

GENERAL INFORMATION



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HANDY TIPS

Here are some suggestions to help you get the most out of university life:

- » Sign up for tutorials early as places fill fast.
- » If you wish to see a particular lecturer, check on times that he or she is available to students.
- » Paper outlines and book lists can be obtained in lectures or from a departmental office that runs the particular paper.

How do I check what I am enrolled in?

You are responsible for your programme of study and choices at enrolment. You should keep copies of any information that the University sends you confirming your enrolment status and the papers you are enrolled in. You can access your current enrolment information through iWaikato at <http://i.waikato.ac.nz/> You can also visit the Faculty Office on the first floor of F Block.

Check your timetable

Science and Engineering papers may involve attending lectures, tutorials and laboratory work. Timetable clashes can occur between papers from different departments, or between papers at different levels.

You are required to attend all lectures and you will not usually be permitted to take papers which have more than one lecture clash per semester. There are often several streams for laboratories, and laboratory clashes can usually be resolved. If you have a laboratory clash, you should initially contact the department/s concerned.

You can check your timetable at <http://timetable.waikato.ac.nz/>

CHANGING PAPERS

If you want to change your papers before you pay your fees, then you can call the faculty registrar on 0800 438 254. The change can normally be made immediately and a new invoice sent within 24 hours.

If you need to make changes after you have paid your fees (ie when you become officially enrolled), you can apply to do so on the web through iWaikato at <http://i.waikato.ac.nz>

Withdrawals must be made by the required date to obtain a fees refund.

You can add or withdraw from an industry paper or any C Semester paper with a full fees refund at any time before those papers begin.

Withdrawals on medical grounds may be made after these periods, and fees may be refunded on a pro-rata basis. Some conditions apply, and you should consult with the faculty registrar by calling 0800 438 254 or by dropping into the Faculty Office.

IMPAIRED PERFORMANCE

Internal Assessment

If you miss a test or laboratory because you are ill, have an accident or someone close to you becomes seriously ill or dies, you can be given special compassionate consideration. You must let the lecturer or course co-ordinator know as soon as possible and provide him or her with a medical certificate or other relevant documentation. The departmental secretary of the subject will be able to provide you with the required forms.

Final Examinations

If you miss the final examination for any of the above reasons or if you have a medical problem that will affect your performance, you can apply for special consideration. You must apply within three days of the examination. The staff in the departmental offices and in the Student Information Centre in the Library can advise you on the relevant procedures.

SUPPORT NETWORKS

Science Help

These are small group weekly tutorials that are additional to the mainstream tutorials offered in all core 100 Level Science papers. These are advertised in the first week of each semester.

Te Pūtahi o te Manawa

Whānau Support in Science and Engineering

Māori students who enrol in the Faculty are assigned a kaitiaki, or mentor, who keeps in regular contact with them throughout the year. Kaitiaki are involved in the academic and social life of the Faculty and assist in the development of a sense of whānau for students. Students who identify themselves as New Zealand Māori when they enrol are contacted and offered the opportunity of kaitiaki support early in the academic year.

For more information, contact the Science Support Unit at sciencesupport@waikato.ac.nz, or phone 0800 438 254. Alternatively, make a visit to the Faculty Office on the first floor of F block.

International Students

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz

In addition to the International Student's Office, you can get help and advice from our international student support contact person, Professor Richard Coll, phone: +64 7 838 4100.

Disability Support

The University's Disability Support Service works with students and the University to remove barriers to learning for students with a disability. Email disability@waikato.ac.nz to discuss any support you may need or to arrange a meeting.

If you have a disability and apply to the Faculty of Science & Engineering, you may also contact the Faculty Office to arrange appropriate support, phone: 0800 438 254 or email: science@waikato.ac.nz

Disabled Access

Disabled access to the blocks housing the Faculty of Science & Engineering is by way of the lifts on D and F Blocks. The ground floors of these blocks can be entered by ramps from the car park area. To move between F and G Blocks, turn left on leaving the lift on the ground floor of F, go out on to the landing and across to the tower lift. This will take you up to G Block first floor or down to the FG entry opposite A Block. The G Block lift is at the other side of G from F.

FIRST YEAR MENTORS

The first-year mentors for the Faculty of Science & Engineering are available to answer questions and give advice to first-year students. They can help with the transition to university life and help you with any questions you might have about the papers you have selected and how they prepare you for your future career.

DEPARTMENT/NAME	SUBJECT CODES	ROOM	PHONE NUMBER
Biological Sciences Dr Alison Campbell	BIOL	F1.08	07 838 4582
Chemistry Professor Brian Nicholson	CHEM	CD3.02	07 838 4027
Earth & Ocean Sciences Dr Karin Bryan	ERTH	E2.06	07 838 4123
Engineering Professor Janis Swan	ENGG, ENME, ENMP, ENEL	EG.04C	07 838 4049
Physics Dr Alistair Steyn-Ross	PHYS	DE2.01	07 838 4340

SCHOLARSHIPS

The following are some of the scholarships available to students enrolling in the Faculty of Science & Engineering. Contact the Faculty Office if you are interested in any of these scholarships.

Further information can also be obtained from the Scholarships Office:

- » Phone: 07 838 4964 or 07 858 5195
- » Email: scholarships@waikato.ac.nz
- » Website: www.waikato.ac.nz/scholarships

School Leaver Scholarships

The Vice-Chancellor's Academic Excellence School Leaver Scholarship

\$5,000 towards fees or accommodation, awarded to students in their first year of study who gain NCEA Level 3 Certificate with an Excellence endorsement*, University Entrance and meet the criteria for entry to their programme and in their first year are enrolled in a full-time programme.

*or equivalent in CIE or IB

The University of Waikato Academic Merit School Leaver Scholarship

\$3,000 towards fees or accommodation, awarded to students in their first year of study who gain NCEA Level 3 Certificate with a Merit endorsement*, University Entrance and meet the criteria for entry to their programme and in their first year are enrolled in a full-time programme.

*or equivalent in CIE or IB

Science Admission Fees Scholarships

These scholarships are offered to new students applying to the Faculty of Science & Engineering. Ten scholarships of up to \$4,000 each are awarded on academic and social grounds. Closing date: 13 January 2012.

Bachelor of Engineering Fees Scholarships

These scholarships are offered to new students applying for the Bachelor of Engineering degree. Ten scholarships of up to \$4,000 each are awarded on academic grounds. Closing date: 13 January 2012.

IPENZ Waikato/Bay of Plenty Branch Scholarship

One scholarship of \$1,000 is available to first year students who enrol in an IPENZ accredited Bachelor of Engineering degree at the University of Waikato. The scholarship is awarded on the basis of academic achievement at high school and on demonstration of commitment to the field of engineering. Closing date: 31 March 2012.

Brian Perry Charitable Trust Undergraduate Scholarship

Two scholarships are available to new students enrolling in the Faculty of Science & Engineering. The scholarships include the possibility of summer work with the Perry Group of companies. Closing date: 31 March 2012.

Undergraduate Scholarships

Hamilton Zoo – Science and Engineering Studentship

Opportunity for students of the BSc(Tech) degree to gain work experience at the zoo. The work takes form of an internship for an agreed length of time.

Fisher and Paykel Healthcare Scholarship in Physics

Two scholarships of \$5,000 each are offered to students enrolled in full-time second or third-year undergraduate study towards a BSc with a major in theoretical physics or biophysics.

UNDERGRADUATE PRIZES

This is a selection of some of the prizes available to undergraduate students.

BECA AWARD

Offered to students in their third year of a Bachelor of Engineering, based on academic performance.

BRUCE LILEY PRIZE IN PHYSICS

The best overall performance.

DOW AGROSCIENCES PRIZE

The top third-year chemistry student in three of CHEM301, CHEM302, CHEM303 or CHEM306.

EARTH SCIENCE EXCELLENCE AWARD

JARED SIMPSON MEMORIAL PRIZE IN BIOLOGICAL AND/OR EARTH SCIENCES

Awarded to a student who has taken 200 Level papers in Biological Sciences and/or Earth Sciences for a first degree and who has submitted practical work of a meritorious nature.

H S GIBBS PRIZE IN EARTH SCIENCE

Awarded for the best field trip report for any second or third-year student in Earth Sciences.

JEANETTE GILLESPIE MEMORIAL PRIZE

The most outstanding 100 Level student in Earth Sciences.

NEW ZEALAND INSTITUTE OF CHEMISTRY J E ALLAN MEMORIAL PRIZE

The best overall second-year Chemistry student.

NEW ZEALAND SOIL SCIENCE UNDERGRADUATE PRIZE

Undergraduate Prize awarded to the top student in Soil Science.

ORICA CHEMNET FIRST YEAR CHEMISTRY PRIZE

Awarded to the top first-year Chemistry student.

SCENZ – IChemE IN NEW ZEALAND PRIZE

Awarded to the best third-year student studying Chemical & Biological Engineering or Materials & Process Engineering for the BE degree.

SHANNON YOUNG AWARD

Awarded to the best overall third-year student who has majored in Earth Sciences.

SOCIETY OF MATERIALS GROUP NEW ZEALAND INCORPORATED (SMNZI) STUDENT PRIZES

Students who have the highest grade point average from the materials-related papers ENMP211, ENMP311, ENMP214 and ENMP215.

TOM SHAW MEMORIAL PRIZE

Awarded to the best Botany and Ecology undergraduate student who has majored in Biological Sciences.

WAIKATO GEOLOGICAL AND LAPIDARY SOCIETY PRIZE IN EARTH AND OCEAN SCIENCES

Awarded yearly to the best Geological Field Trip Report submitted by an undergraduate student studying Earth sciences.

WAIKATO REGIONAL COUNCIL WATER SCIENCE PRIZE

The outstanding 300 Level student dealing with water in the natural environment.

RECOGNITION OF EXCELLENCE

The Dean's Honours List recognises the achievements of undergraduate students completing their degrees. The award is restricted to the top 10% of any graduating class and normally requires candidates to achieve at least an A- average over every paper of their degree.

AFTER HOURS ACCESS

After hours access to the Faculty complex for undergraduate students is normally not available. Undergraduate students may be allowed access after hours only with the written permission of a member of University staff, granted for a specific occasion.

GENERAL RULES

Smoking is not permitted in any part of the Faculty complex.

Dogs (except guide dogs) and bicycles are not allowed in University buildings.

Only those who have enrolled in the paper, except with the written permission of the lecturer, may attend lectures.

Photocopying is available for undergraduate students in the library. Lecturers will tell you if you can use the departmental photocopier for a piece of assessment.

Footwear must be worn at all times in the Science & Engineering buildings.

COMPUTER LABS

Computer Labs in rooms F1.14 and R1.22 may be used by undergraduate students when not booked for a paper. Graduate students have priority of access. The Computer System Regulations as set out in the *University Calendar* must be read and adhered to.

DISCIPLINE POLICY

The University Discipline Regulations are set out in the *University Calendar* and apply to misconduct, including cheating, plagiarism, misuse of computer facilities, or other breach of the University regulations. Plagiarism is unacknowledged copying or paraphrasing of someone else's work, whether published or not. It may be heavily penalised and can even result in refusal of credit for the paper.

SAFETY POLICY

1. Footwear must be worn in the blocks housing the Faculty of Science & Engineering. Some laboratories and workshops restrict entry to those wearing reinforced shoes. Read the notices on the door of any room you are about to enter to see the restrictions that apply.
2. Make sure you know the location of fire extinguishers and fire exits for each laboratory or workshop you enter. When the fire alarm sounds, you must obey the instructions of the laboratory supervisor and floor warden, leave by the nearest exit, and go down the nearest staircase to the assigned assembly point outside. Do not stop to collect your belongings. Lifts must not be used in a fire. Anyone in a wheelchair or on crutches will be guided to the landing furthest from the fire and helped out by the Fire Service.
3. You must wear safety glasses and other protective equipment as directed by the laboratory supervisor. Prescription glasses are NOT safety glasses. There are specific requirements for some specialised laboratories. Laboratory coats must be worn in laboratories and workshops where hazardous substances are used.
4. You must not eat or drink or bring food into any laboratory.
5. You may not enter any laboratory outside the times scheduled for laboratory classes except with the permission of the supervisor or technician in charge. You must not enter any laboratory labelled with a hazard symbol unless a Science & Engineering staff member is present.
6. You are forbidden to take any chemicals, equipment or any other material from any laboratory for private use.
7. Equipment may be taken out of laboratories only with the written permission of the supervisor or technician in charge.
8. Visitors may be allowed in laboratories only with the permission of the supervisor or technician in charge. ALL visitors must sign in at the Faculty Office (F1.07), or a departmental office as well as at the entrance to the Large Scale Laboratory.
9. For their own safety, children under 16 are not allowed in laboratories or workshops.
10. Before going on a field trip, you must read and adhere to the field trip safety regulations supplied to you by the lecturer in charge. A full set of field trip safety regulations and requirements is held in departmental offices. Please note that it is forbidden to take alcohol, drugs, or firearms on any field trip.
11. Accidents in the laboratory, field trips or workshop must be reported to the laboratory supervisor and the prescribed form must be filled in. Accidents in the University grounds should be reported to Student Services.

COMMON UNIVERSITY TERMS

100, 200, 300, 400 Levels

These refer to the different levels at which papers are taught and are usually associated with years of study. First year (100 Level) papers are more general while fourth year (400 Level) papers are more advanced.

Bachelors Degree

This is a first degree. It is sometimes also called an undergraduate degree. It takes a minimum of three or four years of full-time study to complete.

Calendar

The University's official record of rules and regulations, staff, papers, dates, etc. It is available online at <http://calendar.waikato.ac.nz>

Corequisites

Corequisites are papers that are complementary to each other. While the knowledge gained from one paper is not required to take the other, students are required to complete both papers.

Conjoint Degree

This is a special programme in which you study for two bachelors degrees at the same time, eg BSc/LLB (Science and Law). Some universities call this a double degree.

Degree

A degree is a structured course of study in a particular area such as science or management. Each degree has a different structure with a set number of papers (or courses) at different levels. To complete a degree, a student must take the papers required for that degree.

Graduate

A person who has been awarded a university degree.

Graduate Qualifications

Students who have successfully completed an undergraduate qualification may be eligible to take a graduate qualification. Graduate qualifications include the Master of Engineering, Master of Science and Master of Science (Technology).

Lectures, Labs and Tutorials

Lectures start in the first week of term and are detailed in the University's Catalogue of Paper Offerings and Timetable. Laboratory sessions normally start in the first or second week of teaching. Lab sessions for first-year students are normally assigned by the Faculty Office prior to the start of the first week of A Semester. You can select your tutorial times during the first week of teaching from a list of options included in the timetable and available at the first lecture.

Major

This is the main subject in your degree. A double major is when you study two subjects in depth. To major in a subject, you study it to a higher level, ie 300 or 400 Level.

COMMON UNIVERSITY TERMS

Paper

A paper is a series of lectures, tutorials and assessment tasks that relate to a specific topic.

Paper Codes

An explanation of paper codes can be found on page 23.

Points

Degree requirements are expressed in terms of points (eg a three-year degree generally requires 360 points). Points bear a direct relationship to workload; one point equates to approximately 10 hours' total work; so a student might expect to spend about 150 hours in total during a semester on a 15-point paper.

Prerequisites

Some papers build upon the knowledge gained in earlier papers. Because of this, it is necessary to take these earlier papers first. Papers that must be taken before you can progress to other papers are known as prerequisites for the later papers.

Restriction

A restriction against a paper means you cannot do that paper if you have done a paper with similar content, eg ENMP281 is restricted against ENMP283.

Room Numbers

A numbering system applies to every building on-campus. Note that the L and S Blocks are Lecture Blocks only. For example: F1.07 – Dean's Office

- » F = F Block
- » 1 = Floor level 1
- » 07 = Room Number 07

Science Papers

Science papers are defined as papers offered by the Faculty of Computing & Mathematical Sciences and the Faculty of Science & Engineering with the exception of MATH168 Preparatory Mathematics. Some Philosophy and Psychology papers are also defined as Science papers. The Philosophy papers are PHIL102 Introduction to Logic and PHIL208 Understanding Science: How and Why it Works. Psychology papers considered to be Science papers are marked * throughout this booklet.

Specialisation

A specialisation is a study theme within a degree that enables you to focus on a particular area of interest, eg you can do a Bachelor of Science majoring in Environmental Sciences and with a specialisation in Marine Sciences.

Undergraduate

A person who is studying at university for a first degree is known as an undergraduate.

100 LEVEL SCIENCE PAPERS

The following is a list of all of the 100 Level papers available in Science subjects at the University of Waikato.

Biological Sciences

- » BIOL101B – Cellular and Molecular Biology
- » BIOL102A – The Biology of Organisms

Chemistry

- » CHEM101A – Chemical Concepts
- » CHEM102B – Chemical Change and Organic Compounds
- » CHEM106 – Chemical Hazards: Safety and Legislation†

Computer Science

- » COMP103A/B/C – Introduction to Computer Science 1
- » COMP104B/S/C – Introduction to Computer Science 2
- » COMP123A/B/S – The Computing Experience
- » COMP124B – He Tomokanga ki te Ao Rorohiko†
- » COMP125A – Visual Computing
- » COMP126B – Computing Media

Earth Sciences

- » EARTH103A – Discovering Planet Earth
- » EARTH104B – Earth and Ocean Environments

Electronics

- » ENEL111A – Introduction to Electronics

Engineering

- » ENGG180A – Foundations of Engineering

Environmental Science

- » ENVS101B – Environmental Science*

Materials & Process Engineering

- » ENMP102B – Introduction to Materials Science and Engineering

Mathematics

- » MATH101A/B/C/D – Introduction to Calculus
- » MATH102A/B/C/D – Introduction to Algebra
- » MATH165A/B – General Mathematics
- » MATH168A/B – Preparatory Mathematics**

Philosophy

- » PHIL102B – Introduction to Logic

Physics

- » PHYS100A – Exploring Physics
- » PHYS103B – Physics for Scientists and Engineers 1

Psychology

- » PSYC102B – Social and Developmental Psychology
- » PSYC103A – General and Experimental Psychology

Statistics

- » STAT111B – Statistics for Science
- » STAT121A/S – Introduction to Statistical Methods

† Not offered in 2012.

* Interdisciplinary paper with contributions from Biological Sciences, Chemistry and Earth Sciences.

** Cannot be included in the requirement of 105 points at 100 Level across four science subjects for the BSc and BSc(Tech) degrees.

TEACHING AND ASSESSMENT PERIODS 2012

School Dates	Week	Starting		Holidays and Other Important Dates	
	1	2 Jan 12		2-3 Jan	New Years Day Observed
	2	9 Jan 12	Summer School 1 starts	9 Jan	Summer School Starts
	3	16 Jan 12			
	4	23 Jan 12			
Term 1 starts	5	30 Jan 12		30 Jan	Auckland Anniversary Day
	6	6 Feb 12		6 Feb	Waitangi Day
	7	13 Feb 12			
	8	20 Feb 12	Examinations		
	9	27 Feb 12	Examinations/Enrolment		
	10	5 Mar 12	A Semester starts		
	11	12 Mar 12			
	12	19 Mar 12			
	13	26 Mar 12			
Term 1 ends	14	2 Apr 12		6 Apr	Good Friday
	15	9 Apr 12	Teaching Recess	9-10 Apr	Easter Monday and Holiday
	16	16 Apr 12	Teaching Recess		
Term 2 starts	17	23 Apr 12	A Semester cont.	25 Apr	ANZAC Day
	18	30 Apr 12			
	19	7 May 12			
	20	14 May 12		16 May	Kīngitanga Day
	21	21 May 12			
	22	28 May 12			
	23	4 Jun 12		4 Jun	Queens Birthday
	24	11 Jun 12	Study Week		
	25	18 Jun 12	Examinations		
Term 2 ends	26	25 Jun 12	Examinations		
	27	2 Jul 12	Teaching Recess		
	28	9 Jul 12	Enrolment		
Term 3 starts	29	16 Jul 12	B Semester starts		
	30	23 Jul 12			
	31	30 Jul 12			
	32	6 Aug 12			
	33	13 Aug 12			
	34	20 Aug 12			
	35	27 Aug 12	Teaching Recess		
	36	3 Sep 12	Teaching Recess		
	37	10 Sep 12	B Semester cont.		
	38	17 Sep 12			
Term 3 ends	39	24 Sep 12			
	40	1 Oct 12			
	41	8 Oct 12			
Term 4 starts	42	15 Oct 12			
	43	22 Oct 12	Study Week	22 Oct	Labour Day
	44	29 Oct 12	Examinations		
	45	5 Nov 12	Examinations		
	46	12 Nov 12	Summer School 2 starts		
	47	19 Nov 12			
	48	26 Nov 12			
	49	3 Dec 12			
Term 4 ends	50	10 Dec 12			
	51	17 Dec 12			
	52	24 Dec 12		25 Dec	Christmas Day
	53	31 Dec 12		26 Dec	Boxing Day