available and a number of health and nutrition seminars.

We also run a number of interfaculty sports tournaments throughout the year, with faculties

competing for top honours in basketball, cricket, netball, rugby, soccer and touch rugby. We have a University-wide racquet sports championship with students and staff challenging each other to become number one in badminton, table tennis, tennis or squash.

There are also a number of clubs that are affiliated with the University or organised by students that people can join, from field hockey and cricket through to rugby or soccer. If there isn't a club that suits, you may even be able to start your own.

For more information about the different sporting or recreational opportunities available, please visit www.universitysport.auckland.ac.nz

Scholarships

The University of Auckland has a wealth of scholarships available to school leavers from all walks of life and from all over New Zealand. These include the University of Auckland Scholarships for academic excellence and all-round ability and leadership, the University of Auckland Chancellor's Awards for Top Māori and Pacific Island achievers and the University of Auckland Alumni Scholarship for academic achievement and financial hardship.



The University of Auckland also provides a range of scholarships and awards at postgraduate level. There are also numerous awards administered by external providers that students can apply for. For more information visit www.auckland.ac.nz/scholarships

Health and counselling

The University of Auckland provides students with a professional primary health care service including:

- Doctor and nurse consultations.
- Counselling services.
- Family planning and sexual health advice and checks.
- Wellness and lifestyle advice.
- Medical certificates – general and specialised (eg, deep sea diving medicals or insurance).
- Travel advice and immunisations.
- Minor surgery (eg, wart removal).
- Specialist dermatologist consultations.
- Walk-in clinic for urgent problems.

Ours is a skilled and experienced team of GPs and Primary Care Nurses, each of whom is committed to providing a top quality service.

The health and counselling service is open throughout the year, Monday to Friday, and even through the summer months when the academic year is over (City Campus only).

Domestic students and international students are eligible to use the service.

We encourage domestic students to enrol in the Health Service's Primary Health Organisation (PHO). Enrolling in the PHO means you pay

discounted consultation fees and you pay less for prescriptions.

Phone: +64 9 923 7681

Email: uhsinfo@auckland.ac.nz
www.auckland.ac.nz/health

AUASA

AUASA (Auckland University Arts Students' Association) is a student lead club that hosts a number of social and educational events throughout the year. Visit <http://www.ausa.auckland.ac.nz/representation/faculty-associations/auasa-arts/>

AUSA

AUSA (Auckland University Students' Association) is committed to representing and advocating for students at the University of Auckland, as well as providing an extensive range of services for the wider student community. Visit www.ausa.auckland.ac.nz

Privacy

The University of Auckland undertakes to collect, store, use and disclose your information in accordance with the provisions of the Privacy Act 1993. Further details of how the University handles your information are set out in a brochure available by phoning 0800 61 62 63.

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.

Printing: load credit on your ID card at Kate Edger Commons first, then swipe your ID card through the photocopier. If you forget your card you can log in using your SSO log in.



The Arts Students' Centre

The University of Auckland
Room 416-418 (street level)
Human Sciences Building
10 Symonds Street, Auckland
Phone: 0800 61 62 63
Questions: www.askauckland.ac.nz
Email: asc@auckland.ac.nz
Web: www.arts.auckland.ac.nz

International Office

The University of Auckland
Room G23
Old Choral Hall
7 Symonds Street
Auckland
New Zealand
Questions: www.askauckland.ac.nz
Email: int-questions@auckland.ac.nz
Web: www.international.auckland.ac.nz