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Making the move from secondary to tertiary education is a great step in our lives. It’s a transition into the adult world, where you take those first steps toward independence and responsibility.

We understand that as a parent or caregiver, you want your son, daughter or family-member, to make the best choice in order to graduate with the skills, knowledge, aspirations and confidence to realise their full potential. Not only that, but you want them to feel safe and supported during their learning.

At Otago Polytechnic, our learners are at the heart of everything we do. We work hard to give them the best chance of achieving their goals. We attain some of the best student achievement, satisfaction and employability results in Australasia and earn resounding endorsements from employers who love our work-ready, motivated and confident graduates. We also provide a welcoming and supportive environment, and offer a range of facilities, services and support to our learners.

We hope this Parents’ and Whānau Guide answers any questions you may have about this important milestone in all your lives – and that it helps you make an informed choice.

We are pleased you are considering Otago Polytechnic and look forward to welcoming you.
Otago Polytechnic is a leader in career-focused education, with some of the best student achievement and satisfaction results in New Zealand and resounding endorsements from employers.

We offer more than 180 programmes of study in a diverse range of fields, including 43 degrees and postgraduate qualifications. Our qualifications are highly sought-after and well-respected here and abroad. And because of our well-established partnerships with more than 80 international tertiary institutes, our students have opportunities to complete part of their programme of study overseas, gaining valuable experience for our increasingly global workforce.

Our exceptional educators play a huge role in our students’ successes. Over the past decade, 20 of our educators have won the government’s prestigious national Tertiary Teaching Excellence Awards. Our teacher-to-student ratio is 1:16, which guarantees your learner valuable one-on-one teaching time.

We are committed to supporting our students to succeed in education and preparing them for life beyond Otago Polytechnic. For this reason, our dedicated Student Success team provides learning, career, cultural and personal support – and we offer career guidance and subject-selection advice to prospective students, too.

The Polytechnic makes a difference through research and our commitment to sustainability. Our students directly benefit from the partnerships we have with our communities and industries, providing valuable internship and work placement opportunities.

In this ever-changing world, it’s important we provide innovative ways to study. With online tools and blended delivery options, time and distance are no barriers to gaining the education your learner needs.
Dunedin

With about 30,000 students in residence during the academic year, Dunedin is renowned as New Zealand’s premier centre of learning.

It’s a vibrant student city that blends the best of both worlds – it’s energetic, innovative and urban, while being a safe and welcoming place to live, study and work.

The city is big enough to cater for all tastes and small enough to make you feel at home. At the front of global trends, Dunedin is New Zealand’s incubator for IT, entrepreneurship and the creative industries.

Your learner will be able to make the most of the awesome gigs, events and exhibitions, great shopping and fine eateries. The city also gives easy access to spectacular scenery, sandy beaches and some of the world’s rarest wildlife – and the adventure playground of Central Otago is just a few hours’ drive inland.

Our Forth Street Campus is within easy walking distance of downtown Dunedin, right in the middle of the student district, and our Cumberland Street Campus is nestled in the heart of the city centre.
Central Otago

Central Otago offers a relaxed outdoor lifestyle surrounded by some of the world’s most breathtaking scenery. Many who come here to study never want to leave!

Our Central Campus in Cromwell offers a safe, friendly environment where students soon get to know the locals. We teach our snowsports programmes in nearby Wanaka, one of the South Island’s premier tourist destinations.

Our programmes are tailored to the needs of local industry so they build the skills employers need. Our students work on real projects in real workplaces thanks to our strong partnerships with local businesses.

Central students learn in small classes with supportive lecturers. Some of our offerings are unique in New Zealand – including the country’s only High Country Farming programme, and our full-time Stonemasonry and Sports Turf Management qualifications.

Central Otago’s striking landscapes of mountains, rivers, lakes and tussocks provide a playground for the energetic, inspiration for the artistic and a lifestyle many would envy. Queenstown and Wanaka are both just half an hour’s drive from Cromwell, meaning leisure opportunities are endless.
Choosing the right programme

It’s an exciting time when your learner embarks on higher level study in preparation for a rewarding career. We understand you want to help them make the right choices.

Subject selection

Otago Polytechnic has more than 180 programmes from certificates and diplomas, to bachelors’ degrees, graduate diplomas and masters’ degrees – even a doctorate. These programmes cover a wide range of subject areas.

Our handy School Subject Selection Guide can help guide your learner in their choices.

Find a copy of this resource at [www.op.ac.nz/future-students](http://www.op.ac.nz/future-students)

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Recommended Subjects</th>
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<tbody>
<tr>
<td><strong>Health, Community and Education Careers</strong></td>
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</table>
| Nursing                                        | Biology, Chemistry, English, Physical Education, Health, Te Reo Māori, Geography, History, Classics, History of Art, Media Studies, Religious Studies  
*Bachelor of Nursing essential subjects: Biology/Chemistry + English/English-rich subject* (Level 3) |
| Midwifery                                      | Biology, Chemistry, English, Statistics, Health, Te Reo Māori, Social Studies, History, Geography  
*Bachelor of Midwifery essential subjects: Biology/Chemistry + English/English-rich subject* (Level 3) |
<p>| Occupational Therapy                          | Biology, Physical Education, Social Studies, Health, Te Reo Māori, Statistics, English |
| Social Services                                | Te Reo Māori, Social Studies, Health, History, English                               |
| Early Childhood Studies                        | Biology, Te Reo Māori, English, Health                                               |
| <strong>Creative Careers</strong>                          |                                                                                      |
| <strong>Media Careers</strong>                             |                                                                                      |
| Film and Television                           | Media Studies, Computing/Digital Technologies, Drama, Photography, Art, Graphics/Design and Visual Communication, Creative Writing |
| <strong>Physical Activity and Wellbeing Careers</strong>   |                                                                                      |
| Sport, Exercise and Health                    | Physical Education, Science, Health, Biology, Chemistry, Mathematics, Geography, Statistics, Social Studies, English |
| Massage Therapy                               | Biology, Chemistry, Physical Education, Social Studies, Health, Te Reo Māori, English |
| Adventure and Snowsports                      | Physical Education, Science, Health, Geography, Social Studies, English               |
| <strong>Beauty and Hairdressing Careers</strong>           |                                                                                      |
| Beauty Therapy                                | Biology, Chemistry, English, Physical Education, Health, Science                      |
| Hairdressing                                  | English, Health, Science, Mathematics, Art                                           |</p>
<table>
<thead>
<tr>
<th>Natural Sciences Careers</th>
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<tbody>
<tr>
<td>Agriculture/Farming ^</td>
<td>Agriculture and Horticulture, Science, Economics, Mathematics</td>
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<tr>
<td>Horticulture/Viticulture/Arboriculture</td>
<td>Agriculture and Horticulture, Science, Biology, English, Mathematics</td>
</tr>
<tr>
<td>Sports Turf Management ^</td>
<td>Science, Agriculture and Horticulture, Engineering, Mathematics, English, Computing, Mechanics (Youth Guarantee or Trades Academy), Gateway, Unit 1153 Use Sports Turf Machinery and Equipment (Level 3)</td>
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<tr>
<td>Veterinary Nursing/Animal Health</td>
<td>Science, Biology, Health, Computing, English, Mathematics</td>
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<th>Hospitality Careers</th>
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<tbody>
<tr>
<td>Food and Beverage Service</td>
<td>English-rich subjects*, Mathematics, Food related subjects, Business Studies</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>English-rich subjects*, Mathematics, Food related subjects, Business Studies</td>
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<tr>
<th>Business, Tourism and IT Careers</th>
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<tbody>
<tr>
<td>Tourism</td>
<td>Tourism, Geography, Media Studies, Languages, English, Social Studies</td>
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<tr>
<th>Construction Careers</th>
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<tbody>
<tr>
<td>Carpentry</td>
<td>Mathematics, English, Construction and Mechanical Technologies, Technology</td>
</tr>
<tr>
<td>Stonemasonry ^</td>
<td>Mathematics, English, Construction and Mechanical Technologies, Technology</td>
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<tr>
<th>Engineering Careers</th>
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<tr>
<td></td>
<td><em>Bachelor of Engineering Technology essential subjects: Calculus + Physics (Level 3)</em></td>
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<tr>
<td></td>
<td><em>New Zealand Diploma in Engineering Technology essential subjects: Mathematics (Level 2)</em></td>
</tr>
<tr>
<td>Bicycle Mechanics ^</td>
<td>Mathematics, Physics, English, Physical Education</td>
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</table>

*English-rich subjects include*: Classical Studies, English, Geography, History, History of Art, Media Studies

**Approved subjects for degree entrance:**

^ Only offered in Central Otago
## Entry requirements

Entry requirements vary for each of our programmes. Some don’t have any prerequisites, such as a number of our foundation programmes which focus on numeracy and literacy in preparation for further study. Others require evidence of NCEA achievement, and some require submission of more detailed application material, such as portfolios.

These are the standard academic entry requirements for each of the qualification levels we provide. However, some of our programmes may have different and/or additional entry requirements so it is essential that your learner checks these carefully online before applying – [www.op.ac.nz/study](http://www.op.ac.nz/study)

* Some certificate, diploma and degree programmes may have more credits and a longer duration than this standard.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum IELTS</th>
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<tbody>
<tr>
<td><strong>Foundation and Bridging Certificates</strong></td>
<td>LEVEL 3 LEVEL 4</td>
</tr>
<tr>
<td>60 credits*</td>
<td>5.0 5.5 (overall)</td>
</tr>
<tr>
<td><strong>Certificates</strong></td>
<td>LEVEL 3 LEVEL 4 &amp; 5</td>
</tr>
<tr>
<td>40-60 credits*</td>
<td>5.0 5.5 (overall)</td>
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<tr>
<td><strong>Diplomas</strong></td>
<td>LEVEL 5 LEVEL 6</td>
</tr>
<tr>
<td>120 credits*</td>
<td>5.5 6.0 (overall)</td>
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<tr>
<td><strong>Bachelor’s Degrees</strong></td>
<td></td>
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<tr>
<td>360 credits*</td>
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<tr>
<td><strong>Graduate Certificates</strong></td>
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<tr>
<td>60 credits</td>
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<tr>
<td><strong>Graduate Diplomas</strong></td>
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<tr>
<td>120 credits</td>
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<tr>
<td><strong>Postgraduate Certificates</strong></td>
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<tr>
<td>60 credits</td>
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<tr>
<td><strong>Postgraduate Diploma</strong></td>
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<tr>
<td>120 credits</td>
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<tr>
<td><strong>Bachelor’s Degrees with Honours</strong></td>
<td></td>
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<tr>
<td>120 credits</td>
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<tr>
<td><strong>Master’s Degrees</strong></td>
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<tr>
<td>120-240 credits</td>
<td></td>
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<tr>
<td>ENTRY REQUIREMENTS</td>
<td>NZQA LEVELS</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Open entry (no academic entry criteria)</td>
<td>Level 2-4</td>
</tr>
<tr>
<td>Open entry OR specified credits from a tertiary qualification at Levels 1-3 OR specified NCEA credits OR equivalent</td>
<td>Level 2-5</td>
</tr>
<tr>
<td>Specified credits from a tertiary qualification at Levels 1-4 OR specified NCEA credits OR equivalent</td>
<td>Level 5-6</td>
</tr>
<tr>
<td>NCEA Level 3 including:</td>
<td>Level 7</td>
</tr>
<tr>
<td>&gt; 14 credits at Level 3 or above in three NZQA approved university entrance subjects, and &gt; Literacy – 10 credits at Level 2 or above, made up of: 5 credits in reading and 5 credits in writing, and &gt; Numeracy – 10 credits at Level 1 or above, made up of: specified achievement standards available through a range of subjects OR package of three numeracy unit standards (26623, 26626, 26627 – all three required) OR equivalent qualifications/experience</td>
<td>Level 7</td>
</tr>
<tr>
<td>A bachelor’s degree in any discipline OR equivalent qualifications/experience</td>
<td>Level 7</td>
</tr>
<tr>
<td>A bachelor’s degree in a related discipline OR equivalent qualifications/experience</td>
<td>Level 8</td>
</tr>
<tr>
<td>A bachelor’s degree in a related discipline OR equivalent qualifications/experience</td>
<td>Level 8</td>
</tr>
<tr>
<td>A bachelor’s degree in a related discipline OR equivalent qualifications/experience</td>
<td>Level 9</td>
</tr>
</tbody>
</table>
Exploring options

Careers website
The website www.careers.govt.nz is a great resource which can help narrow down the type of career your learner is interested in pursuing. It also gives a useful indication of the average income for different positions and the employment prospects for each role.

Talk to our Advisors
Our Liaison Advisors, Émilie Crossley and Shaun Tahau, are here to help your learner choose the study option that is right for them. They’re also happy to chat about life at Otago Polytechnic or to answer any other questions you may have.

They visit secondary schools in the first and third terms of each year, and can be found at career expos throughout the country.

We also host open days and parents’ evenings to give learners and their whānau the opportunity to learn more about life and study at Otago Polytechnic. Campus tours are also available by appointment.

Bridging programmes
If your learner doesn’t meet all the entry criteria for their desired programme of study, we offer foundation and bridging qualifications to help them build their skills to the required standard.

For more information, visit www.op.ac.nz/bridging-and-foundation

Other options for secondary students
Year 11-13 secondary school students can look into the Youth Guarantee Scheme and our Otago Secondary-Tertiary College, which aim to aid the transition from school to work or further study.

To find out more about these options – which in most cases are free – please contact andy.kilsby@op.ac.nz

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Employment

Your learner is highly likely to achieve their chosen qualification/s and gain employment if they study at Otago Polytechnic – in fact, 94% of our graduates are in work or further study.

Employers love our graduates because they are capable and work-ready – they come with real-world, practical experience as well as comprehensive theoretical knowledge.

We are proud of our many distinguished alumni who are excelling in their diverse fields here and overseas, showing that Otago Polytechnic graduates are well-equipped to change the world for the better!

www.op.ac.nz/alumni-and-friends

Learner Capability Framework

Employers look for many attributes when they are hiring staff – and not all of them are related to qualifications. That’s why we’ve established a Capability Framework with 24 key areas employers look for. Our students can be assessed against this Framework and receive certification of these capabilities, in addition to their qualification.

Explore More and Study Abroad

Many of our students have the opportunity to complete part of their degree or diploma overseas, gaining invaluable international experience in what is increasingly a global workplace.

We have more than 80 partner institutions all over the world, and a dedicated Study Abroad Coordinator who can talk with your learner about the specific possibilities for their programme of study.

www.op.ac.nz/explore-more
DISTINGUISHED ALUMNI AWARD WINNER

“Your studies at Otago Polytechnic can also reduce the time needed to complete further qualifications – helping you advance faster in your career.”

Ryan Keogh
Project Manager – Naylor Love Construction
Certificate in Carpentry (Level 4) (2007)
Diploma in Construction Management (2014)

EMPLOYER

“We love Otago Polytechnic graduates. They bring real-world skills that we find invaluable.”

Peter Amer
Director, Abacus Bio

GRADUATE

“The staff were amazing. They knew all of us by name, which was really lovely. They treated us like nurses right from day one and prepared us really well for the workforce.”

Georgia-Rae Flack – Kāi Tahu, Kāti Māmoe and Waitaha
Bachelor of Nursing

GRADUATE

“Otago Polytechnic allowed me to develop a lot of theoretical knowledge along with my practical experience. It really helped me to sell myself to employers and give me confidence in my abilities. We were encouraged to gain internships while studying – and now I work at two of the organisations that I previously interned for!”

Ewan Brummel
Bachelor of Applied Science
Student support

It’s important our students enjoy the most positive and rewarding experience possible as they prepare for their future careers.

Sometimes the transition to tertiary study can be difficult for students, either in terms of the step up in academic level, or the personal, financial or health issues that can arise.

We have a team of experts who know these challenges well, and we are committed to supporting all Otago Polytechnic students during this exciting – but sometimes challenging – period of their lives.

All of the following services are provided free of charge.

Career guidance

You can be sure learners are making the right career decisions based on information that is relevant, up-to-date and reflective of current employment opportunities and trends.

Our Careers Advisors consider students’ personal values, goals and interests, and discuss possible courses of study and prospective career outcomes. They also have expert tips for students to ensure they put their best-foot-forward in job applications and interviews.

This service is also available to prospective learners and their families – please contact patricia.quensell@op.ac.nz if you’re interested in making an appointment.

Learning support

Study at tertiary level can sometimes take some adjustment, and our teachers and support staff provide plenty of assistance to students to help them succeed.

All enrolled students can access our comprehensive learning support, which includes:

- one-on-one appointments
- facilitated study groups and tutorials
- English grammar and literacy development
- study guides and study cards
- online information and support for distance students.

Student Success Advisor and Counsellors

From time-to-time, students may wish to talk to someone independent and impartial about personal or study issues.

Our Student Success Advisor and Counsellors are here to listen, in person or via phone, Skype or email. A friendly and supportive ear can help students work through any concerns they have, so they can make the most of their time at Otago Polytechnic and achieve their academic and personal goals.
Disability and Wellbeing support
This service is available for any student who feels their disability, impairment, injury, medical or mental health condition is affecting their ability to study.
We can tailor support services to suit their individual needs. These can include:
> creating plans and goal setting
> pastoral care and coping strategies
> classroom note-takers
> readers and writers
> tutors and academic resources
> specialist equipment and adaptive technology
> liaison with community agencies.

For advice or information, email danni.roberts@op.ac.nz

Chaplain
To find out about places of worship or to talk to someone who understands spiritual needs, students can talk to our experienced Chaplain. The Chaplain can also help with a range of issues, such as homesickness, grief and blessing flats.
Email chaplain@op.ac.nz

Student Health
At our Dunedin Campus, the Student Health Centre provides students with all of the same services offered by their family doctor, as well as health education, screening tests, nutrition advice, vaccinations and some minor surgery options.
At our Central Campus, students are provided with information about a range of Central Otago medical centres where they can present their student ID card for consultations.

RAINBOW TICK
Otago Polytechnic welcomes and includes everyone, regardless of their sexual preference or gender identity.
We are proud to be the first in our sector to receive the Rainbow Tick, certifying that we have the appropriate processes and practices in place to ensure we support and foster diversity and inclusion.
Student Ambassadors
We employ more than 20 Student Ambassadors each year who help new students settle into life on campus. Whether it’s providing first-hand insight into what it’s like to be an Otago Polytechnic student, or conducting campus tours and chatting to prospective learners and their families at open days, the team provides great peer support.

Otago Polytechnic Students’ Association (OPSA)
OPSA is an independent organisation within the Polytechnic, run by students, for students.
It provides a range of services and amenities and fills an advocacy role, representing the views and concerns of the student body.
OPSA organises a range of social events, entertainment and recreation throughout the year, including Orientation and ReOrientation.
It also manages a range of student facilities and recreation services – see more on page 17.
For more information visit www.opsa.org.nz

Class Representatives
Class Representatives are an important link between the Polytechnic, academic staff and the student body, and help ensure that students are having their needs met by the Polytechnic.
Every full-time class from each study area elects at least two students to represent them throughout the year. OPSA offers direction, guidance and support to the representatives to enable them to effectively present their views to the organisation.

Campus Cop
Senior Constable John Woodhouse is a sworn member of the New Zealand Police resident in North Dunedin. He is a vital link between the Police, Otago Polytechnic and University of Otago students and staff, and the wider community.
Senior Constable Woodhouse offers advice on student safety, and pursues any complaints regarding thefts, lost property and personal security.

Campus Watch
Campus Watch is a diverse group of people readily available to offer assistance and advice when or wherever it is required. Five teams work 24 hours a day, seven days a week around the North Dunedin campus area. They wear distinctive uniforms of blue and gold with fluorescent vests/jackets.
Their role is essentially pastoral and their duties include manning the safety patrol and ensuring student behaviour is kept within acceptable bounds.
Māori and Pasifika support

Otago Polytechnic recognises that a sense of cultural wellbeing and belonging is vital to student success. Your learner will receive the academic, cultural and social support they need to thrive.

Māori students

Otago Polytechnic is committed to upholding and honouring the principles of the Treaty of Waitangi. We have a Memorandum of Understanding with our four local rūnaka, which informs our Māori Strategic Framework.

Te Punaka Ōwheo is the Otago Polytechnic’s Māori centre, with a friendly community of Māori staff providing a wealth of services, resources and facilities, including:

> wāhi Māori
> whānaukataka
> scholarship and grant support and advice
> student support and advice
> financial support and advice from qualified budget advisors
> StudyLink support
> advocacy
> counselling
> computer access and WiFi
> kai.

Part of Te Punaka Ōwheo is Poho, the Māori student common room, equipped with a kitchen. There is kai available for breakfast, and we also cook lunch for Māori students every Wednesday which is a great chance for a get together of staff and other students.

These facilities and resources are based in Dunedin but students at our Central Campus can access support via phone, Skype and email.

Pasifika students

Anna Seiuli provides our Pasifika support and she contacts every student who identifies as being of Pasifika descent. Regular fono are held during the year.

Anna is based in Dunedin but can assist students at our Central Campus via phone, Skype or email.

Email anna.seiuli@op.ac.nz
Specialist facilities

Otago Polytechnic offers a range of facilities designed to ensure students have the right tools to successfully complete their programme of study and enjoy themselves along the way!

Libraries
Located on the Dunedin Campus, the Robertson Library is a joint library of Otago Polytechnic and the University of Otago. Our Central Campus has its own library onsite and students can also borrow books and resources from the Robertson Library. Both libraries house a collection of books and online resources in a wide range of subject areas. They have quiet work and study areas, photocopying and printing services and access to a selection of research and journal article databases. In addition, students can access reference and research resources and support.

Unipol
A state-of-the-art recreation centre located in the Forsyth Barr Stadium, this facility is a two-minute walk from the Dunedin Campus. It offers a huge choice of recreational activities, including cardio and weights, sports halls, group fitness, outdoor rental, social sport and outdoor adventures. Entry into the Unipol Recreation Services is free for Otago Polytechnic students with presentation of their ID card.

Clubs and Services (OPSA)
Life at Otago Polytechnic is about more than just study and classes – students have multiple opportunities to take part in a vibrant community-based culture of events and fun. At the Dunedin Campus, OPSA and the Otago University Students’ Association (OUSA) operate recreation services where students can participate in a wide range of sports, activities and social events throughout the year. OPSA also manages a vast range of services and facilities* like Unipol, Student Job Search, financial and personal advice, photocopying, binding and laminating, student ID and discount cards, cheap phone cards and much more!
*Please note that some services are limited to Dunedin students only.

The Hub
With free WIFI, large couches and beanbags, a student-staffed, Fair Trade café offering hot drinks and delicious food, and bookable study areas, this fantastic social space is at the heart of Dunedin Campus student life. In addition, Student Support, OPSA and Customer Services are also based in The Hub making it a focal point for our students. Frequent events and student showcases are held in this space adding to the vibrancy and community feel of the area.
**Student Common Room**
A great social space at our Central Campus for students who want to catch up with friends, have lunch or a hot drink, study or just take some time out from a busy day of classes.

**Polykids**
Based at our Dunedin Campus, Polykids provides quality early childhood education and care for children up to five years of age.

**Subject-specific facilities**
As well as general facilities for all of our students, we offer specialist facilities across a wide range of our subject areas. This includes, but is not limited to:

- simulation suites (Nursing)
- training salons and clinics with real-world clients
  - Beauty, Hairdressing and Massage Therapy
- training restaurants, Technique (Dunedin) and Molyneux (Central) – Hospitality
- Plant Nursery and Bannockburn Horticulture Centre (Central) – Horticulture and Hospitality
- Living Campus and Biodomes (Dunedin) – Horticulture and Hospitality
- Sargood Centre and Forsyth Barr Stadium – Sport
- studio facilities with specialist equipment
  - Art, Design and Architectural Studies
- specialist workshops with real-world clients
  - Carpentry and Automotive
- surgical theatre and consulting room
  - Veterinary Nursing.

Work experience, industry placements and block courses are central to most of our programmes which ensure our students receive up-to-date experience and build contacts and relationships integral to future employment.
Accommodation

Whether your learner is local or from out of town, Otago Polytechnic can help them find a suitable place to live and provide ongoing accommodation assistance and support.

DUNEDIN

Otago Polytechnic Student Village

Our on-campus Student Village is a 231-bed, furnished residential village with fully-catered single rooms (dorms), self-catered studios (standard or deluxe), and self-catered four-bedroom apartments. It’s only a couple of minutes’ walk to campus and close to the city centre.

Purpose-built for students, it’s a great way to adjust to student life within a vibrant and supportive community.

The Otago Polytechnic Student Village is managed by global student accommodation specialist Campus Living Villages who operate in prominent locations around the world.

For more information or a virtual tour, see www.mystudentvillage.com/nz/otago-polytechnic-student-village/

Salmond College

An easy 15-minute walk from campus, Salmond College has excellent facilities for study and recreation and a communal eating area for meals. Free study tutorials are also available.

The accommodation application process for this college is managed by the University of Otago on behalf of Otago Polytechnic. Your learner will need to register as an Otago Polytechnic applicant and will then be able to log in and check their application progress.

Flatting

Many students love the experience of renting a house together with friends and other students. When flatting, living costs such as electricity, telephone and food are shared.

In Dunedin, unfurnished flats generally cost between $90-$130 per week per room and another $80-$100 in expenses like power, phone and food. Furnished flats typically cost slightly more – about $130-$160 per week, and are less common.

Studio and apartment accommodation

Studios are often furnished with access to kitchen facilities. It costs around $160-$280 per week and often includes power, heating, local telephone calls and cleaning of the common areas. Higher-priced studios can include en-suite facilities.

Self-contained one-bedroom apartments may cost around $200-$350 per week.
CENTRAL OTAGO

Flatting
In Central Otago, unfurnished flats generally cost between $85-$115 per week per room with another $80-$100 in expenses like power, phone and food. Furnished flats typically cost slightly more – about $120-$140 per week, and are less common. Cromwell real estate agents have details of rental properties available within the area.

Otago Polytechnic manages a small amount of rental property within Cromwell, which will cost $125-$143 per week plus expenses.

Please contact barbara.emmitt@op.ac.nz (0800 765 9276) about this option.

Studios or Hostels
The Chalets [www.thechaletsromwell.co.nz](http://www.thechaletsromwell.co.nz) is an unsupervised hostel where you can rent a single room for $125 per week, including electricity. Students are usually placed together in one of the chalets, sharing lounge, bathroom and kitchen facilities.

Homestay
In a homestay, your learner would live with a local family in their home. There is limited availability of homestay accommodation in Central Otago. Homestays cost around $231-$242 per week (all meals included), plus a one-off placement fee of $250.

Start looking!
Some great places to start looking for accommodation in either Dunedin or Central Otago are the Otago Daily Times, Trade Me, Share Accommodation or OPSA’s accommodation page.
Money matters

What are the costs of studying at Otago Polytechnic? The biggest expenses are tuition fees, accommodation and living costs, although student loans, scholarships and part-time work can help fund tertiary study.

Fees

Tuition fees at Otago Polytechnic vary between programmes. For the most up-to-date information on our fees, please consult our online programme information sheets on the Otago Polytechnic website. Please note that all fees listed in our Programme Guide and on our website are indicative only. Fees are divided into Tuition Fees and the Student Services Levy. The Student Services Levy is a compulsory fee charged per student once the student is enrolled over 20 credits (on any one enrolment). There are different levies for each campus.

For more information about fees, please visit our website: www.op.ac.nz/study/still-in-school/parent-information

StudyLink

Domestic students can apply for a Student Loan and Allowance via StudyLink. It is important to apply for a student loan/allowance at the same time as applying for a programme, due to the length of time StudyLink takes to process. Loan/allowance applications can be cancelled at any time if the applicant decides to withdraw their programme application or if it is unsuccessful.

StudyLink can assist students with:

> compulsory course fees
> course-related costs (e.g. books, laptop, etc)
> day-to-day living costs
> other costs (e.g. disability or childcare).

Otago Polytechnic’s Student Fees Administrator, Cathy Morris, can assist you with information regarding an application and documentation required by StudyLink.

Email cathy.morris@op.ac.nz or phone 0800 762 786
Visit the StudyLink website: www.studylink.govt.nz
Part-time work to support study

Part-time work can give your learner the opportunity to partially fund their tertiary studies – not only that but it provides them with valuable experience. However, it’s crucial to find the right balance, as taking on too many hours can interfere with study.

Students can look for work on the following websites:
Student Job Search: [www.sjs.co.nz](http://www.sjs.co.nz)
Seek: [www.seek.co.nz](http://www.seek.co.nz)
Trade Me: [www.trademe.co.nz/jobs](http://www.trademe.co.nz/jobs)

Scholarships

Otago Polytechnic offers a variety of scholarship opportunities to assist students in many study areas. Please visit our website for more details: [www.op.ac.nz/students/scholarships](http://www.op.ac.nz/students/scholarships)

In addition, GivMe (Generosity New Zealand) offers a range of scholarships and awards for domestic students: [www.generosity.org.nz/giv-me](http://www.generosity.org.nz/giv-me)

Insurance

Otago Polytechnic offers our domestic students access to a tailored insurance programme called Studentsafe. Offered through InsurancesafeNZ, this is domestic travel insurance designed for New Zealand residents or citizens living and studying away from home within New Zealand.

Visit the InsurancesafeNZ website for information, policy details or to get a quote: [www.insurancesafenz.com/studentsafe](http://www.insurancesafenz.com/studentsafe)

Budgeting

Learning how to create and follow a budget is essential in order to avoid financial difficulties later on. Otago Polytechnic’s Student’s Association (OPSA) offers free, confidential budgeting advice to all students. OPSA also has a range of resources to help your learner manage their finances, create a budget and handle expenses.

How you can support your learner

As parents or whānau, you may have mixed emotions as you see your son, daughter or family-member start on the path to independence. And they may be feeling similar things! There’s a lot you can do to continue to support them while they study.

**Take an interest in their studies**
Talk to your learner about their studies, including the content of their courses, their workloads, and the timing of their assignments, projects and exams.
If they are living at home, ensure they have a quiet space to study with a desk and a chair.

**Support and guidance**
You can help your learner navigate this exciting stage of their lives, offering valuable support and guidance. If they’re living away from home, you can chat about their new surroundings, offer recipe tips or budgeting advice – and a care package is always appreciated!
It’s also a good idea to give your learner space to find information out for themselves and make their own decisions wherever possible, so they become capable and confident to stand on their own two feet.

**Encourage balance**
Your learner will likely be making more independent choices than ever before in relation to their health and wellbeing. Promoting balance and moderation in all things is a great way to give them space to make their own decisions, while reminding them it’s important to take care of themselves.

**Familiarise yourself with Otago Polytechnic**
You’re doing that right now!
The information in this guide is a great reference for you to draw from if your learner is having difficulty settling into tertiary life or independent living.

You now have a wealth of information about the leisure and recreation options, facilities, services and support available to make your learner’s time at Otago Polytechnic memorable for all the right reasons.
How to apply

So your learner has decided Otago Polytechnic is right for them and knows which programme they wish to study. Now what?

Re-check entry requirements
Look at the specific entry requirements for your learner’s preferred programme of study – the best place to check these is on our website: www.op.ac.nz/study
If your learner doesn’t meet the entry requirements for the particular programme they wish to pursue, we have a fantastic range of foundation programmes and bridging options so they can build the skills and credits they need:
www.op.ac.nz/bridging-and-foundation

Applying for Otago Polytechnic
Applying is easy – just follow our seven-step process.

1. **Begin the application process:**
   your learner can apply online (www.op.ac.nz/apply) or on paper, whichever is easiest for them.

2. **Complete the application form:**
   this is where they select their chosen programme of study and give us the information we need.

3. **Submit your application:**
   hit ‘Submit my application now’ for online applications or post or email a paper application to us. Your learner can monitor the status and progress of online applications, and for paper applications we will send them an acknowledgement email.

4. **Application outcome:**
   once their application has been processed, our Student Administration team will contact them to let them know the outcome. If successful, they will receive an offer of place and information about any next steps they need to take.

5. **Accepting your offer:**
   this is when your learner officially accepts their offer – essential in order to progress to enrolment.

6. **Payment:**
   an invoice will be sent to your learner, confirming their enrolment. Payment can be made via StudyLink student loan, online banking, by cheque, or in person at our Customer Services desk.

7. **Getting ready to study:**
   congratulations, they’re ready to study at Otago Polytechnic – we’ll be in touch closer to their start date with more information about their programme.

Please visit the ‘How to apply’ page on our website for a handy video and more details on the application process:
www.op.ac.nz/students/how-to-apply/
Contact us

Dunedin Campuses
Forth Street
Cumberland Street
Website www.op.ac.nz
Email info@op.ac.nz
Phone 0800 762 786

Central Campus
Website www.central.op.ac.nz
Email central@op.ac.nz
Phone 0800 765 9276

Give us a call
Our friendly Contact Centre staff are available to chat to you from Monday-Friday, 8.00am-5.00pm on 0800 762 786.
Alternatively, you can email them on info@op.ac.nz

Visit us
We run a range of open days, campus tours and taster days throughout the year at both the Dunedin and Central campuses, giving learners the chance to visit and meet their lecturers before they start. Why don’t you come along with them?
Our team of 20+ student ambassadors are also available to meet with new and prospective students and their families to pass on their inside knowledge!

Talk to our Advisors
Our Liaison Advisors are here to help learners find the study pathway that’s right for them. Get in touch to start exploring study options.
Email emilie.crossley@op.ac.nz or shaun.tahau@op.ac.nz

Online resources
Find our latest programme guide and other useful publications and resources at www.op.ac.nz/future-students

Is your learner a prospective international student?
International learners also have the opportunity to undertake a programme at our Auckland International Campus. The Auckland International Campus is a partnership with Future Skills Academy and is located in the heart of downtown Auckland. Our team is made up of top quality lecturers and support staff, who come from a range of cultural backgrounds and who speak a variety of languages.
If you want more information, please visit www.op.ac.nz/auckland or phone 0800 111 212.