



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



STUDENT GUIDE TO MIT TECHPARK

October 2020

58 Manukau Station Road, Manukau

***Welcome to a learning centre that is truly connected to the
community and industry***





Useful Contacts:

Service	Ways they can assist:	Phone Number
AskMe! Student Services Centre	<ul style="list-style-type: none"> • Course and programme information • Enrolment queries • Timetables • Student ID cards • Transcript and academic record requests. • Issuing Auckland Transport discount stickers to MIT students 	<ul style="list-style-type: none"> • MIT Manukau Atrium 7am-8pm (Monday- Friday) and 8.30am-4.30pm (Saturday) • MIT Otara (North Campus) Dilworth Building, Gate 12, Otara Road 7am-8pm (Monday-Friday) Free phone: 0800 62 62 52 Website: manukau.ac.nz/askme Email: enquiries@manukau.ac.nz
Student Support	<ul style="list-style-type: none"> • StudyLink • Referrals to other student services • Work life balance • Concerns/Complaints • Emergency financial support • Scholarship advice • Food bank. 	MIT Manukau, Monday to Friday 8.30am-4.30pm located at reception on Level 2. Contact: 0800 696 487 Email: advisors@manukau.ac.nz for appointments outside general hours.
International Student Support	Supporting International Students: <ul style="list-style-type: none"> • Enrolment processes and application • Student 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. 	Located across the road on the second level of the Manukau Campus. Opening hours at MITM and remote support hours are Monday – Friday 8:00 am – 4:00 pm, except Wednesdays which is 10:00 am – 4:00 pm. Phone: 09 968 8742. Emergency support 24/7 phone number: 0800 648 2273. Email: internationaladmin@manukau.ac.nz
Library and Learning Services	<ul style="list-style-type: none"> • Use library resources, both physical and online • Specialist subject librarians • Referencing help/sessions (APA & IEEE) • Online enquiry service & appointment bookings • Loanable laptops, adaptors and chargers • Study skills • Time management • Learning academic writing • Understanding numbers and maths • General learning, English language support. 	Level 2, MIT Manukau. The TechPark book collection is held onsite at Manukau Library. Opening hours are Monday to Friday 9am – 4pm. Email: library@manukau.ac.nz Phone: 09 975 4670 (Manukau) Website: library.manukau.ac.nz
Careers and Employment Solutions	<ul style="list-style-type: none"> • Job search strategies • Career planning/development • How to write effective CVs and cover letters • Interview coaching • In-class workshops • One: one career advice/support. 	careersolutions@manukau.ac.nz facebook.com/careerandemploymentsolutions
Student Voice and Representation	Have your say or represent your cohort. <ul style="list-style-type: none"> • Advocacy • Student Executive Voice 	Email: studentvoice@manukau.ac.nz Phone: (09) 976 0806
Chaplains	<ul style="list-style-type: none"> • Advice on important decisions • Connection with a faith community on or off campus. 	Available by appointment at MIT Manukau via student Support.



Disability Support	<ul style="list-style-type: none"> • Advocacy and advice • Liaison with community agencies • Support with interviews • Exam and test accommodations • Equipment for loan • Assistive Technology. 	By appointment only. Students can email disability@manukau.ac.nz or call direct 09 968 7668, a staff member will come to TechPark to meet with you.
Maori Resources and Information	<ul style="list-style-type: none"> • Pōwhiri • Māori Student Scholarships (Information and links) • Māori Student Support – Cultural advice and support • Kaupapa Māori support • Translation advice • Te Reo Māori classes • Taura Māori Roopu 	Location: MIT Otara (North Campus) NC Block, Gate 12, Otara Road. Email: tauiramaori@manukau.ac.nz Phone: 09 968 8788 or 0220663947
Pasifika Resources and Information		MIT Otara (North Campus) NO Block, Gate 13, Alexander Crescent. Phone: 09 968 7281 Email: mitpcc@manukau.ac.nz
ICTS Support	<ul style="list-style-type: none"> • Wi-Fi access • Password reset • Citrix service • Internet service • Email support. 	Email: icts.helpdesk@manukau.ac.nz Phone: 0800 62 62 52 (option 3) Website: icts.manukau.ac.nz
Campus security	<ul style="list-style-type: none"> • Swipe card access • Parking, help with jump starts & tyre changes • Escort (to vehicle or nearest bus-stop) • Monitoring campus CCTV • First MIT responders to incidents on campus (after police, ambulance, or Fire brigade where applicable) • Managing lost and found property. 	Phone: 09 968 8700
Space for you to insert your handy contacts:		





Welcome to MIT TechPark, a modern campus which brings all trades and engineering schools under one roof.

Staff and students with cross disciplinary skills and requirements will have ease of access to share and collaborate.

The teaching spaces are comfortable and versatile. There is a mix of open plan and closed classrooms throughout the building. The skills developed by our graduates through active, collaborative learning reflect the 21st century skills required and valued by employers, industry links and community.

Getting to and from MIT TechPark Public Transport

MIT TechPark is located across the road from MIT Manukau (MITM) which is combined with a train station and bus interchange.

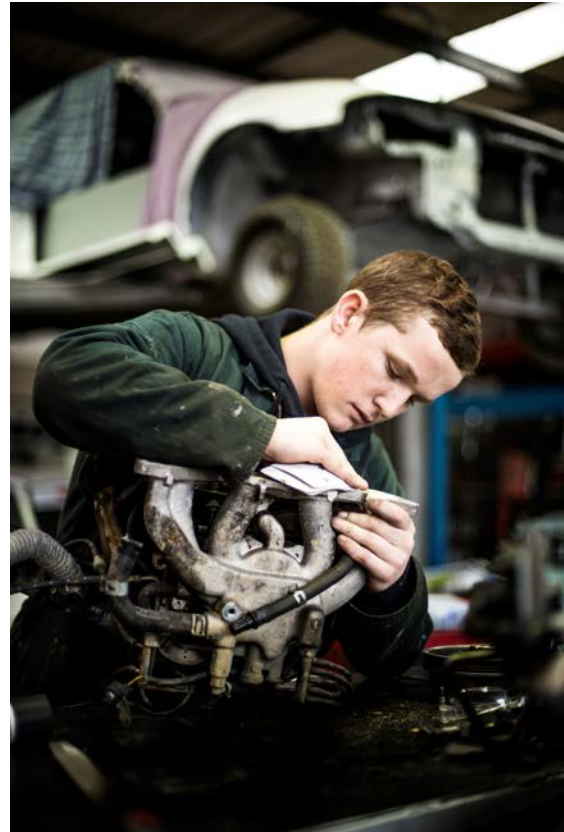
Some useful tips include:

- Visit the AT helpdesk on the ground floor of MIT Manukau for advice and information to help you plan your trip, purchase tickets or an AT HOP card
- You can call the AT helpline on 09 366 6400 or 0800 10 30 80 outside the Auckland toll free area, visit at.govt.nz.

Use the AT journey planner to find the right route and get real-time information on departures.

- If you are using an AT HOP card, remember to tag on and off
- If you have a smartphone, download the free AT app from your app store

WIFI is available at all train stations for free for up to 10 minutes, or up to 1GB if you have an AT HOP card.



Car

There are handy drop off bays right outside TechPark on Manukau Station Road.

Parking

There is limited parking on the Campus. This is controlled by barrier arms. All MIT staff and students can enter the car park with an MIT ID card. Additional options include parking across the road at MITM. Car park enforcement will be carried out by an external supplier.

Public car parks at TechPark and MITM: Cost \$8.00 per day or \$2.00 per hour between 6am and 4pm on weekdays. Outside of these times it is free of charge.

Mobility car parks: If you have a disability and display a current disability sticker, you can park in the designated disability carparks located at the front entrance of the building.

Motorcycles and scooter parking: There are designated motorcycle and scooter parking one on the reception side of the building, near





the back lane outdoor teaching areas, another next to the basketball court, and lastly in the corner of the main car park area.

Bicycle

Cyclists are provided a secure bike cage at MITM or bike racks located next to the TechPark car park barrier or in front of the reception area. The MITM bike cage is protected from the weather and has CCTV security. To use this, you need secure bike cage access loaded to your student ID card. Please email security@manukau.ac.nz to arrange this.



Useful Tips:

- If cycling all the way is not practical, you can ride to the train station and take your bicycle on the train. Your bike travels free.
- Cycle safely by using the cycleways and cycle lanes around the Manukau CBD. You can search for cycling routes and map your bike trips using Google Maps.
- If you need to freshen up after your ride, there are shower and change rooms on the Ground Floor passed the Atrium.

Learning at MIT TechPark

PPE Requirements

Throughout TechPark closed toe shoes are a requirement and steel caps are required in certain areas. On the workshop floor everyone is required to wear steel cap boots and a high vis vest.

Building Hours

MIT TechPark students have access to the building:

- Monday to Friday: 7am-11pm
- Starting February 2021, Saturday and Sunday: 8am-8pm

Please always remember to carry your student ID card with you so you can access the areas you need. You will need to push the door release button to open certain doors in the building.

Finding Your Class

There are two floors in the building. All teaching areas that begin with 1## are on the ground floor. All spaces which start with 2## are located on the mezzanine floor (upstairs). Students can access all teaching spaces by





entering the swipe access barrier arms into the workshop, and then using the lifts or stairs if going to the mezzanine.

Interior signage will guide you inside the building to teaching areas, lifts, stairs, rooms, evacuation routes, toilets and special features.

Evacuation signage shows the quickest way to assembly points.

Drinking Water

You will find cold water fountains available with sensor bottle refill throughout the ground floor and mezzanine. Hot water is available in the student whare kai.

Microwaves

Microwaves are in the student whare kai on the ground floor.

Toilets

Gender specific (male and female), disability toilets and showers are on the ground floor next to the Atrium. There are gender neutral toilets located throughout the spine of the ground floor and in the mezzanine floors next to each staircase.

There are two external assess only toilets, conveniently located near the outdoor classes and breakout area.

Meeting Rooms

When meeting with a staff member, you will be invited to use a meeting room. These are located downstairs next to the atrium.

Meeting rooms are bookable by staff only and can be requested for student body meetings.

Printing and Photocopying (Ricoh)

To photocopy and print, use your student ID card using 'follow me printing' on our Ricoh photocopiers. There is one located next to reception in the Atrium for students. There is a cost for each print.

Cafeteria

The MIT Cafeteria is in the atrium and serves a selection of hot and cold food and beverage options.

Opening hours are:

7:30am – 3:30pm Monday to Thursday

7:30am to 2:00pm Fridays, closed weekends.

Reflection Room

A reflection room is available in the atrium location as a multi faith prayer room, for all to use.

Learning Spaces

Students should only access a workshop when their class is timetabled into that space, otherwise always remain behind the yellow line (painted on the floor).

Please ensure learning spaces are left tidy, and ready for the next class.

No food or drinks other than water in bottles are allowed in learning spaces, this includes the workshop floor.

Spills – please clean these immediately as they can cause a slip hazard. Use paper towels from the nearest dispenser.

Student Whare Kai

This is a self-service kitchen for student use, we ask that everyone clean up after themselves.

Food is not permitted in learning spaces. Use the designated kitchen areas when eating meals.

Basketball Court and Table Tennis

There is a basketball court next to the main car park and table tennis in the whare kai for student use. Please share and use the space appropriately. Students can bring their own basketball and table tennis kit or borrow from reception. Music (which is non offensive and non-explicit) can be played at a reasonable volume in the whare kai and outside where the basketball courts are.





Health and Safety at MIT

We aim to reduce the risks of injury by providing people at our new campus with all the information and practical tools needed to perform work safely. Ultimately, the key to safe work lies in everyone working here applying these tools and information effectively.

Induction for Guests and New Staff

All students need to be inducted onto our MIT Campuses. An online induction tool must be completed for TechPark Students: <https://sway.office.com/muJLismNPYfXichX?ref=Link>. Following this an onsite induction is completed with a staff member. This means becoming familiar with the building, its operating environment and emergency procedures.

Everyday Tips

- First aid kits and stations are available throughout the building.
- Please report hazards and incidents to any MIT Staff member as soon as they become apparent.
- Please report any vandalism or violence directly to Security (09 968 8700).

Evacuation Process

There are nominated building wardens who will supervise any building evacuations and will direct you as students to the nearest assembly point.



- When the alarm sounds, promptly evacuate the area using your nearest exit and move to the nearest assembly point
- Follow signage for emergency exits, during an evacuation
- Do not return to collect personal belongings if you happen to be away from your desk, workstation or locker when the alarm sounds
- Walk promptly, but do not rush, run, or push other people
- Do not use the lifts
- Once you have exited, stay clear of the building
- Do not re-enter the building until the 'all clear' has been given by the building warden

People with Disabilities

If someone has a disability that prevents them being evacuated from the building, either unattended or with assistance, they must wait for the NZ Fire Service to collect them. The NZ Fire Service have requested that no person able to evacuate the building is to remain with the disabled person.

No disabled person is to be carried downstairs or placed in lifts, there is an evac emergency chair and those who are trained can undertake the evacuation.

Assembly Points



 Assembly points

