

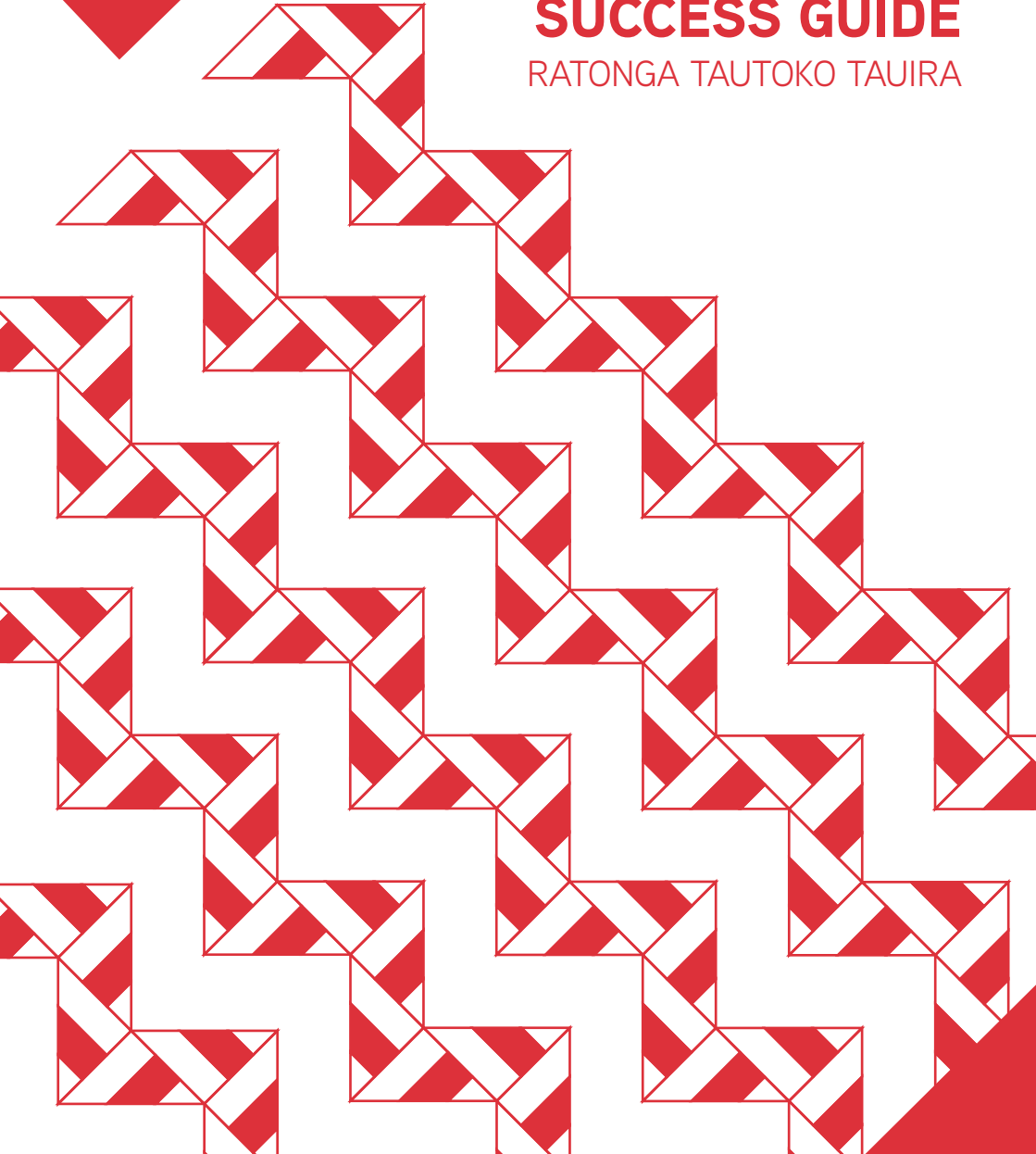


**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiri o Manukau

Manukau Institute of Technology

2019 STUDENT SUCCESS GUIDE

RATONGA TAUTOKO TAUIRA





"I chose MIT because of the experiences I had heard from my friends and family who studied there. They told me MIT is all about community and people coming together to help each other succeed to the best of their ability. And they were definitely right, MIT is not an institution but it's more like a home where the people are like your family who will always be here to support you."

Janita Kalolo

Bachelor of Education, Early Childhood Teaching

ASK ME! CENTRE

Your one-stop shop for all student services enquiries and information.

The Ask Me! Centre is your first point of contact for the A – Z of student services. No question is too hard.

Our approachable and friendly Ask Me! agents are here to answer your questions and direct you to the right place or person. Your journey starts here.

Some things we can assist you with:

- Course and Programme information
- Enrolment queries
- Timetables
- Student ID cards
- Transcript and academic record requests.

You can find us at these locations:

- MIT Manukau – Atrium - Ground floor
- MIT Otara (South Campus) – L Block and various pop-up locations on North Campus
- New Zealand Maritime School – Floor 3
- MIT Mahurangi.

Free Phone: 0800 62 62 52

Web: manukau.ac.nz/askme





WELCOME TO MANUKAU INSTITUTE OF TECHNOLOGY

Kia ora,

Congratulations! You have taken the first step towards success and I would like to welcome you to the MIT family.

At MIT our education is focused on practical and relevant skills and experience to get you into a great job. A recent government study showed that MIT degree graduates have the highest employment rates in the country and can expect to be amongst the best paid after completing their degree.*

An MIT education truly is the key to life-changing success not only for you but for your family and your community.

To help you make the most of your time here at MIT, we've created this guide which has a list of services we offer.

Feel free to get in touch with our friendly Student Advisors if you have any questions about MIT, your courses, finances or more.

We hope you have a fabulous year and we look forward to supporting you in your studies.

Gus Gilmore
Chief Executive

*Ehara taku toa, i te toa takitahi. Engari he toa takitini.
Success is not the work of one but the work of many.*

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STUDENT SUPPORT

KAITOHUTOHU TAUIRA



Student Advisors

We have a team of Student Advisors who will support you and your success while at MIT. Our dedicated and specialised team can help get you sorted before and during your studies.

Whether it's to create a home-study plan, financial assistance, help with an issue that's affecting your study, or simply to get organised. We're here to help connect you with what you need so come and see us today.

Ways we can support and assist:

- StudyLink
- Work life balance
- Concerns / Complaints
- Emergency financial support
- Food Bank.

Locations:

MIT Otara (South Campus) L106 – L110,
MIT Manukau, and all MIT satellite campuses.

If you are unable to come in and see us during our normal work hours, please contact us and we will get back to you.

Email: advisors@manukau.ac.nz

INTERNATIONAL STUDENT SUPPORT

KAITOHUTOHU TAUIRA Ō TĒ ĀO



Studying in a new country is an exciting and challenging time. To ensure you are well supported from the moment you enrol through to completing your studies, Manukau Institute of Technology (MIT) has a dedicated International Support Team in place to help you to adjust and make the most of your experience.

The International Support team is the first point of contact for all international students regarding enrolment and study-support related matters both on and off campus. The team also handles enquires from prospective international students.

Services we offer and can assist with include:

- Enrolment processes and application
- Student Visa and Insurance
- Homestay and campus accommodation
- Pre-arrival and post-arrival orientation
- Links to internal and external support services
- Transition support, advocacy and pastoral care
- 24-hour, seven days, on and offshore, emergency support for MIT International students and family (Free phone 0800 648 2273).

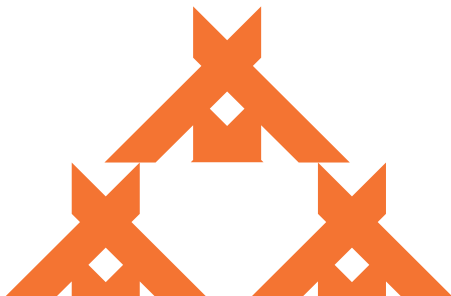
Locations:

- MIT Otara (South Campus) B Block: Monday, Tuesday, Thursday and Friday: 8am – 4pm; Wednesday: 10am-4pm
- MIT Manukau: Floor 2 – Tuesday and Thursday: 11:30am – 3:30pm
- New Zealand Maritime School: Available via appointment.

Email: internationaladmin@manukau.ac.nz

Phone: (09) 968 8742

Emergency Free phone (Pastoral care only) 24/7: 0800 648 2273



LEARNING CENTRE

POKAPŪ AKO



Your partners in nurturing academic excellence and success

Studying can be challenging - we know, we've been students ourselves. If you feel overwhelmed by all there is to take in, come see us at The Learning Centre.

The Learning Centre is here to help YOU succeed. Whether you're needing extra help, or simply wanting to get ahead, we have the tools and people to provide assistance.

We can present workshops, run small group sessions and provide one-on-one tutoring.

Ways we can help you succeed:

- Study skills
- Time management
- Learning to write
- Understanding numbers and maths
- General learning
- English language support.

Locations:

- MIT Otara (South Campus): Library, Room S301 (Level 3), Monday to Friday, 8am – 4pm
- MIT Manukau: (Floor 2), Monday to Friday, 8am – 4pm
- Other Campuses: Please contact us for times.

To make an appointment, please contact:

Email: learning.centre@manukau.ac.nz

Phone: (09) 980 9610 or (022) 0677 866





LIBRARY SERVICES

TE WHARE MĀTAURANGA



Our expert friendly library staff can work with you and your lecturers to help develop the skills you need to search, research and evaluate information for your assignments and tests.

The main library is located at MIT Otago (South Campus), S Block. We also have smaller libraries at the New Zealand Maritime School and MIT Manukau on Level 2. Check out the website for opening hours.

The library's resources range from physical items (reference materials, books, journals and DVDs) to on-line resources (electronic books, articles, databases, and subject-specific recommended websites). You can drop-in or book to see a subject librarian to assist them with how best to utilise these resources.

Services we offer include:

- Friendly and knowledgeable library staff who will support you to use library resources, both physical and online
- Specialist subject librarians
- APA citations and referencing sessions
- ICT support
- Chat Live – Ask a question on-line
- Loanable laptops, adaptors and chargers at MIT Manukau and Otago Libraries
- Study spaces and bookable group study rooms at the Otago Library.

Our library sites can be found at the following locations:

- MIT Otago (South campus) Main library
- MIT Manukau
- New Zealand Maritime School.

Email: library@manukau.ac.nz

Phone: (09) 068 8777

Web: <https://library.manukau.ac.nz>

CAREER AND EMPLOYMENT SOLUTIONS

TE HIHĪNGAMANGA ŌTINGA



Empowering students towards work readiness

As a student at Manukau Institute of Technology, you can access our Career and Employment Solutions (CES) anytime from pre-enrolment to after you graduate.

Career and Employment Solutions at MIT can assist you in career development and in getting a great job. We are always happy to help you navigate the world of work, so please make the most of the services we provide.

How we can help students:

- Part-time and full-time vacancies
- Job search strategies
- Career planning
- How to write effective CVs and cover letters
- Interview coaching
- In-Class workshops.

Get in touch or come and see us.

Email: careersolutions@manukau.ac.nz

Locations:

- MIT Otara (North Campus) NS203, Monday to Friday
- MIT Otara (South Campus) J110, Thursdays
- MIT Manukau, Floor 2, Wednesdays.

Did you know?

CES works with some of New Zealand's top companies including Air New Zealand, ANZ, Coca-Cola Amatil, Fisher and Paykel, Kiwirail and Nestlé.

COUNSELLING

TĀTAKI HŪNGA



Counselling is offered free to all MIT students.

Our Counselling team is made up of three highly trained counselling staff with diverse backgrounds and several years of experience. They ensure we offer students the best level of care and high standard of practice.

All information and any details you share with our counsellors are confidential.

Some of the things counsellors can help with include:

- Study related issues
- Anxiety
- Loss and grief
- Depression
- Stress
- Loneliness
- Homesickness
- Relationship issues
- Gender concerns
- Eating disorders
- Substance abuse

Make an appointment

Appointments are necessary but urgent requests can be accommodated. Students can book a 30 minute to one hour session by visiting the Ask Me! centres.

Locations:

- MIT Otara (South Campus), JKL Building, Ground Level
- MIT Manukau, enquire at Floor 2 Reception.

Email: counsellors@manukau.ac.nz

Phone: (09) 968 8072

CHAPLAINCY AND RELIGIOUS SUPPORT

NGĀ POU O NGĀ HĀHI



You have some big questions on your mind from time to time and may want to talk through some important decisions options, or perhaps you are looking for some peace and stillness in the midst of life's busy routine and challenges.

Maybe you'd like to connect with a faith community or someone with similar values. Whatever you need, our caring and compassionate team Chaplains are here for you.

Our chaplains come from a variety of cultures, backgrounds, and churches. They are trained in pastoral care and a range of other disciplines, and have all been tertiary students.

You don't have to be Christian to see one of our Chaplains, we welcome conversations with everyone, no matter what your faith.

Locations:

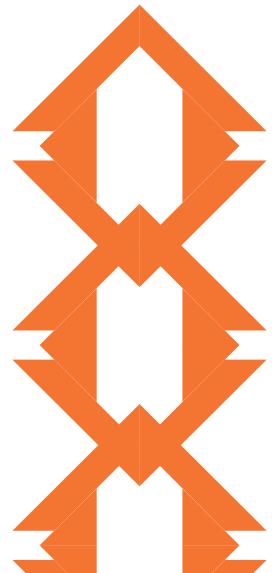
- MIT Otago (North Campus), Fridays – Café area
- MIT Otago (South Campus), Thursdays – Room L109
- MIT Manukau, Atrium – Ground floor.

Email: thechaplains@manukau.ac.nz

Phone: (09) 968 8627 or (027) 266 4569

Faith Space Locations:

- MIT Otago (North Campus), MIT Pasifika Community Centre Chapel, NP101
- MIT Otago (South Campus), E203.



DISABILITY SUPPORT SERVICES

TAUTOKO HAUĀ



Empowering ability and success

Our Disability Support Services are here to support you get the full benefits of studying at MIT. We strive to make our campuses more welcoming, accessible and inclusive for students with impairments to support their participation and achievement goals.

Services we offer to enrolled students include:

- Advocacy support
- Note-takers
- New Zealand Sign language interpreters
- Learning resources such as digital recorders
- Exam adjustments.

All students with disabilities and impairments are encouraged to contact Disability Support for further information before commencing study to help ensure your support needs are in place before your first day of classes.

Bring with you supporting documentation about your impairment and any information you have about your course including your timetable (if you already have this).

Scholarships for students with disabilities

MIT offers the Papali'itele Tanumafili (Tanu) Toso Memorial Scholarship for students with Impairments. Contact us for more information.

Location: MIT Otara (South Campus), J110

Email: disability@manukau.ac.nz

Phone: (09) 968 7668

Viber/text: (027) 568 7669

Available at all MIT Satellite campuses by appointment.

STUDENT ADVOCACY AND APPEALS

KAI KŌKIRI PIRĀ TAUIRA



MIT is committed to providing excellent service to students. Clear policies and processes are in place to ensure students have a fair and timely pathway for raising and resolving any issues or concerns that you may have during your time at MIT.

Raising a concern or complaint

We have a dedicated Student Advocacy Officer who can request an appeal on your behalf should you not be happy with a decision or outcome of a formal complaint.

Harassment

We are committed to maintaining an environment that is free from all forms of harassment, bullying or discrimination. We take such concerns very seriously.

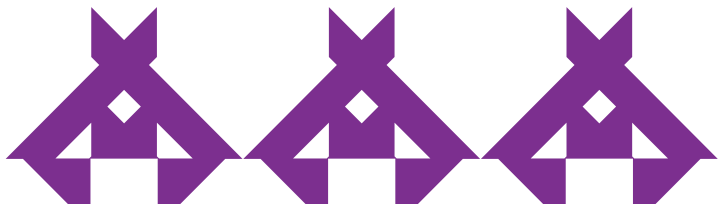
Any student that feels they have been harassed in any way and requires support or advice should contact a Student Advisor.

You can contact the Student Advocacy Officer on:

Email: advocacy@manukau.ac.nz

Phone: (09) 976 0953

If there are serious concerns for your safety or that of another person, please contact Campus Security on (09) 968 7600



STUDENT VOICE AND REPRESENTATION

KAI KŌRERO MŌ NGĀ TAUIRA



Student Voice is all about YOUR voice, YOUR views, YOUR experience and YOUR opportunities for success. That's right – Student Voice is all about YOU!

MIT values the student voice – it is the most important voice in the entire organisation. Whether it is to do with the teaching and learning in the classroom, what's happening at your campus, or even during your lunch break, we value what you have to say and there are lots of ways to get involved.

Student Voice

Student Voice includes two major levels of representation; the Student Council and Student Executive School Representatives.

Student Council is made up of eight members, and includes representatives from each campus including dedicated voices for Māori, Pasifika, Under 25s, International, LGBT (Lesbian, Gay, Bisexual and Transgender) and Disabilities.

Student Council helps keep MIT student-centric at all levels.

Student Executives are elected by the student body every year and are responsible for directly engaging with students and staff in their schools and feeding back key information and insights to the Student Council.

If you have any feedback (good or bad) about the teaching, learning, facilities or social experiences at MIT, get in touch with your school representative (list available on MIT website) or email us.

Email: studentvoice@manukau.ac.nz

Awahi Tauira – Students Serving Students

Awahi Tauira is a peer-support programme with students helping students. It is a great way for students to develop their engagement, leadership and problem solving skills in an area of interest. The development of these skills over time is also a great way to stand out to future employers.

Students that volunteer and complete a certain number of hours may be offered additional leadership development training opportunities. Contact us to find out more and apply.

Email: awhitauira@manukau.ac.nz

Phone: 0800 62 62 52

STUDENT CLUBS AND GROUPS

KARAPŪ ROOPU TAUIRA



Get into student life at MIT by joining or setting up a club or group. These are an important part of student life on campus and they provide a great way to meet other students with similar interests and backgrounds.

If you are interested in joining a group or would like to create your own, let us know and our Events and Communications Coordinator will email you an information package.

Location: MIT Otarā (South Campus), L113

Email: activities@manukau.ac.nz

Current Clubs and Groups

Māori at MIT

Email: maorimangai@manukau.ac.nz

Tongan Group

Email: tongangroup@manukau.ac.nz

Samoan Students Association

Email: afsooula@hotmail.com

Kuki Airani Group

Email: kukiairani@manukau.ac.nz

Technation

Email: technation@manukau.ac.nz

Kapa Haka

Email: kapahaka@manukau.ac.nz

Indians at MIT

Email: indiansatmit@manukau.ac.nz

Running Club

Email: roundthebays@manukau.ac.nz

MĀORI RESOURCES AND INFORMATION

MŌHIOHIO RAUEMI MĀORI



Nau mai haere mai ki MIT, Te Whare Takiura o Manukau.

We're all about your academic success and whakawhanaungatanga.

We have dedicated advisors to help you while you're at MIT. We can also get you connected to Māori Support and Marae team, Tuakana Teina, Kapa Haka, and our student groups.

There are Māori whanau orientation, social events, hangouts and our very own Māori graduation ceremony called Tuku Taonga to celebrate your success held at our Marae – Ngā Kete Wānanga.

So whether you're seeking academic support, pastoral support and cultural guidance, or just to talk to someone, our whanau is here for everyone and you are welcome anytime to drop in and see us at the Marae.

Services provided by the Marae include:

- Powhiri
- Māori Student Scholarships (Information and links)
- Māori Student Support – Cultural advice and support
- Māori Tikanga
- Te Reo Māori Classes

Location

MIT Otago (North Campus) NC Block,
Gate 12

Email: maraebookings@manukau.ac.nz

Phone: (09) 968 7703



PASIFIKA RESOURCES AND INFORMATION

MŌHIOHIO RAUEMI PASIFIKA



Kia ora, Kia orana, Fakaalofa lahi atu, Malo e lelei, Talofa lava, Bula Vinaka, Malo ni, and warm Pacific greetings!

MIT's Pasifika team aim to transform Pasifika success throughout your student journey from pre-enrolment through to post-graduation employment.

We have a dedicated advisor who is here to help you. There are lots of opportunities for you to meet together at our Pasifika orientation, hangouts, a graduation celebration and different cultural groups to join.

There are scholarships and grants available to Pasifika students so get in touch to see if you're eligible.

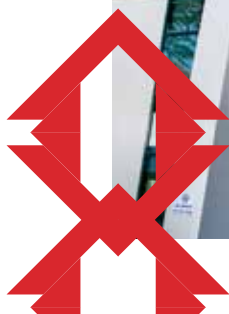
Come visit us at the MIT Pasifika Community Centre – a gathering place for all Pasifika communities located in the heart of the largest Pacific population in New Zealand.

Location:

MIT Otara (North Campus), N.O Block (Gate 13) Alexander Crescent

Phone: (09) 968 7281

Email: mitpcc@manukau.ac.nz





OTHER SERVICES

Student Village | Tauria Wāhi Noho

MIT's Student Accommodation Village is available to domestic and international students. Priority is given to students from outside of Auckland studying full-time.

In the Village, you'll enjoy modern self-contained student houses and a relaxed, friendly, secure atmosphere.

For information on who is eligible and costs please contact us.

Email: student.village@manukau.ac.nz

Phone: (09) 968 8000 ext: 8668

Childcare | Te Pokapū Tiāki Tamariki

We offer high quality care within a spacious facility and affordable childcare for children under five years of age.

MIT's Children's Education Centre is a well-resourced, multicultural community where we practice respect for each child, family and teacher onsite at MIT's Otara campus. The Centre has a team of highly qualified registered teachers and ancillary staff of diverse ethnicities who are passionate about learning, development and the education of children.

- Spaces are available for children 0-5 years
- Up to 20 hours free per week for 3-5 year olds
- WINZ subsidy is available to those who meet the criteria
- Meals are included
- Qualified and registered teachers.

We would love to meet you and your child and show you around our wonderful facilities so please get in touch.

Location:

MIT Otara (North Campus), Gate 11

Email: child.centre@manukau.ac.nz

Phone: (09) 968 7715

Medical Help and Emergency Support

MIT does not have medical centre however we have agreed services with two partner practices, to cover MIT Otara and MIT Manukau.

You can find information about our partner practices, costs and how to enrol as a patient or access services as a casual patient can be found on our website.

General or urgent (non-emergency) medical help

Students in need of medical help should let their lecturer or support staff know immediately and they can direct you to the right place. Transport to one of our partner practices can be arranged if necessary.



Serious or life-threatening emergencies

Alert a staff member or Security immediately and call 111.

Additional support can be put in place should you need to be away from your studies for a time to recover from an illness, injury or harm.

ICTS Support

We provide technology services and offer infrastructure support such as:

- Wi-Fi access
- Password reset
- Citrix service
- Internet service
- Email support.

Our main office is located at MIT Otara (South Campus), NB Block. We also have a base at MIT Manukau on Floor 2, Student Services Desk.

Email: icts.helpdesk@manukau.ac.nz

Phone: 09 968 7600 (option 2)

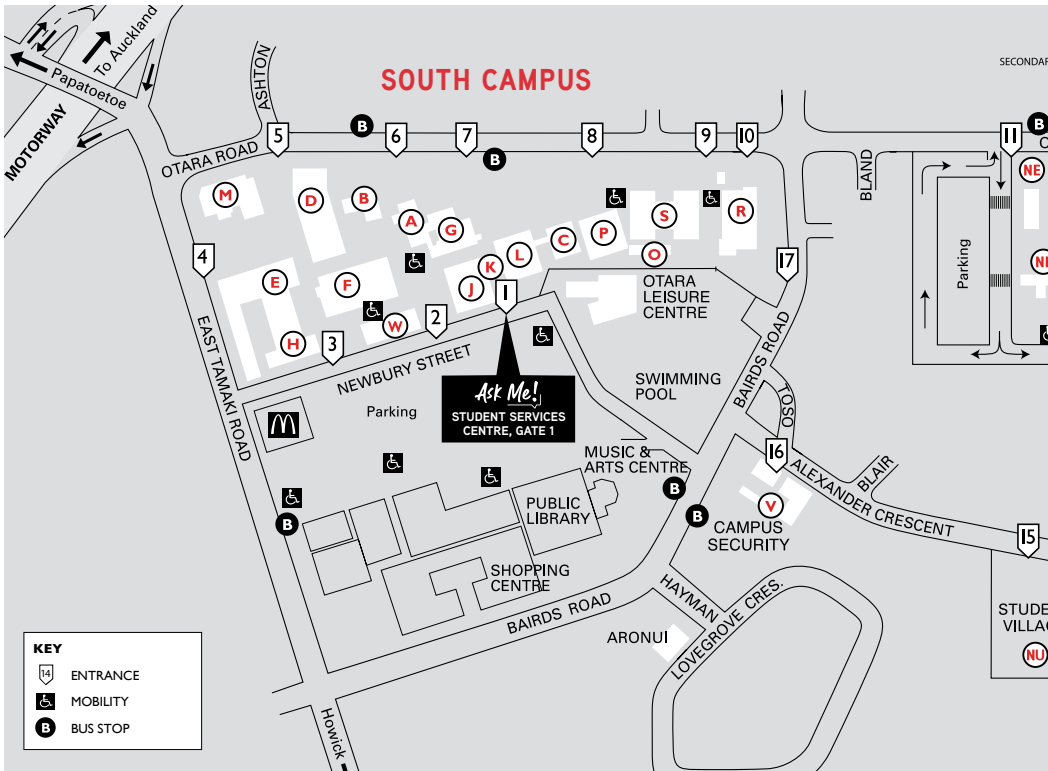
Web: <http://icts.manukau.ac.nz>

Campus Security

Security's primary role is to ensure the safety of MIT staff and students on all campuses. They perform preventative checks as well as responding to incidents.

Our services include:

- Card access swipe
- Parking Control
- Protect M.I.T
- Key retrievals
- Jump-starts
- Tyre changes
- Escort (to vehicle or nearest bus-stop)
- Monitoring Campus CCTV
- First responders to incidents on campus
- Managing lost and found property.



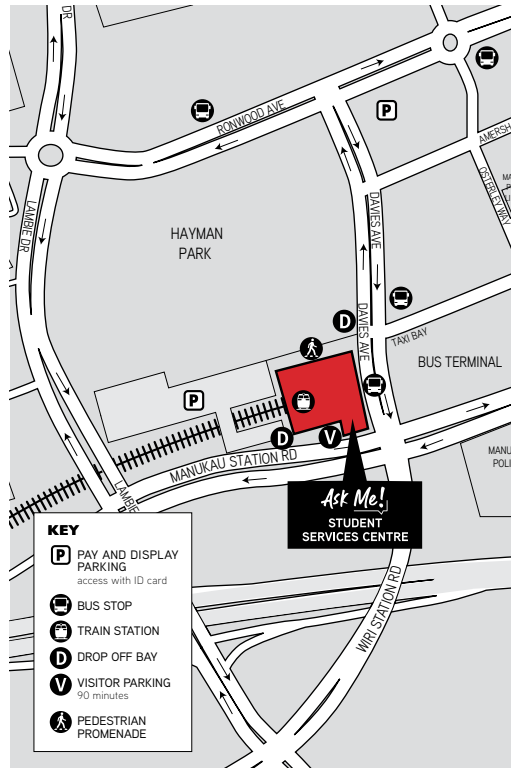
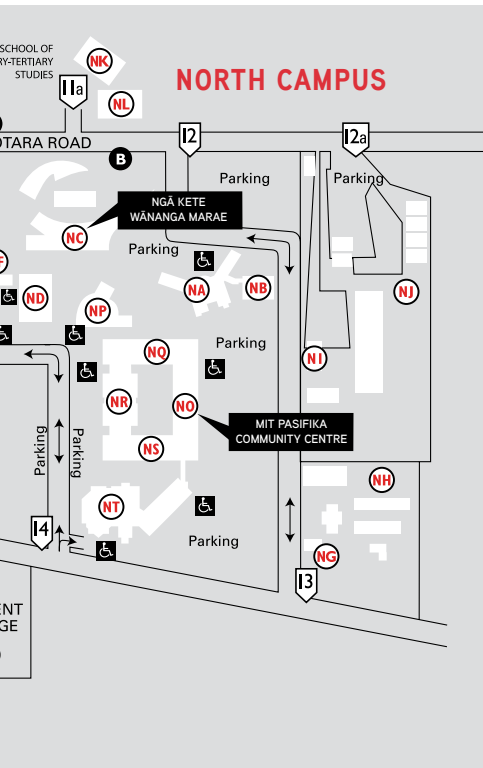
MIT Otago (South Campus)

- Academic Registry/Academic Records
- Bake MIT Shop
- Bus cards and bus timetables
- Cafeteria
- Campus Security
- Chaplain
- Copy Print Centre/Property and Campus Services Support
- Disability Support Services
- Student Advocacy Officer

- | | | |
|-----|-------------------------------------|-----|
| JKL | Learning Centre | S |
| M | Faith Space | S |
| V | Main Reception | JKL |
| G | MIT Hair Salon | JKL |
| V | MIT International Centre | B |
| JKL | MIT Library | S |
| | Schools and Community Liaison Staff | JKL |
| V | Student Activities | JKL |
| JKL | Student Finance | JKL |
| JKL | Student Support | JKL |

Ask Me! Student Services Centre
 0800 62 62 52
enquiries@manukau.ac.nz
manukau.ac.nz

- MIT Manukau, Atrium - Ground floor
- MIT Otago (South Campus), L Block and various pop-up locations on North Campus
- New Zealand Maritime School, Floor 3
- MIT Mahurangi.



Otara (North Campus)

Auckland Māori & Pasifika Trades Initiative (AMPTI) – Project Office

Cafeteria

Career and Employment Solutions (NS203)

Children’s Education Centre

Dilworth Centre

Dine at MIT - Training Restaurant

Faith Space

IELTS Testing Centre - Administration

Information, Communications and Technology Services (ICTS)

Kaumātua, Kuia - Administration

MIT Garden Centre

MIT Pasifika Community Centre

Ngā Kete Wānanga Marae - Administration

Pasifika Development Office

Pasifika Education Centre

NP

NP

NS

NE

NA

NT

NO

NR

NB

NC

NH

NO

NC

NO

NO

NQ

Poly-Emp Employment and Advisory Services

Faith Space

Student Village

The Pantry (MIT Shop)

MIT Manukau

Counselling

Library

Mā Tātou Space

Student Support

Whanau Room

NH

NO

NU

NT

Floor 2

Floor 2

Floor 1

Floor 2

Floor 4





**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

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