University of Otago Distance Learning

Your Distance Campus, May 2018

Important Dates

May

- 4 Last day to withdraw from first semester papers (5pm deadline)
- 12 Live streaming of [Graduation Ceremony](#)
- 19 Live streaming of [Graduation Ceremony](#)

June

- 1 Lectures end before examinations.
- 4 Queen's Birthday (public holiday)
- 6 First semester examinations begin.

Your Distance Campus

Welcome to the May edition of *Your Distance Campus* newsletter.

Now that we're into May, you're over the wall and on the way to the finishing line for Semester 1!

For those of you who are doing papers and programmes that have exams, they're not too far away now. The official examinations period begins on Wednesday 6 June, so it's a good time to start thinking about getting your lecture notes sorted for your revision. There's a section in this month's newsletter specifically about exams.

Don't forget that we have a wide range of resources and support available to our distance students. This newsletter provides a information about support to assist your academic and personal well-being. If you need help, please ask for it!

We've got information about Information Technology Services, the Library, the University Information Center, and upcoming workshops and events that are available to distance students.

If you get stuck and you aren't sure where to get help you need, you can always email us at **distance.learning@otago.ac.nz** and we will make sure that you get to the right person!

Exams and how to survive them!

Here are some links to a few webpages providing a range of tips for exam study and preparation.

University of Otago: Preparing for and sitting examinations:

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[ttps://www.otago.ac.nz/study/exams/otago029434.html](https://www.otago.ac.nz/study/exams/otago029434.html)

University of Otago Student Health: Exam Stress

Exam Preparation: Ten Study Tips:

https://www.topuniversities.com/student-info/health-and-support/exam-preparation-ten-study-tips

Tips for sitting the exam:

https://student.unsw.edu.au/tips-sitting-exam

The Otago Institute Postgraduate Student Travel Award 2018

is NOW OPEN

The Otago Institute for the Arts and Sciences is pleased to offer travel scholarships to assist Otago/Southland-based researchers to travel as part of their postgraduate study. The winner will receive $1000 for the purpose of conference attendance and/or other research-related travel.

We received many strong applications for these awards in 2017 and applicants who were unsuccessful last year are encouraged to apply again.

For full details of the award and how to apply, see this link:

- **http://otagoinstitute.otago.ac.nz/travel-award**

Free Workshops

for academic success.

Most (if not all) of these services are free, and many of are available via Zoom. It's important that if you register for an event and can no longer attend, you should contact the event organiser so your space can be taken by someone else.

Analytics and Research Methodologies (ARM) workshops

The Distance Learning Office ran a series of Zoom research workshops, Analytics and Research Methodologies (ARM) in March and April presented by Ben Daniel from HEDC.

These workshops will be run again in Semester 2 - stay posted for dates and times which will be added when dates are confirmed!

Goskills.com

Goskills.com is an online training resource for PC and Mac users covering a wide range of computer applications and some professional skills. Further topics are being added regularly.

IT Training in conjunction with GoSkills is offering free access for all University of Otago staff and students to this resource.

https://corpapp.otago.ac.nz/training/its/course/2781/subject/online-self-study/

Student Learning Development (SLD)

Student Learning Development run a Student Workshop programme for all levels. Visit their website for more information:

www.otago.ac.nz/hedc/students/workshop/index.html

HEDC workshop (recording):
What examiners do: What thesis students should know

What do thesis examiners do as they read and judge a thesis? In this workshop we review the 11 main practices of thesis examiners, and, based on these, identify tips, strategies and advice for thesis students. What should thesis students do to write for their examiners? If you know your audience you can write a better thesis. A recording of this workshop is available at:

www.otago.ac.nz/hedc/staff/supervise/index.html

Reading to read before watching the video (you may need to login in to view them):

What examiners do: What thesis students should know

www.tandfonline.com/doi/full/10.1080/02602938.2013.859230

Advice for writing a thesis (based on what examiners do):

www.tandfonline.com/doi/full/10.1080/23265507.2017.1300862

Graduate Research School workshops

The Graduate Research School runs a number of postgraduate workshops via Zoom so distance students can take part.

- For information about upcoming workshops and to**register:** see:
  www.otago.ac.nz/graduate-research/study/community/events/index.html

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Support for Students

Help is here when you need it!

Your first point of contact for academic matters should be your course coordinator, your course administrator, or your supervisor. See your course outline for contact information.

If you need help relating to university procedures, academic grievances, harassment complaints etc,. OUSA Student Support Centre Advocates can help.

- **https://www.ousa.org.nz/support/advocacy**

Other contact information is available in the following online publications:

- **2018 Distance Learning Info & Support Booklet**
- **2018 Guide to the Library**

Important contacts include:

Student IT

 Help from **Student IT** is available at the following times:

- Hours during semester:
  Mon - Fri: 8.30am - 9pm
  Sat - Sun: 9am - 9pm
  Hours outside semester are reduced to office hours.
- In person: Student IT desk in Central Library
- Chat: **Message us on Facebook**
- Email: **studentit@otago.ac.nz**

- Website: **https://blogs.otago.ac.nz/studentit/**
- ITS Website: **otago.ac.nz/its**

Remember to plan ahead and checking notices about upcoming down times and possible issues with IT systems you use. This may have an impact on your ability to upload assignments in time!

There is a StudentIT App for Android and iOS which will help you' keep up to date with notices about the vital IT systems at the University. (Please note: this does not include notices about Moodle)

- **https://blogs.otago.ac.nz/studentit/about/student-it-app/**

Student Learning Development

HEDC Student Learning Development (previously Student Learning Centre) provides free and confidential academic development to students studying at the University of Otago.

Personal consultations are available - see the website for more information.

Bookmark the Student Learning Development website now!
http://www.otago.ac.nz/hedc/students/index.html

The Distance Learning Office

The Distance Learning Office Administrator is available Monday to Thursday morning and Tuesday afternoon. Our aim is to respond to your emails and telephone voice messages within 24 hours. We may not have the answers but we will direct your inquiry to someone who does!

> **distance.learning@otago.ac.nz**
> 64 (0)3 479 4138

The University Information Centre

All queries about your enrolment, exams, graduation, academic transcripts, key dates, course approval, change of course, study timetable and any administrative matters about your study at Otago should be directed to the University Information Centre.

> University Information Centre
> PO Box 56,
> Dunedin 9054,
> New Zealand
> Chat via Phone: 0800 80 80 98 (Freephone NZ)
> 64 (0)3 479 7000 (direct dial)
> **university@otago.ac.nz**

Library Services

The University of Otago has world-class libraries to support staff and students engaged in teaching, learning and research.

See the 2018 Guide to the Library developed specifically for our distance students:

https://hail.to/otago-distance-learning/publication/I7VJjSA

Library resources are increasingly available online as e-journals and e-books and these are particularly useful for Distance students and staff.

Subject Librarians

Subject Librarians support you as a Distance teacher by providing library and research support. Contact them for assistance with using the Library's online databases; developing information search skills; finding out about the various Library services available; support using EndNote and

much more. To find out who is the Subject Librarian for your subject area, go to: **http://otago.libguides.com/liaison.**

eReserve

You can ask for readings to be placed in eReserve for multiple access by your students, and can also ask for copies of high use books to be placed in the Distance Services Collection *at no charge to your Department*.

Renewing Library Books

No need to worry any more about renewing your Library books! The Library is introducing a new service: auto-renewals. As an undergraduate, this can mean up to 112 days loan for eligible items. As a postgraduate, this can mean up to 336 days loan. Some items (like reserve books) are not eligible for auto-renewal and if an item you have on loan is requested by another borrower we'll email you a new due date.

Automatic renewals continue until the item has reached its maximum loan period.

The Library will continue to notify you about returning this material.

Library Facebook

Keep up to date with what is new at the Library

- **https://www.facebook.com/UniversityofOtagoLibrary/**

Support for Distance Students

Distance guide: The Library has created a guide for Distance students on the **Library Homepage** and outlines the services and resources available. (Look for the link in the far left hand blue column.)

It's a good place to direct Distance students who have questions about Library services.

Access to Library Resources: The Library supports Distance students' access to Library resources by providing two core services:

> **Home delivery:**
> The Library will post books to Distance students and include a freepost address label for the return postage,
> **Library scan:**
> The Library will scan and email journal articles and books chapter to Distance students.

Subject guides: Aimed at students, these provide gateways to relevant databases, books and other research resources in their subject **http://otago.libguides.com/**

Contact the Library

> Email **ask.library@otago.ac.nz**

> Tel   0800 347 826 (0800 DISTANT) within New Zealand

> Tel   03 479 8940