



2011
**INTERNATIONAL
BUSINESS**
COURSE INFORMATION



YOUR PLACE IN THE WORLD

INTERNATIONAL BUSINESS (INTB)
UNDERGRADUATE & POSTGRADUATE
HANDBOOK 2011



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WELCOME TO INTERNATIONAL BUSINESS

For those of you returning to Otago, welcome back. For those of you just starting out as an International Business major in 2011, I trust you will enjoy the next several years here at Otago. You will soon learn that International Business is a unique programme both within the School of Business and the wider University.

The purpose of this handbook is to outline some of the more common questions and answers associated with pursuing a Bachelor of Commerce with a major in International Business, or postgraduate qualification in International Business. Please read it carefully.

The undergraduate International Business programme can be completed as a Bachelor of Commerce (BCom), or Bachelor of Commerce with Honours. The undergraduate options comprise both business papers as well as language/cultural papers. This unique combination serves two purposes:

1. it provides students with skills in both business subjects and language/cultural subjects, and
2. it helps graduates stand out from the pack when seeking employment.

The postgraduate opportunities for students International Business students include completing a Postgraduate Diploma in Commerce (PGDipCom), Master of Business (MBus), Master of Commerce (MCom), or Doctor of Philosophy (PhD).

Please note that International Business does **not** have a Blackboard 'presence'. The most up-to-date version of this handbook's Frequently Asked Questions (FAQs) is always available at www.otago.ac.nz/internationalbusiness.

You should also explore fully the School of Business website (www.business.otago.ac.nz) as it contains a significant amount of information for current students. If you find that a particular question you may have is not answered within this booklet or on our website, feel free to contact me.

Dr Lisa McNeill

Director, International Business Programme.

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UNDERGRADUATE OPTIONS – INTERNATIONAL BUSINESS

STARTING THE BCOM (INTERNATIONAL BUSINESS) IN 2011

Q What comprises the BCom in International Business degree?

A The degree structure is comprised of 252 points (equivalent to 14 papers) in Commerce (referred to as *Group A papers*) **and** 108 points (equivalent to six papers and referred to as *Group B papers*) in additional language and/or cultural papers. Thus the total number of points for your degree is 360 minimum.

Of the 360 points needed for your degree, at least 180 points (10 papers at 18 points each) **MUST** be above the 100-level and at least 72 points must be at the 300-level (from the papers indicated).

As you will see below, the BCom in International Business degree is quite structured, so you should plan your degree carefully. Take the time to ‘map out’ which papers you will be taking from one year to the next by using the latest Guide to Enrolment. If in doubt, get in touch with the Director using the *Contact Information* section found at the end of this booklet.

Q So, how will my three years as a BCom student in International Business work?

A For those starting a BCom in International Business in 2011, your three-year degree could look something like this:

Year 1	Year 2	Year 3
BSNS 102	ECON 201	ECON 302
BSNS 107	FINC 201	FINC 305
BSNS 104*	MANT 217	MANT 332 or 341
BSNS 105	BSNS 103	MART 326
BSNS 108	BSNS 106	
2 x 18 point culture/ language paper	2 x 18 point culture/ language paper	2 x 18 points culture/ language paper
126 points	126 points	108 points

*ECON112 is recommended (potentially can be done in place of BSNS 104).

Of course, everyone’s programme will be different and will depend on a huge list of factors (when you started, interests, combination with other majors or degrees, etc.) This is only meant to give you an idea of what a BCom major in International Business degree **could** look like.

Q Is there a specific order in which I should take my Commerce papers?

A Yes, there is. Ideally, you would take BSNS 102, BSNS 107, BSNS 104, BSNS 105 and BSNS 108 in your first year, and take BSNS 106 and BSNS 103 in your second year. You should attempt to complete BSNS 102-108 before taking any 300 level commerce papers. In the case of FINC 201, you will be expected to have successfully completed BSNS 108, BSNS 102, and BSNS 107.

GROUP A PAPERS: 252 POINTS OF COMMERCE PAPERS

For students commencing 2011

100-LEVEL PAPERS

- ~ BSNS 102 Quantitative Analysis for Business (18 points)
- ~ BSNS 103 Marketing and Consumption (18 points)
- ~ BSNS 104 Principles of Economics 1 (18 points)
- ~ BSNS 105 Management and Organisations (18 points)
- ~ BSNS 106 Information & Communication in Organisations (18 points)
- ~ BSNS 107 Understanding Accounting (18 points)
- ~ BSNS 108 Business Finance (18 points)

BCOM CORE PAPERS

BSNS 102 Quantitative Analysis for Business (S1, S2)

Descriptive and inferential statistics for commerce including applications to business research and practice. An introduction to statistical software, with practical work emphasising applications.

Restrictions: STAT 110, 115, QUAN 101

BSNS 103 Marketing and Consumption (S1, S2)

Introduces students to the concept of value creation through the interplay between consumer culture and marketing management, and the key elements of consumer behaviour.

Restriction: MART 102

BSNS 104 Principles of Economics I (S1, S2)

This paper introduces the analysis of predominantly market economies and how they work as a whole, both in New Zealand and international contexts.

Restrictions: ECON 101, 111, 212 MANV 101, 201

BSNS 105 Management and Organisations (S1, S2)

This paper develops understanding of individual and group behaviour, communications, and the management of operations and human resources within Organisations.

Restrictions: MANT 111, MANV 101

BSNS 106 Information and Communication in Organisations (S1, S2)

Develops understanding of the role and nature of information within an organisation, and the manner in which information is structured, processed and communicated to enable efficient and accurate decision making

Restriction: COMP 102

BSNS 107 Understanding Accounting (S1, S2)

Basic financial and management accounting.

Restrictions: BSNS 101, ACCT 101

BSNS 108 Business Finance (S1, S2)

An introduction to the principles of finance, especially in the context of a business. Topics also covered include ethics in regard to handling money and relevant laws and regulations.

Restrictions: BSNS 101, FINC 101, MANV 202

200-LEVEL PAPERS

~ Any **one** of the following MANT papers:

- MANT 211 Organisation, Strategy and Society (18 points)
- MANT 215 Organisational Behaviour (18 points)
- MANT 217 International Management (18 points)
- MANT 222 Interpersonal/International Business Communication (18 points)

~ ECON 201 Microeconomics (18 points)

~ FINC 201 Fundamentals of Corporate Finance (18 points)

300-LEVEL PAPERS

- ~ ECON 302 International Trade (18 points)
- ~ FINC 305 International Financial Management (18 points)
- ~ MART 326 International and Export Marketing (18 points)
- ~ Any **one** of the following MANT papers:
 - MANT 332 International Management (18 points) – *an excellent follow-up from MANT 217*
 - MANT 341 Management in Asia Pacific (18 points)

IMPORTANT NOTE: *You should attempt to complete BSNS 102-108 before taking any 300 level commerce papers.*

GROUP B PAPERS: 108 POINTS OF LANGUAGE AND/OR CULTURAL PAPERS:

Students whose native language is English or Māori are required to take approved language papers chosen from Chinese, French, German, Japanese, Portuguese or Spanish. These will normally include an 18-point paper on cultural issues related to the language being studied and an 18-point business language paper. At least 36 points must be at 200-level or above.

Students whose native language is neither English nor Māori have the option of studying a language other than their native tongue. If this option is not chosen, 108 points in cultural/international papers must be taken. Additional Commerce papers, although potentially international in focus, will generally **not** count as a cultural paper.

MINOR OPTION OR DIPLOMA IN LANGUAGE AND CULTURE

Taking a minor or a Diploma in Language and Culture in addition to your BCom in International Business is possible, and is highly encouraged. For more information on how to minor in a language, consult the Department of Languages and Culture.

Note that all students must have at least 36 points (roughly two papers) of their 108 points of language/cultural papers at **200-level or above**.

See elsewhere in this booklet for a list of approved cultural papers.

Further information on various language options, including specific papers, is available from the Department of Languages and Cultures:

Department of Languages and Cultures

Floor 3

Arts Building

PO Box 56

Dunedin

Tel: 64 3 479 9032

Fax: 64 3 479 8689

Email: languages@otago.ac.nz

www.otago.ac.nz/departments/humanities/languagescultures.html

FOR STUDENTS WHO STARTED THE BCOM BEFORE 2010

Q I started International Business in 2008 (or the year before) and I've noticed that the degree requirements have changed. Do I have to do the new Core Papers?

A As of 2010, a new set of core Commerce papers was introduced. If you were listed as a BCom student (regardless of your major) before 2010, you are studying under the old regulations.

Did you began your BCom in 2007, 2008 or 2009?

Students currently enrolled in the BCom degree will have the same paper requirement as when they began their qualification. Students who began their BCom from 2007-2009, must include the following papers:

- ~ BSNS 101 Accounting and Financial Information (This paper was offered for the last time in Summer School 2010. If you had not passed the paper by that time you will be required to pass BSNS 107 instead.)
- ~ BSNS 102 Quantitative Analysis for Business
- ~ BSNS 103 Marketing and Consumption
- ~ BSNS 104 Principles of Economics 1
- ~ BSNS 105 Management and Organisations
- ~ BSNS 106 E-business and Information Systems Development
- ~ BSNS 201 Business and Society (This paper is no longer offered*)

*Students unable to take BSNS 201 must speak with the Director, International Business.

If you began your BCom prior to 2007, or for more information on the changes that have taken place, go to www.business.otago.ac.nz/com/programmes/undergraduate/required_papers.html

FAQ FOR ALL INTERNATIONAL BUSINESS STUDENTS

COURSE APPROVAL QUESTIONS (BCom OR BCom(Hons))

Q I need my form signed. Where do I go?

A There are specific course approval periods for International Business students and these are indicated on the main International Business website (www.otago.ac.nz/internationalbusiness). Course approval outside these times shall be held during the regular office hours of the Director.

There are specific deadlines each semester for dropping papers, and these can be found online. Many students leave this until the last minute because of a lack of planning, only to realise that the Director is not available. Plan ahead and avoid disappointment. If the Director is not available (i.e., outside of office hours), you will likely **not** get your form signed.

Note: Requests for special meeting times will be met with a response to come during office hours.

Q Can I do a minor in International Business (for example, majoring in Management with a minor in International Business)?

A No, a minor in International Business is not possible.

Q I have not done any Economics previously in high school. I see that the ECON 112 paper is recommended. What should I do?

A ECON 112 can be done in addition or BSNS 104 if you have never studied Economics or if you do not feel comfortable with the subject matter. ECON 112, if completed, will count toward the Group B (Language/Cultural) papers, but **only if it is completed in your first year** (i.e., once you have passed ECON 201, you cannot do ECON 112 and have it count toward a Group B paper).

Q But I have done Economics for NCEA. Should I do or BSNS 104 or ECON 112?

A ECON 112 is the better option. This will replace BSNS 104 as part of the requirements for your International Business major and for the BCom core requirements. Please note it will not count towards the culture requirements.

Q When are the papers offered?

A You should check www.otago.ac.nz/courses/index.html for the most up-to-date information on when papers are offered. They generally do not change from year to year, but it does happen on rare occasions. Most of the 'core' papers (i.e., BSNS) are offered both semesters and some are offered in summer school as well.

Q When I look in the *Guide to Enrolment* or the *Calendar*, it says that in order to do many of the 200- or 300-level papers for International Business, I require quite a few prerequisites that are not listed as part of the International Business degree. I'm confused!

A Not to worry. You are working under different pre-requisites than other students because you are an International Business major. Thus, you can take, for example, MANT 341 having only done one of the MANT 200-level options, whereas Management students would normally be required to take additional papers.

As indicated above, there is a logical progression to the papers you take. If you have completed ECON 201, you will be permitted to take ECON 302. If you have completed a 200-level MANT paper for your International Business degree, you will be permitted to take one of the two options for the 300-level MANT papers for your International Business degree.

The only one slight exception, as mentioned above, is that to do FINC 201 you will be expected to have completed BSNS 102, BSNS 108, and BSNS 107 (or ACCT101, FINC 101 and QUAN 101 if you started before 2007) already.

This is why it is recommended you do BSNS 102, BSNS 108, and BSNS 107 in your first year. Every year, at least one or two students seem to want to undertake two related papers, but at different levels, concurrently, such as FINC 201 and FINC 305. There's always a perfectly good reason for these requests: either they want to finish off their degree quickly or they want to gain entry into a postgraduate programme. However, doing this is only allowed under exceptional circumstances (and is thus **extremely rare**) and is at the discretion of the respective Department (and NOT the Director of International Business).

Q (RELATED QUESTION) Q: I have friends who are majoring in Management. They needed to complete more papers than me in order to study some of the 200- and 300-level papers in Management. Why?

A As a Management (or Marketing, Economics, Finance) major, students will naturally be expected to cover a wide breadth of topics within that discipline in order to justifiably claim comprehensive knowledge in the subject.

As an International Business student, however, you are being asked to claim a degree of knowledge across a variety of subjects. For example, once you have completed your degree, you will be expected to have informed views/facts/opinions on international business issues, including perspectives of management, marketing, finance and economics. In a sense, your degree is somewhat multidisciplinary and, to a large extent, this can work to your advantage when you are able to show a high level of knowledge across a number of business subjects.

Q OK, I know what I have to take. So, who approves my programme of study?

A In the first instance, you should **only** see the Director of International Business. You **do not** need to see other Departments for signatures unless the Director sends you to them. Technically, **only** the Director, or Deputy Director of the International Business Programme can approve your paper selections.

Your first stop, however, should be the Director. Regarding cross-credits (“points in common” in the chart) for double-degrees: A candidate who is enrolled for the degree concurrently with another degree, or who has completed one degree and is proceeding with the other, may cross credit 100- and 200-level papers which are common to both degrees up to a maximum of 126 points where the other degree is a three-year degree and up to a maximum of 180 points where the other degree is longer than a three-year degree.

Bronwen Stephens (School of Business Student and Course Administrator), in the Divisional Office (Level 3, Commerce Building), is widely regarded within the School as someone who knows degree programmes inside and out, and can quickly help you sort your programme(s) out. Make use of her – she is there to help you and has an incredible amount of experience helping students avoid problems.

Q Right, so will the Director tell me what papers to take?

A The Director will not tell you what to do, but she will offer advice in order to help you make your own decisions. There is a big difference. Advising means relying on experience and knowledge to offer suggestions and options, but it does not mean that they will prevent you from making choices (they will also likely lecture you incessantly on what **should** be done, but the decision is always yours!). Some things cannot be done as they might violate the regulations, but the Director will make this clear if necessary.

Q Can I do a double degree (i.e., BCom and BA)?

A Indeed you can. Some International Business students do both a BCom and BA with a major in a language, such as Chinese or Japanese or a Diploma in Language and Culture. Others do a BCom and BA with a major in Psychology or History. It varies considerably, and every student is different. Keep in mind, however, that because of the unique and rather prescribed nature of the BCom majoring in International Business BCom, it is not uncommon for students doing double-degrees to take 4.5 years or more (thus, the numbers of papers taken could be more than 594, which the minimum for double-degrees). It is important to remember that you **must** satisfy the full requirements of both degrees.

Q Can I do a double major with my International Business degree?

A Absolutely. In fact, many students do double majors in International Business and, for example, Finance, or Management. All you have to remember is that you must satisfy the requirements of both majors. Papers at the 100 level and 200 level can count for both degrees. Papers at the 300 level, however, cannot be shared between both majors (you must complete 72 points in each major at the 300 level).

Finally, when you do a double major, the total points you will take for your degree will be more than 360, but your academic transcript will show that you have undertaken a double major. And, the likelihood of you completing a double major BCom in three years is slim. Most students take 3.5 years or a full four years and achieve good grades throughout. Bottom line: double majors are highly encouraged as it shows that you have significant depth in more than one subject/major area.

Q Can I minor in another Commerce subject as part of my International Business BCom?

A Yes, you can, but you cannot count your minor subjects in Commerce toward your 108 points of cultural/international papers. Undertaking a minor in a Commerce subject will mean that your BCom degree will consist of more than the required number of points for the degree, which is perfectly acceptable as long as you satisfy the International Business degree requirements. Note that you can also double count 100 level Commerce papers between Commerce minors and majors if they are required papers. You cannot however, double count 200 or 300 level papers.

It is possible for students to minor in a language, such as Japanese or Chinese, so long as this is not their first language. If your first language is not English you could alternatively minor in a particular 'Culture'. You should check www.otago.ac.nz/courses/qualifications/ba.html#minor for the most up-to-date requirements and discuss your options with the Director, International Business.

***Note:** In those cases where a minor in a language is undertaken, the business language requirement for the International Business major may (but not always) be waived (unless required for the minor itself, which it usually is). Except for Chinese Language, which requires 126 points, most minors only require a prescribed 90 points in total, so the additional 18 points that you need to satisfy the requirements for your International Business major **must** be a cultural paper or another language papers.*

A final note on minors: When undertaking a minor in a language, it is important to plan for future years as some required papers for the minor are only offered in either Semester 1 or Semester 2. Thus, what you want to avoid is the need to come back for one semester and take **one** paper in order to finish off your minor. This means careful course planning on your part!

Q I want to do BCom Honours in International Business. Is this possible?

A Yes. The honours programme means a commitment to some further papers as part of your degree and applications are open to students with an A-average across their 100-level International Business papers.

Specifically, you will be required to take MART 307 (Marketing Research Methods) in your second year of study and will choose between either a Marketing (MART 326 & MART 355) or Management specialisation (MANT 332 or 341 & MANT 365) in your third year of study. This will lead to either a MART 480 or MANT 480 dissertation in your fourth year of study, as well as appropriate 400-level papers as decided in consultation with the Director. Please contact the Director for further information about the Honours programme.

Q I'd like to finish my International Business degree at a different New Zealand University. Is this possible?

A It depends on which papers you plan to take at a different University. All 300-level papers must be taken at Otago in order to qualify for an Otago degree. There are no exceptions to this as it is a NZ University requirement, not a University of Otago policy.

For other papers (e.g., 100- and 200-level), all students wishing to take paper at another university and 'cross-credit' the points to their Otago degree must see the Office of the Dean for prior approval. Students must complete a "Prior Approval of Transfer Credit from a New Zealand University" form which is available in the Undergraduate Applications section. You can obtain a form from the Divisional Office, level 3, Commerce Building.

Q Can I do some of my 100-level and 200-level papers at another University?

A Yes, but only the Divisional Office (Level 3, Commerce Building) decides which papers can be counted toward an Otago degree. You should email Bronwen Stephens (bronwen.stephens@otago.ac.nz) for advice in the first instance.

FAQ REGARDING LANGUAGE/CULTURAL PAPERS

Q With respect to language papers, is there some kind of order they should be done?

A Yes, there is. First, let's review what needs to be done. Assuming your first language is English or Māori, you are required to complete a 200-level Business Language paper (e.g., "Business Spanish" or "French for Professional Purposes") and of the 108 points that make up the Language/Cultural paper requirements for the International Business degree, at least 36 of these (usually two papers) **must** be at the 200-level or above.

Let's deal with the Business Language paper first. The following are the Business Language papers on offer at Otago and their prerequisites:

- ~ **CHIN 333** Business Chinese (requires CHIN 232, CHIN 231, CHIN 132, CHIN 131) (Not offered in 2011)
- ~ **SPAN 233** Business Spanish (requires SPAN 231, SPAN 132, SPAN 102)
- ~ **GERM 333** German for Professional Purposes (requires GERM 231, GERM 230, GERM 132, GERM 131)
- ~ **JAPA 233** Business and Professional Japanese (requires JAPA 231, JAPA 132, JAPA 131)
- ~ **FREN 233** French for Professional Purposes (requires FREN 232, FREN 132, FREN 131)

You've probably noticed a pattern. Basically, in order to take the Business Language paper (which is always designated as '233' or '333'), you'll need to have successfully completed at least three previous language papers (and in some cases, four). This has important implications for when you do those prerequisites, to ensure that you don't inadvertently extend your degree by one semester. In the end, for your degree you will be taking 108 points of Language/Cultural papers, so by doing the Business Language and the prerequisites, you've covered off at least 72 points (or four papers) and in the case of German and Chinese you've covered off 90 points. That leaves two other papers (or one other in the case of German and Chinese), which technically could be cultural papers, however students are often advised to undertake further language papers, or at least as many as possible (even at the 300-level). Why? To become as well versed in the language as possible.

In most cases, students are **highly encouraged** to minor in the language or consider the Diploma in Language and Culture. If a student decides to minor in a language, then the Business Language paper requirement for the International Business major may be waived. If the minor does not require the business language paper to be taken and you have room to take one more paper for your Group B papers, you will be expected to take that business language paper.

You should check the regulations for Language minors on the University of Otago website. You should keep in mind that, if you decide to minor in a Language, quite often this requires more than 108 points. Finally, note that the Director of International Business is not able to approve plans of study leading toward a minor in a language, you need to meet with an advisor in the School of Languages.

Q I am an international student and my first language is not English. Do I have to study a language?

A No, you are not required to study a language, but in addition to the 252 points of Commerce papers that you take for your degree, you **must** study at least 108 points of various cultural papers of which at least two (36 points) must be at or above the 200 level. These must be approved by the Director.

Q But, as an international student, can I take *both* language papers and cultural papers to make up my 108 points?

A Yes, you can take both language and cultural papers as long as the language papers you take are not your native language (the Department of Languages & Cultures probably would not allow it, even if the Director of International Business could).

Q Can I take a business language paper in the language which happens to be my native tongue?

A Generally, this would not be allowed, but we recognise the fact that some languages are structured in such a way that certain protocols are introduced and discussed at length. Keep in mind, however, that course approval to take *most* language papers rests with the Department of Languages and Cultures and **not** with the Director of the International Business programme. Thus, it will ultimately be their decision. The Director will advise on suitable courses and discuss options, but it is only the individual language Department that has the authority to sign you in to most 200- and 300-level papers in that language.

Q As an international student, I will not be studying a language but will instead opt to study various cultural papers. Can you give me some examples of cultural papers that would count toward the International Business major?

A This is a good question and is the source of concern for many international students (but it really ought not to be!). There are, in fact, numerous potential papers that you can take, and you'll find a rather extensive list below.

Some papers, however, may require prerequisites in the same subject area. Thus, it would be wise to consider planning ahead and start with a few 100-level papers in a particular area/Department (e.g., History) which then leaves you options to going on to do 200-level papers. As mentioned above, you must have at least 180 points in your degree at 200-level or above to graduate, **including 36 points at the 200-level for the Group B papers.**

Here is a short list of some papers that would qualify (note that some may not be offered in 2011 – check the main Otago website):

ANTH 103 Anthropology, culture and society
ANTH 105 Global and local cultures
ANTH 205 Contemporary Pacific Cultures
ANTH 206 Anthropology of Contemporary Issues

ARAB 131 Introductory Arabic 1
ARAB 132 Introductory Arabic 2

ASIA 101 Introducing Asia

CHIN 244 Chinese Language and Culture

ENGL 128 Effective Communication (*see the English department advisors for details on the compulsory test that you must write before being admitted to this paper*)
ENGL 127 Effective Writing**

ENVI 111 Environment and Society

EURO 202 The culture of the European City
EURO 203 European Business (**NOT OFFERED IN 2011**)
EURO 302 The culture of the European City

MFCO 102 Understanding Contemporary Media
MFCO 212 Media and Intercultural Communications
MFCO 313 Culture, politics, policy and global media

GEOG 210 Social Geography
GEOG 215 Urban Geography (**NOT OFFERED IN 2011**)

HIST 102 The Twentieth-Century World
HIST 211 Modern Japan
HIST 213 Rise to Globalism: USA since 1900

JAPA 242 Understanding Japanese Culture
JAPA 243 Issues in Japanese Culture Today

LING 121 English for academic purposes (only if required by ENGL**)

MAORI – Māori language studies are possible in conjunction with the International Business major, but this generally depends on the career aspirations of the student.

POLS 103 International Politics – Asia-Pacific
POLS 104 International Relations – Introduction
POLS 204 International Relations – Concepts
POLS 207 Environmental Politics
POLS 211 Global Political Economy
POLS 312 Ethics & International Relations

PORT 131 Introductory Portuguese I
PORT 132 Introductory Portuguese II
PORT 141 Introduction to Brazilian Culture

SPAN 141 Introduction to Hispanic Culture
SPAN 243 Latin American Culture and Literature
SPAN 343 Latin American Popular Culture

*Students need to consult with the English department early in each semester in order to determine if this paper is the appropriate option (the other being a LING paper, which will also count toward the International Business major).

** In some situations, the English Department will suggest that students take LING121 instead of ENGL127.

There may be other papers, and if you are unsure whether a paper you are interested in will count toward your degree, get in touch with the Director. If she approves it, it will be added to a master list so, at the time of course approval, there will be no confusion as to what is accepted and what is not.

Keep in mind that additional Commerce papers, although potentially international in focus, will generally NOT count as a cultural paper as they will have, as their focus, business and commerce issues.

It is worth noting that the following papers will **not** be considered as appropriate for the International Business major, and this list may be expanded over time:

HIST 106 The Silk Road: East meets West

LING 111 Language and its structure

Q But, why can't I just study more commerce papers to make up the 108 points of Group B papers?

A All students majoring in International Business must have language and/or cultural papers as part of their degree. That is a significant aspect of what makes this degree an *international* business degree, and not just a general business degree that some Universities both in New Zealand and around the world offer.

Not convinced? How about this: if a potential employer wanted to know how much you know about the cultural environment within which international business transactions are conducted, how would you answer this if you haven't exposed yourself to ANY papers that explore other cultures or international issues?

International business exists within wide-ranging cultural environments that are complex, multi-faceted and incredibly dynamic. As an International Business major, you should understand this and, more importantly, be able to demonstrate this to potential employers.

Email from a recent International Business graduate:

Hi,

I have been hired by the New Zealand Exchange Limited (NZX) and will be commencing work with them in Wellington in about a month's time. During my telephone interview with the executives they said that they were really impressed with the diversity in the subjects that I had taken, especially the combination of international business papers with languages. It's only after hearing that that I realised how important it was for any international discipline to learn about languages and culture.

Regards, Vijay

Q What is this Diploma in Language that I keep hearing about? Can it be done with International Business?

A It sure can. In fact, it's a great option.

The Diploma in Language (and the Diploma in Language and Culture) consists of seven papers (or 126 points). If you take the diploma, two of those papers (or 36 points) will be cross-credited over as part of your Group B (Language and Culture) requirements for the International Business degree. That means that of the 108 points of Language and Culture papers (Group B) you need for your International Business degree, 36 points will be covered by the papers you'll take (or have taken) as part of the DipLang. That leaves 72 points (or four papers) left for the International Business degree and 90 points (or 5 papers) left for the DipLang. The easier way to think about it is that the International Business degree plus the DipLang together consists of 25 papers or a minimum 450 points.

The good news is that those 72 points for the International Business degree can be anything in Arts and Commerce and, because you are doing the DipLang, the Director will waive your language and culture requirements for your International Business degree. If you are doing a double major in Commerce, those papers you are doing for the second major can be included in those 72 points.

Confused? Think of this way:

1. 14 papers in Commerce for the International Business degree
2. 6 papers in Language/cultural papers for the International Business degree.
3. 7 papers for the DipLang

Two papers from (3) can count toward the requirements for (2). That leaves two less papers to do for (2), and of the four remaining papers at least one must be from Commerce (with the others from either Arts or Commerce). That also leaves two less papers to do for (3), which means five papers to be done to satisfy the requirements for (3).

Q I am doing a double degree (BA and BCom) and am a native speaker of English. Do I still have to do Language papers? Where would they fit in my whole programme?

A Yes. You must satisfy the requirements of both degrees. So, in this case, you will be taking language papers as part of your BA degree but you are taking them because the International Business major requires that you take them. See, for example, the following double degree plan:

DOUBLE DEGREE PLAN FOR BCOM (INTERNATIONAL BUSINESS) – STARTING 2011

300 Level BCom	MART 326	MANT 3XX	FINC 305	ECON 302	72 points			
100 Level (or above) BCom	BSNS 102	BSNS 103	BSNS 104	BSNS 105	BSNS 106	BSNS 107	BSNS 108	126 points
Points counting to both degrees	MART 2XX	MART 2XX	ECON 201	FINC 201	200 BA	200 BA	200 BA	126 points
100 Level (or above) BA/BSc	L/C	L/C	L/C	L/C	L/C	L/C	100 BA	100 BA 144 points
300 Level BA/BSc	300 BA	300 BA	300 BA	300 BA	72 points			
<i>Any level, any subject</i>	ANY ANY ANY			54 points			Points Required = 594	

What this shows is that you will be doing six language papers that, technically, will count toward your BA but will **also** count toward the language requirement of your BCOM major (International Business).

Now, if your BA major happens to be a language (e.g. French), then you will **not** be required to take **extra** language papers in French because those French papers you will take for the major will be counted toward your International Business requirement (in other words, you will have been deemed to have met the requirements for the 108 points of language papers because you were doing a full degree in a language).

GENERAL QUESTIONS

Q I want to go on Exchange.

A Great! Going on exchange is an excellent way to ‘broaden your horizons’, immerse yourself in another language, study hard, have a bit of fun and generally see another part of the world. Best of all, it looks great on a CV, and employers always look for something different on a CV.

Your first stop is www.otago.ac.nz/study/student_exchange/, which contains lots of information on where you can go and how to go about applying.

Then check out the School of Business’ dedicated page on exchange: www.business.otago.ac.nz/com/study/exchange_programme.html

In the first semester there is an Exchange Fair for all Otago University students. Details will be made available close to the date on the International Business website.

The School runs an expo in the second semester (these will be announced on the International Business website), where you can meet other students who have been on exchange (or who are thinking of going to the same place you are!) and get more information. Generally, the earliest point at which you could go on exchange is the second semester of your second year in the International Business programme.

Once you have determined where you want to go on exchange, you should make an appointment to see the Director and bring with you a list of the courses/papers (including descriptions of the content of those courses/papers). You will only be able to complete a maximum of 72 points or less per semester whilst on exchange. Many students opt to take only 54 points (roughly three papers) on exchange. Between you, the Director and Bronwen Stephens (Divisional Student and Course Administrator), you will develop a Learning Agreement, which details which papers you will take on exchange.

Q Can I undertake postgraduate studies in International Business?

A Yes, you can, provided you meet the entry requirements. Those considering graduate work in International Business are strongly encouraged to maintain **at least** a B+ average in their Commerce papers. For study toward the PGDipCom or MBus in International Business, students with less than a B+ average in their Commerce papers (language and culture papers will not be considered) **will not be accepted**. More information on postgraduate options in International Business can be obtained from the Director. If you wish to do an MBus or an MCom, you will likely be required to undertake a 400-level Research Methods papers (offered by Marketing or Management) in your PGDipCom/MBus.

Q Are there any other things I should know as an International Business student?

A Yes, a few small, random items that may help you plan your degree:

- Note that, in some cases, papers may change semester (i.e., where they were once a Semester 1 paper, they may be changed to Semester 2 for one year). This is unavoidable due to Departments ensuring that the most qualified staff teach appropriate papers. It does not happen often, particularly with Commerce papers, but just be aware. Also, Summer School offerings are normally officially announced late in the calendar year.
- Most, if not all, of the papers you take at the University of Otago will require you to word process written assessments, so you should be familiar with applications such as Microsoft Word or OpenOffice (an open-source Office suite).
- As a University of Otago student, you are automatically given a student email account. This usually appears on your student ID card. This is the primary means by which the Director of International Business and staff within the Divisional Office will be in touch with you. Some students have this account automatically forwarded to other 'free' email accounts (such as gmail, hotmail or yahoo), but you should ensure that these accounts are not blocked or are missed as they end up in the 'trash'.
- Just a further note on one of the early points made near the beginning of this document: **your programme will always be different from everyone else's programme.** In other words, what works (and is approved) for one individual may not be approved for another. Every student is different, and the nature of almost every Otago degree is that it allows for flexibility. Much of what the Director approves takes into consideration the interests of the student and what his or her plans are upon graduation. This is why the Director may recommend, for example, a first year POLS paper as part of your 108 points in language and cultural papers. This flexibility is what makes the Otago Experience unique, not only in New Zealand but in the world. The job of the Director is to ensure that you are prepared and are as MARKETABLE as possible once you leave the University with your degree in hand.

Help! I've got a timetable clash with two (or more) of my papers!

Q This can happen from time to time. The way to manage this is to approach

A the lecturers/coordinators for each paper and determine whether some sort of arrangement can be worked out. For example, one week you would go to one class and miss the other, and the following week you might switch. This can only be done with the approval of the lecturers/coordinators of the papers that clash. Note that the Director of International Business does not have the authority to resolve clashes.

Another important note: one quick way to avoid unnecessary queues during course approval is to log into PIMS (under Course Planner) and enter in the papers that you are thinking of taking. It will show you right away whether there are any clashes in the lectures (but not necessary tutorials, as these are often streamed after you have signed into a paper).

MANAGING YOUR OWN INFORMATION – TIPS ON ‘GETTING THINGS DONE’

1. Every student at Otago has access to PIMS, which enables you to view your papers, work out any potential timetable clashes and update your personal information. PIMS is very powerful as a student information management system, and you are strongly encouraged to make use of it.
2. It is **absolutely critical** that your contact information on PIMS is kept up-to-date. If, for any reason, a staff member at the University needs to reach you, this is the first place they will look to see how to make contact. This also means ensuring that your @student.otago.ac.nz email address (every student gets one) is kept clean and is not over its size limit.
3. You might also consider investing in a small USB Pen Drive to store your critical documents, but you should also utilise your student “S” drive which is available on the University network. Go to this site for more information: www.commerce.otago.ac.nz/labs/.

COURSE APPROVAL FOR INTERNATIONAL BUSINESS STUDENTS

Course approval times for International Business students for both Semester 1 and Semester 2 are posted to www.otago.ac.nz/internationalbusiness.

Remember: you **do not** need to see anyone other than the Director of International Business for initial course approval. If necessary (i.e., clashes), the Director may send you to a particular Department, but generally this is not necessary.

SAMPLE INTERNATIONAL BUSINESS (BCom) DEGREE PLAN

Year 1	Year 2	Year 3
BSNS 102	ECON 201	ECON 302
BSNS 107	FINC 201	FINC 305
BSNS 104	MANT 217	MANT 332 or 341
BSNS 105	BSNS 103	MART 326
BSNS 108	BSNS 106	
<i>18 points</i>	<i>18 points</i>	<i>18 points</i>
<i>culture/language paper</i>	<i>culture/language paper</i>	<i>culture/language paper</i>
<i>18 points</i>	<i>18 points</i>	<i>18 points</i>
<i>culture/language paper</i>	<i>culture/language paper</i>	<i>culture/language paper</i>
126 points	126 points	108 points

1. The number of cultural/international/language papers you take each year will depend on your optimal workload; for example, some people may only take three papers (54 points) in total each semester, which is fine.
2. BSNS 102 and of course BSNS 108 and BSNS 107 must be taken prior to enrolling in FINC 201.
3. See the International Business FAQ (available at www.otago.ac.nz/internationalbusiness) for a complete list of papers that are deemed acceptable as cultural/international/language papers to be used toward your IB degree.

POSTGRADUATE OPTIONS – INTERNATIONAL BUSINESS

The purpose of this section is to outline some of the more common procedures and characteristics associated with studying toward various Postgraduate (PGDipCom, MBus, MCom, PhD) programmes offered in International Business at the University of Otago. It contains detailed information on the structure and admission procedures for postgraduate programmes in International Business at the School of Business in the University of Otago. **Please read it carefully.**

In addition to this handbook, you should also explore fully the School of Business website (www.otago.ac.nz/business.) as well as the sites listed on the following page as they contain a significant amount of information for both current and prospective students. If you find that the answer to a particular question regarding postgraduate options in International Business Programme is not here, feel free to be in touch with Dr Lisa McNeill, Director of the International Business programme, (intbusiness@otago.ac.nz).

POSTGRADUATE PROGRAMMES – AN OVERVIEW

There are generally three postgraduate programme options in International Business at the University of Otago:

1. The Postgraduate Diploma in Commerce (PGDipCom) in International Business
2. The Master of Business (MBus) in International Business
3. The Master of Commerce (MCom) in International Business

Each of these is discussed in this document, as is the PhD (International Business).

In addition to the information contained in this document, you should familiarise yourself with the extensive amount of information available on the University of Otago website. Below are some direct links that will help get you started, and you should visit these (and others) as they contain critical information on studying at Otago:

www.otago.ac.nz/internationalbusiness – the main International Business website

www.otago.ac.nz/prospectivestudents/index.php – General information for prospective students (both international and domestic) - an excellent source of lots of information.

www.otago.ac.nz/international/index.php – General information about studying at Otago for International Students. **This is the main ‘portal’ for information for all potential international students.**

www.otago.ac.nz/international/apply/index.html – Application forms for international students.

www.otago.ac.nz/international/postgraduate/ – All the necessary information for postgraduate international students, including entrance requirements, fees, visa information, and scholarships.

www.otago.ac.nz/international/postgraduate/english_requirements.html – outlines the English qualifications required for international postgraduate students.

www.business.otago.ac.nz/com/programmes/postgrad_study.html – the School of Business Postgraduate page (contains application forms for **domestic** students only).

POSTGRADUATE DIPLOMA IN COMMERCE (PGDipCom)

Admission to the PGDipCom in International Business is highly competitive. Students will normally be expected to hold a three-year University degree with an emphasis or major in a specific concentration of Business or Commerce *and* hold an overall grade average of B+ in their previous Commerce papers. Students normally commence their degree in Semester 1 (late February / early March), but a Semester 2 start is possible.

For a PGDipCom in International Business students must complete:

1. Appropriate international papers at 400 level from Commerce worth 72 points; and
2. Further international papers at 400-level from Humanities or Commerce worth at least 54 points.

What you will notice immediately about the structure of the PGDipCom in International Business is that the choice of papers is, in many ways, almost entirely up to you. Of course, this does not mean that you can take any papers that you want. All papers must have an international focus and are subject to approval by the Director, International Business.

Papers (or ‘courses’) at Otago are generally one semester in length and normally worth 18 points. There are exceptions, however, where some might span both semesters and/or be worth 36 points, but these are relatively rare. As such, the PGDipCom in International Business is generally comprised of seven (7) 18-point, one semester-long papers. Semesters at the University of Otago are 13 weeks in length, excluding the formal exam period.

APPLICATION PROCEDURES – PGDIPCOM (INTERNATIONAL BUSINESS)

When lodging an application for admission (regardless of whether you are a New Zealand or an International Studies), you **must** list/nominate the 400-level papers that you wish to undertake. This is absolutely critical. If you do not nominate or list the papers you wish to take, your application will be returned. At the very end of this handbook is a page that you can print out and submit with your application.

HOW TO SELECT YOUR PAPERS FOR THE PGDIPCOM (INTERNATIONAL BUSINESS)

The following papers are **strongly recommended** for the PGDipCom (International Business):

- ~ MANT 435 Advanced International Management 1 (18 points)
- ~ MANT 436 Advanced International Management 2 (18 points)

The following are papers that have been commonly taken by former PGDipCom students in International Business:

- ~ MANT 439 Management in Asia
- ~ MANT 440 Management in Latin America
- ~ MART 432 Research Methods (*required for those intending on applying to the MBus or MCom*)
- ~ MART 434 Competitive Strategy
- ~ TOUR 418 Destination Management Strategies

Of course, other papers from the Management and Marketing Departments may be considered (and there are usually quite a few to choose from), and you should explore other papers on offer from the various Departments in the School of Business (start at www.otago.ac.nz/business).

If you wish to nominate a paper that is not listed above, include it on the form found on the last page. Keep in mind that, if you have no previous education background in a subject, you will not be admitted to a 400-level paper in that subject. For example, if you have never studied Finance, you will not be allowed to undertake 400-level papers in Finance.

Due to the unique, interdisciplinary nature of the PGDipCom (International Business), entry into 400-level papers that you wish to take as part of your PGDipCom is actually at the discretion of the individual Department offering these papers and **not** the Director of International Business. The PGDipCom is actually comprised of papers from a variety of disciplines, but the Director, International Business, does **not** have the authority to allow students to enrol in these papers.

The chart below outlines the procedures and considerations relative to applying to study toward the PGDipCom in International Business.

For new international students (i.e., those students who have not enrolled at Otago previously or do not have New Zealand Permanent Residency or Citizenship)

Because international students must be formally accepted by the University and satisfy English language and immigration requirements, applications for the PGDipCom programme from **all international students must only** be made directly to the University of Otago International Office (www.otago.ac.nz/international/index.php). **DO NOT SEND YOUR APPLICATION TO THE DIRECTOR, INTERNATIONAL BUSINESS.**

APPLICANTS MUST USE THE LAST PAGE OF THIS HANDBOOK TO NOMINATE PAPERS (AT THE 400 LEVEL ONLY) AS PER THE INSTRUCTIONS IN THIS HANDBOOK.

Upon receipt of the completed application (and verification of any information), the International Office will forward your application to the Director, International Business. The Director of International Business, or their designate, shall then approach individual departments with the intent of securing permission on behalf of the applicant to undertake nominated 400-level papers. Further information, including application forms, for new international students is available here: www.otago.ac.nz/international/postgraduate/. Once again, please **do not** submit applications to the Director, International Business. Please also note that applications can sometimes take **8-10 weeks to process**.

For all other students (including students already studying in New Zealand)

Applications **must** be submitted to the Office of the Division of Commerce (third floor, Commerce Building).

APPLICANTS MUST USE THE LAST PAGE OF THIS HANDBOOK TO NOMINATE PAPERS (AT THE 400 LEVEL ONLY) AS PER THE INSTRUCTIONS IN THIS HANDBOOK.

The Director of International Business, or his designate, shall approach individual Departments with the intent of securing permission on behalf of the applicant to undertake nominated 400-level papers. Completed applications are to be submitted directly to the School of Business. Further information, including application forms, is available here: www.business.otago.ac.nz/com/programmes/postgrad_study.html.

MASTER OF BUSINESS (MBus)

The MBus is essentially an extension of the PGDipCom programme. It allows students to work closely with a particular New Zealand firm in solving a particular problem through a thesis which is examined by external examiners.

For the MBus in International Business students must complete the following four items:

1. (Year 1) Appropriate international papers at 400 level from Commerce worth 72 points; and
2. (Year 1) Further international papers at 400-level from Humanities or Commerce worth at least 72 points and
3. (Year 2) IBUS 5A Thesis, 90pts (9 months of study)

You will notice that Items 1 and 2 are similar to the PGDipCom structure, hence the idea that the MBus is an extension of the PGDipCom.

The path to the Master of Business (International Business) is via initial studies toward the PGDipCom (International Business), where students **would normally undertake MART 432 (Research Methods) or a similar research methods paper**. Admission is normally approved only **upon successful completion** (with an overall average of B+) of 144 points of 400-level papers (with a minimum of 72 points from Commerce) during the PGDipCom (International Business) programme. See below for application procedures.

Applicants currently studying toward the PGDipCom (International Business) and who are interested in pursuing a Master of Business (International Business) are encouraged to discuss their plans with the Director in person or via email **before** they have completed their 400-level papers as part of their PGDipCom programme.

APPLICATION PROCEDURES – MBus (INTERNATIONAL BUSINESS)

To be admitted to the MBus degree in International Business, students must first be successfully admitted into the PGDipCom programme and complete, with a **minimum B+ average**, 144 points of 400-level papers (with a minimum of 72 points from Commerce).

If a student's application to the MBus is successful, the student will be removed from the PGDipCom (International Business) programme (again, after completing the 400-level papers) and upgraded to become a student in the Master of Business (International Business) programme. They will then undertake IBUS 5A, as indicated above, plus complete an additional 400-level paper.

Once again, there is no direct admission to the MBus degree in International Business.

ABOUT IBUS 5A

IBUS 5A forms the core of the MBus degree and is what separates the MBus from the PGDipCom. IBUS 5A is a professionally oriented specialist thesis designed to meet the needs of employers and students. Full guidelines are available at the following link under the Master of Business section:

www.business.otago.ac.nz/internationalbusiness/postgraduate.html.

ABOUT SUPERVISION

Whether a student is accepted (or ‘upgraded’) into the MBus in International Business depends on whether the student can find a supervisor to supervise the work you do in IBUS 5A. Once you have solidified in your own mind (and perhaps on paper) what you would like to do for IBUS 5A (and feel free to bounce ideas off the Director, International Business), the best way to find a supervisor is to browse the websites of various faculty members within the School and see if anyone’s expertise lines up with what you are proposing. Or, you may already know of someone with whom you would enjoy working as you complete IBUS 5A. In both cases, a quick email should suffice, outlining what subject you would like to study for IBUS 5A.

Unfortunately, the Director is **not** in a position to find a supervisor for you, largely because the nature of what you want to do for your IBUS 5A is a personal choice and thus better to come from you directly when soliciting a supervisor.

Only when a supervisor has agreed to supervise your IBUS 5A will the application to the MBus degree be considered by the Director, International Business. That means that your application to the MBus programme/degree **must** include a copy of an email or letter from the person who has agreed to supervise the student **and** endorsement from the Head of Department of your proposed supervisor. Failure to include a letter or copy of an email will result in the application being sent back to the student.

MASTER OF COMMERCE (MCom)

The MCom in International Business is a minimum of one-year full-time (or equivalent part-time) research degree open to those who have completed a BCom (Hons), a PGDipCom, or an equivalent qualification from another university. Candidates choose a research topic in consultation with an academic staff member from within the Division of Commerce who shall act as the formal supervisor.

It is the applicant's/student's responsibility to secure a supervisor based on the topic they have chosen to study/research for their thesis.

While the thesis that is written to satisfy the MCom degree requirement is not necessarily an original contribution to the research area, it is expected to stand as evidence that the student has mastered specific research skills, has extensive knowledge of relevant academic literature, and has the ability to design and coordinate substantial research projects and associated activities. One benefit of the MCom in International Business is linking of practical research experience and specialised knowledge, skills which are highly regarded in the international business environment. The MCom in International Business is also a means by which an academic career can be developed.

***Note:** Students wishing to enter the MCom in International Business will be required to have already undertaken a research methods paper at the 400-level (Honours) level.*

DOCTOR OF PHILOSOPHY (PhD)

The PhD is a programme of supervised, individual and original research. The PhD is by thesis only, although you may be required to take some papers to strengthen your background in relevant areas. The completion time for a PhD is approximately three years.

To be accepted for a PhD students either need to have a good Master's degree with a research component or a good four-year Honour's Degree with a research component. In the application to do a PhD, students will need to include a topic proposal (approximately five to 10 pages in length).

Whether a student is accepted into a PhD in International Business depends on whether the student can find a supervisor to supervise the work you do. The best way to find a supervisor is to browse the websites of various faculty members within the School and see if anyone's expertise lines up with what you are proposing. Unfortunately, the Director is **not** in a position to find a supervisor for you, largely because the nature of what you want to do is a personal choice and thus better to come from you directly when soliciting a supervisor.

Only when a supervisor has agreed to supervise your PhD will the application be considered by the Director, International Business. That means that your application to the programme/degree **must** include a copy of an email or letter from the person who has agreed to supervise the student **and** endorsement from the Head of Department of your proposed supervisor. Failure to include a letter or copy of an email will result in the application being sent back to the student.

More information on the requirements for a PhD can be found here:
www.otago.ac.nz/courses/qualifications/phd.html.

STUDENT SERVICES

More information is available on the “Study Business” section of School of Business website (www.otago.ac.nz/business).

CLASS REPRESENTATIVES

You are welcome to approach your lecturers about matters relating to your course work. Lecturers value feedback on courses.

Sometimes, however, you may have a suggestion that you would rather not approach a lecturer with directly. The class representative system is designed to cover such situations. At the beginning of each course all classes elect a class representative who acts as a link between students taking the course and the department, which runs the course. It is important to make a note of this person’s name and contact email address and phone number.

It is the class representative’s job to represent the students in their class. Class representatives attend Staff-Student Consultative meetings and a senior member of academic staff. Before these meetings class representatives let their class know that the meeting is going to take place so that students can raise any issues of concern beforehand. The class representative then reports back to the class after the meeting.

Class representatives also pass on information from the Students’ Association and report back to the association any issues raised by their class. Remember – class representatives are there to help you stay in touch and to give you a say in how courses are put together.

For more information on the class representative system please visit:

www.ousa.org.nz/classrep.php

INTERNATIONAL EXCHANGE PROGRAMME

The University has exchange agreements with more than 90 institutions including 40+ prestigious business schools in over 30 countries. The exchange programme offers students the opportunity to study overseas while only paying University of Otago fees. The School of Business offers travelling scholarships to aid students who are heading overseas on exchange. A full list of the School of Business partner schools and details of the exchange programme and scholarships can be found at www.business.otago.ac.nz. For more information, please visit the Office of the Dean (Level 3, Commerce Building) or the University’s Student Exchange Office (Archway West).

BUSINESS CASE COMPETITIONS

The School of Business participates in annual national and international business case competitions offering students the opportunity to test their knowledge in a competitive environment. Each competition is generally held in one day at a specific venue. Team members are given a case to solve and must devise a strategy which they then present to a panel of judges. The winning strategy wins the competition. More information is available in the Current Students section of www.business.otago.ac.nz or contact Dr John Guthrie, Room 6.12 Commerce Building, Tel: 03 479 8159, Email john.guthrie@otago.ac.nz

STUDENTS WITH DISABILITIES

If you have a disability or condition which may adversely affect your studies please let your lecturers and tutors know. They are reliant on you to make your needs known and will try to meet those needs wherever possible.

You can check out the Disabilities website: www.otago.ac.nz/disabilities

Contact:

Disabilities Officer Disability Information and Support

Tel: 03 479 8235

Email: disabilities@otago.ac.nz

Website: www.otago.ac.nz/disabilities

MĀORI STUDENT ACADEMIC MENTORING

The School of Business's Kaiawhina Māori, Ron Bull, offer Māori students academic advice and general information about studying at the School of Business. For more information please visit www.business.otago.ac.nz/maori

School of Business Kaiawhina Māori

Ron Bull, Divisional Office,

Level 3, Commerce Building

Tel: 03 479 5342

Email: ron.bull@otago.ac.nz

You may also wish to use the Student Learning Centre or the Māori Centre (Te Hūka Mataura^{ka}) to help your learning or just help you settle into the University community. The School of Business hosts an annual hui for all students of Māori descent.

STUDENT LEARNING CENTRE

The Student Learning Centre provides a range of services, free of charge, to assist all students in their study and learning. They provide a range of workshops throughout the year on study and learning techniques such as – essay writing, effective reading, note-taking and note-making, oral presentation skills, critical thinking, learning to learn, time management, and examination techniques. They also offer individual assistance on study-related matters.

Contact:

Student Learning Centre

Tel: 03 479 5786

Email: student-learning@otago.ac.nz

Website: www.otago.ac.nz/SLC

SCHOOL OF BUSINESS CONTACT INFORMATION

Director of Programme, International Business

Dr Lisa McNeill
Commerce Building
Level 6, Room 6.39
Tel: 64 3 479 5758
Email: intbusiness@otago.ac.nz

Deputy Director, International Business

Dr Andrea Insch
Commerce Building
Level 6, Room 6.15
Tel: 64 3 479 4005
Email: intbusiness@otago.ac.nz or andrea.insch@otago.ac.nz

Divisional Student and Course Administrator

Bronwen Stephens
Divisional Office
Level 3, Commerce Building
Tel: 64 3 479 5635
Email: bronwen.stephens@otago.ac.nz

School of Business Kaiawhina Māori

Ron Bull
Divisional Office
Level 3, Commerce Building
Tel: 03 479 5342
Email: ron.bull@otago.ac.nz

OTHER UNIVERSITY CONTACT INFORMATION

University of Otago

www.otago.ac.nz

University of Otago Contact Centre
(for initial enquiries and information)
Tel: 0800 80 80 98

School of Business
www.business.otago.ac.nz

Fees Information
www.otago.ac.nz/fees

Scholarships Information
www.otago.ac.nz/study/scholarships

Māori Centre
515 & 519 Castle Street
Tel: 03 479 8305
www.otago.ac.nz/maoricentre

Pacific Islands Centre
Nina Kirifi-Alai – Manager
1 Leithbank Street
Tel: 03 479 8278
Email: pacific-islands-centre@otago.ac.nz

International Office
Archway West
Ground Floor
Tel: 03 479 8344
www.otago.ac.nz/international

Careers Development Centre
Information Services Building
Tel: 03 479 8244
www.otago.ac.nz/careers

While all reasonable efforts have been made to ensure that the information contained herein is correct at the time of printing, matters covered by this publication are subject to change. Updated information will be available online at www.otago.ac.nz/internationalbusiness.



POSTGRADUATE DIPLOMA IN COMMERCE (INTERNATIONAL BUSINESS)
NOMINATION OF PAPERS FOR STUDY

APPLICANT'S NAME: _____

INSTRUCTIONS: *Print this page and fill in the blanks below with the codes and titles of the papers you are nominating for study toward the PGDipCom in International Business. You may write in as many papers as you wish in line with the guidelines found elsewhere in this Handbook. The papers already listed (MANT 435, MANT 436 and MART 436 are **STRONGLY RECOMMENDED**).*
DO NOT write anything in the second column as this is used by the Director, International Business to secure permission on your behalf from the Departments that offer the papers you have nominated.

NOMINATED PAPERS TO BE CONSIDERED
AS PART OF APPLICATION FOR PGDipCom
IN INTERNATIONAL BUSINESS

APPROVAL SIGNATURE (FROM RELEVANT
DEPARTMENT) AND DATE

MANT 435 (Advanced International Management I) _____

MANT 436 (Advanced International Management II) _____

Director's Signature: _____

Date: _____

NOTES (For office use only):



FOR FURTHER INFORMATION:

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