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Welcome to Waikato Management School

This guide has been created as a one-stop resource for any questions you may have in the coming weeks as a new student of Waikato Management School (WMS).

University study is different from high school and work. It requires a new set of skills, some of which you may not have learned yet.

That’s okay – most people are in the same boat. We understand the challenges many new students face, which is why here at the Management Student Centre (MSC) we are happy to help.

If the answer to your question isn’t in here, don’t hesitate, just ask us. We can help you make the best choices for your programme of study; support you as you navigate your way through all the regulatory requirements, and answer your questions about changing enrolment, graduating and more.

The Management Student Centre provides a place for you to meet, study, use resources, and hand-in and pick-up assignments.

We are located in the new Law and Management building on Hillcrest Road.

MSC is open from 8.45am to 4.45pm, Monday to Friday.

One of the best times to pop in for assistance is during Open Advice Day on Wednesdays from 10am to 2pm.

Contact us:

Phone: +64 7 838 4303 or 0800 WAIKATO

Email: msc@waikato.ac.nz

Website: management.ac.nz/msc

Facebook: facebook.com/WaikatoManagementSchool

We send out a student newsletter by email twice a year. This has EVERYTHING you need to know for the coming semester. Be sure to read it so you don’t miss out on important notices!
Semester dates
The University teaching year is made up of four semesters:
• S Semester (Summer School 1) - January – February: 6 weeks
• A Semester - March – June: 12 weeks
• B Semester - July - October: 12 weeks
• T Semester (Summer School 2) - November – December: 6 weeks

You can find the exact dates for this year at waikato.ac.nz/study/dates.shtml
How does the university timetable work?

University classes are 50 minutes each. Some papers have two-hour lectures, streams or tutorials. There is often a 10-minute break in the middle of a two-hour class.

Morning classes start on the hour – i.e. 8am, 9am, 10am, 11am, 12 noon and finish at 10 minutes to the following hour. For example, a 9am lecture will finish at 9.50am, which allows a 10-minute gap between classes.

Afternoon classes start at 10 minutes past the hour, i.e. 1.10pm, 2.10pm, 3.10pm and finish on the following hour. For example, a 2.10pm class will finish at 3pm, which again allows a 10-minute gap between classes.

The final morning lecture ends at 12.50pm and the first afternoon lecture starts at 1.10pm, creating a 20-minute lunch break.

How do I find my way around?

In the front of this booklet you will find a map of the campus. You may prefer to use the interactive university map found online at waikato.ac.nz/contacts/map.

Your classes can be scheduled for anywhere on campus, not just within the Management School building. Example: Your room number will appear on your timetable as L.G.01.

The first letter refers to the building i.e. L means L Block.

The second letter relates to the level of that building. G means ground floor, 1 means first floor, 2 means second floor etc.

The numbers relate to the actual room number i.e., room 01, on ground floor of L block.

What is expected of me as a student?

University study requires that you take charge of your own learning; prepare and participate. The teachers are here to impart information, provide guidance and support, and challenge you to rise to higher levels of achievement. You are expected to:

• Review the set readings and any other materials the teacher specifies.
• Attend all lectures and workshops and take good notes about the content.
• Complete and correctly submit all your assessments.
• Check your emails daily and access MyWeb at least weekly to be aware of updates and other information sent by teaching staff.
• Manage your time to ensure you meet your commitments in all courses.
• Look after your personal well-being and ask for help where needed.
What is MyWeb?

MyWeb is your personalised portal and one-stop website for WMS students.

MyWeb provides access to your papers, including paper outlines, messages from staff, assessment details and more; databases, email, language and learning support, change of enrolment, assurance of learning and contact details for staff.

MyWeb is available from your computer desktop when you log on in the Waikato Management School computer labs, or you can go to myweb.ac.nz. In the desktop view of MyWeb, the content is arranged in portlets.

One of the portlets is 'My Papers', which displays all the papers you are currently enrolled in. You should check these papers are correct (if not, let someone in MSC know). To access your paper details, click on the paper name. You should read through the paper outline for each of your papers before your first class.

Once you have selected all your tutorials you can print out a full timetable by clicking on the 'My Timetable' link within the 'My Utilities' portlet. If you want to print out a study plan, showing what assessments you have due for each of your papers, then click on the 'My Assessments' link within the same portlet.

The 'My Home' tab within MyWeb is highly customisable. You can change the theme, add or remove columns, and re-arrange or hide individual portlets.

MyWeb is suitable for mobile devices; the layout changes to adapt to the screen size of your phone or tablet. No need to download an app – just go to myweb.ac.nz on your phone or tablet.
Typically tutorials start in the second week of semester.

Do I need textbooks?
It is best to wait until you go to the first lecture for each of your papers to find out which textbook to buy and whether it is compulsory or only recommended. You can buy your textbooks on campus from Bennetts Bookshop. You could possibly find the required textbook at a second-hand bookshop or advertised on notice boards around university.

Some papers have required paper readings (an assortment of articles put together by the lecturer) instead of textbooks. These readings can be purchased through the Waikato Print shop on campus.

Where are the WMS student computer labs and what do I need to know about them?
Please refer to the WMS computer lab information sheet (available from MSC reception).

If you are studying papers from another faculty, check how to sign up for tutorials with them.

Paper codes
The code of each paper shows the subject, the level of study, the semester of study, and the teaching location.


STMG is the subject Strategic Management, 191 is a 100-level paper, 16A is A Semester 2016. HAM is the teaching location, Hamilton.

How do I change my enrolment?
Changes of enrolment for papers, or your programme, are made through i.waikato.ac.nz. Information on changing your enrolment can be found at calendar.waikato.ac.nz/admission/changeofenrolment.html.

If you wish to withdraw or change a paper in your programme of study, you have until the second Friday of A and B semesters to do so with a full refund of fees.

Students may also normally withdraw up until the sixth Friday of the teaching semester (A and B semesters only), but without any refund of fees. However, if you are taking 500-level papers or above, talk to MSC staff first. For Summer School change of enrolment you have until the first Friday of semester.

How do I enrol in tutorials?
You must enrol in tutorials for Waikato Management School taught papers via MyWeb.

Log on to MyWeb at myweb.ac.nz > Click on your paper link > Click on the 'Timetable or Groups' link for each paper > Click on the radio button next to the tutorial time you want.

A pop-up window will confirm which tutorial group you have joined.
What if I’m finding my assignments/assessments hard?

Language and Learning Development support is offered to all WMS students who would like it – and it’s free!

Language and Learning Development tutors offer advice and guidance with writing, reading and oral tasks. They can also help you to develop academic skills such as mastering APA referencing and avoiding plagiarism.

Bring an open mind and a willingness to learn when you visit.

Language and Learning Development offer:

- **One-to-one 30-minute tutorials**, where tutors help you with written or oral assignments. Tutors can offer advice on ways to improve your language and learning skills, but they will not correct your work for you or tell you what to include in your assignments. Remember these tutors are not experts in your paper content; they will help with the language and learning, not teach you what you need to know. Tutors will not look at assignments that are due on the same day as your appointment.

- **Learning to Succeed Workshops** provide a strong start to support your academic journey or help you get on track. We strongly recommend you grab this opportunity. These are offered each semester and run over eight to 10 sessions. The workshops are mostly designed to orientate new students to our academic environment. The programme offers academic advice and guidance on topics such as: APA referencing, case studies, exams and tests, oral presentations and much more.

To book one-to-one tutorials or the workshops, go online to MyWeb and find the link: Academic Planning > MSC Bookings > Language and Learning.

How/where do I submit my assignments?

**Submitting assignments electronically**
Submit your assignments electronically through MyWeb. The system will allow electronic submissions of your assignment up to 24 hours after the due date and time. Late assignments will incur penalties. Even when an assignment is uploaded you can delete it and resubmit another version up until the assignment is due. Note: you can only submit one file at a time. You are charged the same rate for electronically submitting as you would printing in the uni labs. You will receive instant notification when your assignment has been submitted correctly, so make sure you wait for the submission receipt.

**Submitting assignments in hard copy**
If you have to physically hand in your assignment, you must attach a cover page. It will not cost you anything to print the cover page as the cost is covered by the School (access the 'My Cover Sheets' link on MyWeb). Electronically submitted assignments automatically have this cover page attached. Place your assignment in the box designated for your paper in the MSC foyer, with your cover page attached.

How/where do I collect my marked assignments?
Assignments might be handed back to you during class time, or might need to be collected from MSC (bring photo ID with you). Electronic marking will be posted on your paper page on MyWeb. Please note there may be delays between when the assignment marks appear on MyWeb and when the hard copy is physically returned to MSC for pick-up.
How do I apply for an extension?
In special circumstances (eg. bereavement, illness, accident, or other) students can apply for an extension for internally assessed work. Forms can be collected from department administrators.

Applications must be made prior to the deadline for submitting the work and supporting documentation/evidence must be provided.

What should I do if I am sick for an assessment or an exam?
Assessment:
- Apply for special consideration to the department within three days of the due date.
- Apply in writing and attach evidence, for example a medical certificate.

Examination:
- Apply for special consideration at the Student Centre within three days of the due date. Please do not contact your lecturer regarding examination marks.
- Complete the appropriate form and attach evidence, for example a medical certificate. You must have been to a doctor or counsellor within 24 hours of the examination.

For more information visit waikato.ac.nz/sasd/examinations/exams3.shtml.

What is plagiarism and what should I know about it?
Plagiarism is a serious offence and disciplinary action will be taken against those students who submit work that is not their own. This may include not referencing your work, or having work that is unusually similar to your class mate or a previous student.

Once your assignment has been electronically submitted it is run through a plagiarism software tool called Turnitin, which easily identifies any similarities between students’ assignments or whether it has been copied or borrowed from another source. Turnitin searches the internet and has a large national and international database that is used for assignment comparisons.

What are the WMS Competency Modules and do I have to do them?
To add value to your learning, we have three free Competency Modules that are required to complete most qualifications. Check the regulations for your specific qualification to see your programme requirements.

Writing Competency Module (WCM) is a self-directed learning module designed to test your ability to recognise common errors in written English, so that you can avoid these errors now and in the future. Students who pass MCOM104 are not required to complete the Writing Competency Module.

Computer Competency Module (CCM) tests your ability to access information and use computer applications like Excel and PowerPoint.

Employment Skills Module (ESM) covers the topics of planning your career, CV and cover letter writing, interviewing skills, and your employment rights and obligations.

For further information, refer to the WMS Student Handbook, management.ac.nz/handbook.

How do I know which papers to pick?
Programme planning
Every student who studies with us is enrolled in a qualification (eg. BMS, BBA, MMS). Each qualification has a 'major' area of study which the student selects (eg. Accounting or
Public Relations). In addition to a major, our bachelor's degree students can also choose to do a 'second major' or a 'specialisation'. A second major can be taken from most faculties within the University of Waikato (eg. Sport and Leisure Studies, Arts, Social Sciences or Law). A specialisation is a group of papers in a specific subject area, although it usually requires fewer papers than a major (eg. Event Management, Languages or Health Communication).

Each of our qualifications (eg. bachelor's degree, postgraduate diploma) has a paper planner to give you an idea of which papers, at what levels, you are required to do to complete your qualification. The planner includes boxes to enter your papers into.

If you decide not to do a second major or specialisation, then you will have room for elective papers in your programme of study. Planners are available online and at MSC.

Some qualifications have core or compulsory papers. Every student taking that qualification must do those papers. Some subject areas have specific papers that you must do if you want to major in that subject.

Each paper is given a points value depending on the level and content of the paper. Full-time study is considered to be equivalent to 120 points a year.

Each programme has a minimum number of points needed to complete that programme. Typically level 100 papers are worth 15 points each, and level 200 – 400 papers are worth 20 points each. A normal workload in a first year of undergraduate study would be 60 points per semester (or four 15-point papers) in A and B Semesters, and a maximum of 40 points in S or T Semesters (Summer School).

When trying to decide on which papers to take you should:

- look at the core papers for the qualification
- look at the compulsory papers for the major/s you have selected
- look when the papers are offered (ie. which semester)
- make sure your paper points for each of A and B semesters add up to a maximum of 60 points
- make sure you have met the prerequisites for enrolling in the papers
- check the online timetable for clashes
- check you have met any necessary progression rules.

Progression rules

You must pass at least 60 points at level 100 before enrolling in any level 200 papers, and at least 180 points, including 60 points at level 200, before enrolling in level 300 papers.

MSC staff are more than happy to help you plan your programme of study. If you would like advice about changing your qualification or major/s, MSC can also help.
If you are studying a short course (ie. 12 months or less), or are in your final year of study for a longer qualification, MSC can help you with a completion check for your qualification to ensure you have completed all the requirements so that you can graduate.

**What if I don't know which subject/s I want to major in yet?**

Don’t stress - you don’t need to make this decision yet. If you are unsure on what you’d like to major in, you can decide after you’ve tried a range of subjects in your first semester.

**I am doing a conjoint degree - what is the best way to plan my papers?**

Usually a conjoint degree (eg. Bachelor of Laws/Bachelor of Management Studies) is looked after by two faculties. You should make contact with both faculties to see what compulsory papers are required in your first year.

Most WMS papers are offered in both A and B Semesters, which means you choose your non-WMS papers first and then add in your WMS papers. If there are timetable clashes then you can hopefully just swap the WMS papers to the other semester to avoid the clash.

**Where can I go for assistance within the university?**

The **Management Student Centre (MSC)** is your first point-of-contact when you need assistance. In addition to the services offered by MSC, the University of Waikato also offers a range of support services to ensure your time here is hassle-free. Some of these services are listed below, but you can also visit [waikato.ac.nz/students/choose-waikato/student-support.shtml](http://waikato.ac.nz/students/choose-waikato/student-support.shtml).

The **Library** is an important resource that you will access during your study with us. Make the most of the resources offered by ensuring you understand how to access the information – orientation tours and help workshops are offered every semester. Learn about the Library catalogue, research strategies, database sourcing, referencing, and the internet.

If you need immediate face-to-face help, enquiries can be made at the front desk on the entrance level of the Student Centre. You can also meet with the Management subject librarians. For Library information, including opening hours, visit [waikato.ac.nz/library](http://waikato.ac.nz/library).

**Accommodation Advisory Service** helps students to find accommodation by providing listings of houses, flats and boarding situations. They can also advise on tenancy issues. Phone +64 7 838 4084, or email accom@waikato.ac.nz

**Career Development Services** is a free service for all students and alumni of Waikato University. They are here during and after your study to help you find the best career pathway to suit your goals. They can help you develop your CV, cover letter and job searching skills. They are available for mock interviews and can help with your interview technique. A range of

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**Start using these awesome services in your first year of study at university.**
resources are available at the Careers Office. Please email careers@waikato.ac.nz to attend a workshop or book a one-on-one consultation. See facebook.com/WaikatoCareers

Childcare Services, the University of Waikato Campus Creche, is situated opposite B Block on Hillcrest Road. The creche has facilities for 100 children aged from three months to five years. Places are limited. For more information, visit campuscreche.co.nz or phone +64 7 838 4034.

A kohanga reo (a preschool where children are taught in te reo Māori), Te Kohanga Reo o Ngā Kuaka, is located very close to the university at 159 Silverdale Road. Places fill quickly so enquire early. Phone +64 7 856 2982.

Counselling Services is a free service located in the Student Services building, behind the Chapel, off the Gate 1 car park. Qualified and experienced counsellors are available to provide support and help students adjust to university life. To make an appointment phone +64 7 838 4307 or email student_services@waikato.ac.nz

Disability Support Service is available to provide information and disability support, including for those who are suffering a temporary disability. They can assist with enrolment, campus use, parking permits, access to lecture information, lecture theatre seating, examination assistance, note-taking, specialised equipment like dictaphones, and other matters. The Disabilities Co-ordinator is located in the Student Services building, phone +64 7 838 4711 or call in at room CHSS.G.26.

Ecumenical Chaplain offers a willing ear and other services for students, including meetings, worship services, weddings, concerts and recitals. A Catholic priest also works part-time at the Lady Goodfellow Chapel. To contact the chaplain, phone +64 7 838 4466 extn 8576.

Harassment Contact Person Network. The University has a network of harassment contact people whose role is to explore options and offer support. If you have experienced some form of harassment, it is not your fault and you can do something about it. We encourage you to act promptly in seeking help and support. Contact details are found at waikato.ac.nz/hrm/internal/harassment.shtml

The Student Health Service is part of the Student Services building, off the Gate 1 car park. The Student Health Service or Medical Centre has a team of four doctors and nurses to meet students’ medical needs. There is also a pharmacy on campus at the Village Green shops.

Sport and leisure facilities. The University Recreation Centre (UniRec Centre) is a fantastic place to get involved in sport or leisure activities. Located off Gate 1 car park, UniRec provides a great choice of facilities and services, with cheap membership rates for students. The campus pool is a 50-metre outdoor aquatic leisure and dive pool located near Gate 4, Hillcrest Road, open December to March. For further details phone +64 7 838 4177 or email unirec@waikato.ac.nz

Student Financial Adviser is available to help students with any money-related issues, including planning a budget, dealing with StudyLink, and applying for special assistance and grants. The adviser is located in the Accommodation and Conference Services building, phone +64 7 838 4910.

The Student Centre is in the Library, open Monday to Friday (8.30am to 5.00pm), providing a wide range of administrative services. Contact them if you need help with any of the following: admission, academic records, change of name/address, ID cards, graduation. Phone 0800 WAIKATO or email info@waikato.ac.nz
Student parking. The best parking for access to WMS is Gate 10 on Silverdale Road, a very large general car park. Watch out for the permit parking areas as these are for staff only – illegally parked cars are clamped. Note the University’s parking and traffic regulations on the University of Waikato Calendar at calendar.waikato.ac.nz.

I’m interested in joining a student group, what are my options?

Get involved! There is a range of student organisations that can add to your student experiences on campus such as:

AIESEC gives young, action-orientated individuals practical opportunities to develop the skills and awareness necessary to become globally minded, socially responsible leaders of tomorrow through international exchanges and links with the local business community. Email aiesec@waikato.ac.nz or look out for posters that detail meeting times and venues. For further details see aiesec.org.nz

Social Innovation Waikato aims to “unleash potential through entrepreneurial social action which transforms and empowers”. Students work with business advisers and people in the community to create projects that will contribute towards alleviating social, economic, environmental and/or cultural needs. Find them at facebook.com/socialinnovationwaikato See more about our other student groups on pages 29-32.

International Student Services

Studying in New Zealand will be a new and exciting experience for you, and we will do everything we can to ensure it is something you will remember for the rest of your life.

The International Services Office, located in the University’s Student Centre, is a dedicated team available to assist you during your time at Waikato. They oversee international orientation for new students, immigration requirements and student visas, medical and travel insurance, international government scholarships, study abroad and exchange, and international student events. For details see waikato.ac.nz/international or email info@waikato.ac.nz.

Code of Practice

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the code are available from the New Zealand Ministry of Education.

I want to go on an overseas study exchange, what do I need to do?

Studying overseas as an exchange student has the potential to become a life-defining experience. This is your chance to learn about global citizenship, explore new cultures, and expose yourself to new ways of learning and perceiving the world.

Student exchange programmes are available for one or two semesters for students who have completed at least one year of study at Waikato and obtained a minimum of a B grade average.

As an exchange student you pay your regular Waikato tuition fees, can still receive your student loan and/or allowance, and with preparation can credit your overseas programme
of study back to your Waikato degree.

Begin by researching host institutions using the websites of Waikato’s partner universities waikato.ac.nz/students/international/studentexchange/partners/index.shtml

Then make an appointment with the exchange adviser, who can answer your questions and instruct you on the application process. Email studentexchange@waikato.ac.nz stating your name, student ID number, and where and when you are interested in going on an exchange. Check out SAN on page 32.

**Where can I find food?**

The following food outlets are located on the University of Waikato campus:

- **Bongo Café** is in the Village Green shopping complex, and has a ‘select your own’ sushi bar.
- **FEDU Café** is in the Faculty of Education and offers a variety of café-style food.
- **Momento Café and Bar** has three locations on campus: Waikato Management School, the University Student Centre, and the Village Green shopping complex by the lake. They sell coffee and café-style food year round.
- **Namaaste Kitchen** is in the Student Union Building (SUB) and offers a range of Indian food.
- **Opus Café and Bar** in the Gallagher Academy of Performing Arts offers café-style food and drink.
- **Oranga Foodcourt** houses a variety of food outlets in a foodcourt style. The food varies but generally includes Chinese, burritos, halal food, café-style food and much more.
- **Pita Pit** is situated on the ground level of the Student Centre, offering a range of pitas, salads, juices and salads.
- **The Don Llewellyn Bar and Pavilion, ‘The Don’,** is situated on Silverdale Road and is the home of official University sports clubs. Its bar provides a place for clubs on campus to socialise.
- **Uni-Mart** is located in the Village Green shopping complex by the bus stop, and sells drinks, lollies and other grocery items.

**Is there a good public transport system?**

Several buses come onto or near campus. The main bus terminal is behind the shopping complex, and another is located near Gate 9. You can purchase and charge up a Busit concession card from the bus driver.

The Orbiter bus service also provides an easy and convenient way of getting around the city without needing to go into the city centre. It runs clockwise and anti-clockwise and leaves from outside Gate 2, on Knighton Road.

Bus timetables are available online at busit.co.nz or call 0800 4 BUSLINE for more information.

**Student Ambassadors**

WMS Student Ambassadors represent the University at many events around the country, speaking with prospective students and their parents, about everything that Waikato Management School has to offer. This is a great opportunity if you want a flexible role that works around your study and looks good on your CV. We are always looking for engaging, enthusiastic and motivated students to work as paid Student
Ambassadors. These positions are advertised in B Semester each year. Keep an eye on the WMS Facebook page for details.

**Class representatives**

Students in each paper elect one or two class members as class representatives. Class reps have a very important part to play in making communication possible between their class and academic staff.

Class representatives have two main functions. The first is liaison. A class rep's role is to represent the interests of the class to the lecturer and the department, and to act as an intermediary between the class and the department as a whole.

The primary role of a class representative is to present, and help resolve concerns and issues raised by members of the class.

The second function of a class rep is to work on committees. Class reps can be elected to represent student interests on university committees.

All representatives attend Subject Committee meetings held regularly in their departments. The Subject Committee is a place for students to air concerns and consult with other students; it is the group from which students are elected to the Board of Studies.

Class representatives are then elected from the Board of Studies to the Academic Board and other university committees.

For further information on class representation visit [waikato.ac.nz/sasd/enrolment/studrep3.shtml](waikato.ac.nz/sasd/enrolment/studrep3.shtml)

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**I’ve finished studying, now what?**

You’ve finished, congratulations – you can now apply to graduate!

All your qualification and subject regulations have been met and all your results are in. You can now apply to graduate online, visit [waikato.ac.nz/sasd/graduation/apply.shtml](waikato.ac.nz/sasd/graduation/apply.shtml)

If you are still waiting for some results then you can apply in anticipation to graduate. But make sure you tell MSC staff that you require a completion to save time.
Career Development Services

We are here to help you with

- CV writing
- Career planning
- Interview preparation
- Cover letters
- Employer presentations
- Personal brand
- Social media
- Career fairs
- Graduate opportunities

Email: careers@waikato.ac.nz
Phone: 07 838 4439
Facebook: facebook.com/WaikatoCareers
Website: waikato.ac.nz/sasd/careers
Location: Student Centre, Level one (opposite Bennetts Bookshop)
Got a question

ask MSC

We are here to help with..

Programme advice  Internships
Degree planning  StudyLink
Student support  General enquiries
Language and Learning  Pastoral care
Assignment utilities  Graduation
Enrolment queries  Assurance of Learning
Paper information  Māori mentors
Modules  Student Ambassadors
Work experience

Contact us by email msc@waikato.ac.nz or phone 07 838 4303
Advice from students

Deanna Morse
Bachelor of Communication Studies
Leadership Communication

For the newbies

Congratulations! You’ve made it, you’re officially a first-year student. You’re wondering, will I enjoy my degree? Will I have fun, manage my work, make friends, get a job, get good grades, and have complete and utter freedom? No doubt you’re buzzing to begin, but to keep on track, I’ve organised three simple steps.

Step 1
Make the most of every opportunity. If you’re here to really give university a go, you’ll understand what I’m talking about because you’ll already be dreaming of these opportunities. Remember this, by the end of the year you want to be beyond satisfied.

Step 2
Study. You’re paying for it. Otherwise, it’s your hard-earned cash or student loan right down the drain. You’ll get to a point in the year where nearly everyone decides to skip lectures, be careful... Once you’ve missed one, it slowly becomes a habit. Before you know it, it’s study week, and you have to teach yourself the entire course for four subjects.

Step 3
Be organised. There’s nothing worse than having a Friday 6pm tutorial. Once you’ve enrolled, print your timetable and get your tutorials sorted. Write down the due dates for all your assignments, and keep in mind there’s only six weeks until your first two-week break, then another six weeks until the end of semester!

Disclaimer: None of the above is a representation of the views held by the University of Waikato, or necessarily the students who attend. They are simply a guide compiled by some of your peers to give you a bluntly honest insight.

To rip off Spiderman, “with great power comes great responsibility”, so use this with caution.

Be true to yourself, go without expectation, and understand that the only person stopping you from achieving whatever it is that you are meant to achieve is you.
Jack Keeys  
Bachelor of Management Studies/BSc  
Agribusiness and Biological Sciences  

Jack’s 5 tips for surviving the halls of residence  

Tip #1: Chill out  
The first and most important tip for surviving the halls is just relax.

Tip #2: No regrets  
By ‘No regrets’, I mean make the most of your time in the halls. If you’re a less social person, you may want to come out of your shell a bit, but for those socialisers, try to balance work and play.

Tip #3: Get involved  
There’s an insane amount of activities, clubs and events to get involved in, both at Waikato Uni and in the Hamilton community. Getting involved in any area is a great way to meet new people, gain new experiences, and add something special to your CV.

Tip #4: Be smart with your money  
It’s obvious but make sure rent is your priority, followed by study and living essentials, then go crazy. And remember, it’s always helpful to have some cash hidden for those unforeseen emergencies.

Tip #5: Quick tips  
A few quick tips that should be useful - they sure were for me!  
• Talk to your lecturers and tutors; let yourself be known.  
• Domino’s Pizza has awesome delivery deals.  
• Make study plans for assignments and exams, and actually do them.  
• Buy a bucket for your room - they’re surprisingly versatile!  
• ALWAYS have fun.
Welcome to Waikato University, the gateway to awesome!

My time here in New Zealand and at uni has taught me a few things, and all of them involve having realistic expectations. You can’t assume that everything will just happen; you have to create your own magic. Here are some tips.

**Adjustment takes time**

You are going to encounter tiny bumps along the way: struggles in class, getting used to a new environment, culture shock for some of you, and getting used to living in the halls for others. Don’t let these bumps get in the way of enjoying uni.

**Stay focused**

It can be really easy to get carried away with all the fun activities and nights out. But remember that you are here for a reason; find that balance, play hard and work hard. It’s okay to say ‘no’ to going out if you have assignments.

**Making friends**

Be that person everyone wants to say hello to. Have a positive vibe and a smile on your face. It is always easier to approach someone who looks like they are enjoying life.

Not everyone makes a bunch of friends on the first day, so don’t expect to find that group of like-minded people in just a couple of days.

If you are living in the halls of residence, stick with the open door policy. It is by far the most proven method to ease in to your new environment.

**Are you a procrastinator?**

Stop! Leaving things to the last minute just gets us all in trouble. The worst part is we all know it but keep on ignoring the inner voice that gives the good advice. Procrastinating just leads to unwanted stress, so instead work hard to be on top of your game!

**Don’t be afraid to ask**

If you are struggling in one of your papers, or having issues with your accommodation, don’t be shy to ask for help and advice. Your friends, lecturers, tutors, and other uni staff are always willing to help in some way.
Five tips for flatting

1. **Research the legal stuff before you sign any papers**
   There is a difference between being a 'tenant' and a 'flatmate'. It's your responsibility to know.
   Read up on: [dbh.govt.nz/flatting-101-tenant-or-flatmate](http://dbh.govt.nz/flatting-101-tenant-or-flatmate)

2. **Budget your money!**
   Make sure you budget for the basics: rent, food and transport - before you hit the clubs in O’Week or go shopping for things you don’t really need. The worst thing is letting down your flatties if you can’t pay your rent.

3. **Sort out the cleaning**
   Don’t be a ‘cleaning freak’ but a clean flat is always nice to live in. So make sure you and your flat mates come up with some arrangements that suit everyone.

4. **Study smart**
   It is not humanly possible that you will be studying 24/7 during your time at university. Make sure you know what time you prefer to study and what works best for you. Some people like to study early in the mornings, others late at night while others are fast asleep.

5. **Socialise with your flatmates**
   It’s important to get to know your flatties. It’s always nice to talk to someone, about your massive pile of course readings, or how many words you have to write for your next essay.

### How can I cut costs while at university?

1. Get your textbooks from friends, TradeMe, or Facebook groups (Buy and Sell TEXTBOOKs or Waikato Uni Textbook Trader).
2. Catch the bus into town instead of driving your car, or car-pool with friends.
3. If you drive, use free parking, even if you have to walk a bit further.
4. Apply for StudyLink early so you will receive your loan on time. Back payments aren’t useful if they come after you have to pay for your textbooks.
5. Get a part-time job - time spent working is time not spending money.
6. Take your washing home to Mum.
7. Enrol at the Student Health Centre for free medical appointments.
8. Apply for scholarships.
10. Pack your lunch or last night’s leftovers instead of buying food.
Study tips from your ambassadors

- Use the library group rooms for study with your peers.
- Draw diagrams and mind maps to help you memorise information.
- Make flashcards for key terms throughout the semester.
- Do your course readings before study week.
- Just go to class; it’s amazing what filters through.
- Avoid studying in your flat; there will always be something to distract you.
- Stick key terms and definitions around the house where you can see them daily.

How to effectively study for an exam

When planning your study schedule, make sure you:

- Fill in the dates of your exams.
- Plan the schedule to match the timing of the exams, beginning with the earliest.
- Decide on the amount of time needed to study for each exam. If you have an exam worth 30% of your total mark and another worth 60%, you may want to spend more time studying the second paper.
- Have regular breaks.
- Remember to allow time for memorising information and retrieving and practising what you have learnt.
- Get a good night’s sleep.
- Break each session into topics that you will study and practise.

You will get much better results if you put more time and effort into studying effectively for exams.

All the best - we know you'll be awesome!
Your bucket list of things to do at uni

- Go out every night of O’ Week and don’t miss a single lecture
- Go to the Village Green every day of O’ Week for the free stuff and food
- Walk up the stairs of the Library for a whole week instead of taking the elevators
- Run or walk the path around the lakes and the field
- Get an after-hours computer lab card
- Sit in a different seat every time during your classes in PWC lecture theatre!
- Join a University student club
- Go to a lecture early and sit next to someone new
- Play a social sport
- Eat sushi at Bongo Cafe
- Meet a new student every week
- Go to a WMSSA networking evening
- Join or watch a student play
- Go to the Balloons over Waikato Nightglow event (16 – 20 March 2016)
- Feature in Nexus magazine
- Join the UniRec gym

- Walk around a part of the university where you have never been before
- Start a standing ovation for an amazing lecturer
- Attend a lecture/talk/seminar by a guest speaker
- Skype a friend or family member and give them a tour of Waikato Management School
- Have a picnic on the green
- Go to a first-year lecture that you are not enrolled in
- Write a letter to yourself to open when you graduate
- Learn a foreign language (or just the basics)
- Enter a university competition
- Acquire a souvenir from a night out
- Volunteer for an event
- Have a coffee from every Momento cafe on campus (there are three)
- Walk the Hamilton Bridges track
- Swim in the university pool
# Example study timetable

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Don’t forget to TRIPLE-check the time and location for your exams.
Should I take notes?

Note-taking is a great thing to do in your lectures and tutorials. Why, you ask?

- It can help you remember what’s been said.
- It helps you concentrate.
- It will help you understand what you are being taught.
- You will be able to refer back to your notes when writing assignments and studying for your exams.
- You can jot down exam hints from lecturers.

Note-taking methods

There are a lots of different ways to take notes. We recommend using whatever method you feel comfortable with.

Here are some tips:

- Use space to separate ideas.
- Limit your notes to one concept or section per page.
- Use abbreviations and/or symbols.
- Put the information in your own words.

Keep an eye out for exam preparation workshops. These are run by Language and Learning Development. Dates and times will be shared on the Language and Learning Facebook page.

Genevieve Pye
Bachelor of Management Studies (BMS)
Accounting and Strategic Management

Don’t forget...

Laptop/tablet
Take your charger! There is nothing worse than running out of battery in a lecture after a long day of Facebook stalking between classes.

Pens and notepad
But if you forget a pen, Bennetts is always there so you can stock up your collection.

Print out your lecture slides
It’s pretty hard to write down everything the lecturer says.

Sunglasses and umbrella
Everyone knows that Hamilton can experience four seasons in one day.

Money for food
You think the food at the halls will be enough, but sometimes it isn’t.
#1: Unleash your inner boy/girl scout; be prepared

Know where to go for your classes, suss out how you want to take your notes, know where the library is, and quite importantly, sort out where you will get your morning coffee from.

The greatest way to do this is to hit the uni website or talk to the big kids. Being prepared will make the week go so much more smoothly and allow you to relax and take it all in.

#2: Embrace the responsibility

Now you’re at university, everything is on your shoulders. No lecturer will chase you up for not going to classes. This is your chance to learn how to take responsibility and get ready for the real world after uni.

#3: Attend those first classes

Some people may tell you that it’s ok if you miss those classes in the first week, but no one wants to be that person who doesn’t know where to hand in their first assignment or end up in the Monday 8am tutorial. These first classes are also a good time to ask your lecturers any questions about how the paper will be run.

#4: Wear a smile

Smiling will not only help you make friends with the hardworking people at MSC, but will also help you to make some good friends in your classes. WMS means lots of group work, and having friends in class will make these experiences so much easier.

#5: Get involved

The university has so many clubs, sports teams, and the UniRec centre available for your use. As a member of UniRec and president of the Management Communication Students’ Association (MCSA), I fully support getting involved in the uni. Not only is it fantastic to put your involvement on your CV but it can also lead to job offers. Head to Clubs Day during O’Week and grace some of those sign-up sheets with your name (especially MCSA).

#6: Have fun

While this first week is about sorting out your year ahead, no one does O’Week like Waikato Uni. The Student Union puts on heaps of fun events, the Village Green is full of music and festivities, and the night-life ain’t half bad. Brush off the toga, put on a smile, and embrace yourself for one heck of a year to come.
Get amongst it
Stop being that over-analytical introvert, and embrace the fact that you may have a wicked time. Or at the very least you’ll have a story when someone asks, “What’s some awkward story to make you cringe or cry with laughter?”.

Going the distance
It’s going to be war out there. There will be late nights and lots of socialising, but remember you still have study commitments. Starting well and finishing strong, while staying steady through the middle, will ensure you come out on top.

Get all the free stuff
O’Week isn’t just a marathon of big nights and recovery, you’ve also got to play it smart. During the week there will be various events and give-aways each day. A free pancake breakfast, if you can drag yourself out of bed early enough, is on most days near Level Zero of the Student Centre. Grab a mate and head down to the Village Green for the plethora of free food, stalls and other stuff. One year there was even a new car to be won.

Prepare
Going the distance and having a great time relies on preparation. Now I’m not talking exercise, writing out a plan, or stockpiling tinned food, but prepare the basics. A spare sheet for toga is handy, but if you get stuck just grab one from the Warehouse in Hillcrest. Maybe a box of Panadol, some Powerade, or even a few cans of baked beans or spaghetti will help to get you through. It is probably a good idea to put a few dollars aside for taxis.

First-week lectures
Some of these coincide with O’Week, and it is important that you actually turn up to them. There is that benefit of actually knowing what is going on in each of your papers.

Join something
In all the furore that is O’Week you will find Clubs Day, when you can join a club. Most sports teams have a sign-up on this day. Whatever it is that you’re interested in, there is a club for you. The nights spent socialising are all great, but the various clubs give you another opportunity to meet new people and experience something new.
WMSSA is a well-established club on campus, and in the past our members have gained placements through our shadow days, received job offers through our networking evenings, and this coming year, will even be educated on how to speak more effectively in public!

WMSSA also parents the Marketing Division (MD) and the Investment Club (WIC), which individually hold their own events consistent with WMSSA’s quality reputation. “It’s not just what you know, it’s who you know”, and you’re not going to meet the right people simply by sitting in the classroom all year.

We’ll tell you about industry opportunities, develop your necessary skills, and connect you to professionals—thus far, we have exceeded our own expectations in delivering this promise.

Getting involved in WMSSA is not difficult. Simply like our Facebook page (search WMSSA) to enlighten your beautiful minds about our upcoming events, or flick us an email at info@wmssa.org.nz for any questions, or to indicate an interest in interning on the board. You’d be a fool not to, and you’re no fool.
Who are we?

Formed in 2008, the Management Communication Students’ Association was built with a strong vision: to provide students with tips, support and inspiration to become the best communication professionals out there.

MCSA’s affiliation with PRiNZ, the Public Relations Institute of New Zealand, means not only are there heaps of opportunities for students to gain industry insights, but our members will also receive:

- A discounted PRiNZ membership price of only $45
- MCSA mixers and special events
- MCSA trips: we take you from campus to visit some of the greatest businesses around the North Island.

It’s FREE! Email us at mcsawaikato@gmail.com, find us on Facebook or visit our stall during O’Week.
Te Ranga Ngaku (TRN)

TRN is the Māori Management Student Network, which has been established for almost 20 years. We strive to support the academic success of Māori and to facilitate events, community services and activities that will benefit Māori management students and the wider community, academically, socially, spiritually and culturally. Our members are from iwi all across the country. We strive to uphold our values, which are whakawhanaungatanga, awhi, tautoko and manaakitanga.

Our events include:

- Hākinakina (Sports events)
- Kaitahi (Relationship building)
- Hāerenga (Business trips)
- Noho marae (Marae live-in)
- Mahi ā hāpori (Community work)
- Kaupapa karahipi (Scholarship events)
- Tuakana teina (Mentoring network)

If you are interested in becoming part of our whānau, have any questions, or are keen to enjoy one of our events, then email us at terangangaku@gmail.com.

Mauri Ora.

TRN’s full-week Hāerenga trip to Wellington, where students visited the Ministry of Business, Innovation and Employment.
The Study Abroad Network (SAN) is an international hub for incoming and outgoing exchange students. Exciting experiences are guaranteed, with free membership to the buddy programme, information on studying abroad at one of Waikato’s 48 partner universities, and helpful tips and tricks for student life in general.

At SAN we integrate current students in Waikato’s international atmosphere, but also make sure incoming exchange students have the time of their lives. We organise genuinely awesome Kiwi events and offer a strong support network, giving everyone an opportunity to have a fantastic and exciting time at university.

University has the potential to be the best time in your life - make it count!

Join SAN now, by emailing us at san.waikato@gmail.com or message us on Facebook. facebook.com/sanwaikato or check us out on sanwaikato.weebly.com
What now?

If you haven’t finalised your enrolment yet, go and see a staff member at the Management Student Centre (MSC).

Get to know important dates
Familiarise yourself with the important University dates for the year, including semester start/end dates and key events.

Sign-up for tutorials
Sign-up for tutorials early, as places fill fast. Tutorials generally start in the second week of each semester. You will receive information on signing-up to tutorials in your first lectures.

Meet new people and get involved
• Talk to the person sitting next to you in your lecture, tutorial or laboratory. There are heaps of new students who don’t know anyone here yet, so invite them for a coffee or a drink.
• Join one of the many clubs or societies on campus.
• Cultural hour is every Wednesday, 1–2pm, and is free of all lectures and tutorials, so that student clubs and societies can meet and other university activities can be held.

Get to know the campus
Use the campus map to familiarise yourself with the facilities and grounds.
Find your lecture, tutorial or laboratory rooms.

Ask for help
Got a question?
Don’t be scared to ask, come in and see us at MSC or call us on 07 838 4303 or 0800 WAIKATO or email us at msc@waikato.ac.nz
Important numbers
Got a question?

#justask

Give MSC a call on
07 838 4303 or
0800 WAIKATO

or email us at
msc@waikato.ac.nz

#wegotyourback