GDCPM
Orientation 2024 – Semester 1

Nau mai, haere mai! | Welcome!

Unitec | Te Pūkenga

Programme for this Session

STAFF INTRODUCTIONS

PROGRAMME INFORMATION

KEY INFORMATION

COMMUNICATING WITH STAFF

THE CAMPUS

Staff Introductions

Head of School of Building Construction
Paul Jeurissen

Degree Academic Programme Managers (APM)

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Kathe Ute Becker *kbecker@unitec.ac.nz*

Staff Introductions

Academic Staff for GDCPM

Academic Support Services for Building Construction

Subject Librarian
Adrian Jenkins

Learning Advisor
Margi Grey

Staff Introductions

Student Support Services for Building Construction

International Student Support Advisor
Eileen Su

Kaihautu Matauranga Māori – Maia
Veraneeca Taiepa

Pacific Success Navigator – Pacific Centre
Rokosiga Morrison

Explaining the Jargon

What is a **Programme**?

Graduate Diploma
in Construction Project Management
(GDCPM)

What is a **Course**?

- Some institutions refer to courses as ‘papers’
- The courses make up your programme
- A course has a 4-letter code followed by a 4-letter number
  e.g. CONS5101 (Technology 1)

PGDCM Programme Overview

Two **compulsory** courses:	• CONS6100 Project Management Principles • CONS7200 Project Management Practice
Six **elective** courses:	Must include <u>at least</u> four at Level 7

PGDCM Pattern of Delivery

CONS6100, CONS7200, other Level 7 courses:

Classes delivered in two 'blocks', each of two full days

Other Level 6 courses:

- Each course runs for eight weeks
- Classes twice a week (4-hour sessions)

PGDCM Study Workload

Full-time study on the **post graduate diploma** programme is like a full-time job

Two compulsory courses and all level 7 courses are delivered in two 2-day blocks (total 32 hrs class time, meaning approximately 118 hrs of individual study per course)

Other Level 6 courses are delivered over seven weeks (half a semester) with two classes per week (total 56 hrs class time, and 94 hrs of individual study per course)

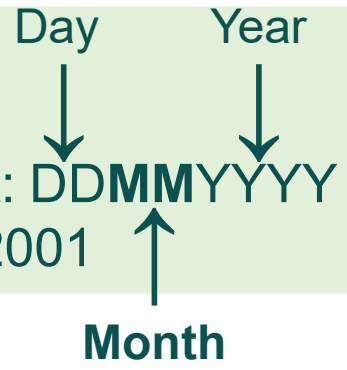
Don’t try to study full-time and work full-time

Student Logins

Short login
First five letters of your surname, first initial, 2-digit number
e.g. Jo Bloggs → bloggj99
Use this login to access: campus Wi-Fi; Student Self Service

Long login (your Unitec student email address):
Your short login + **@myunitec.ac.nz**
e.g. Jo Bloggs → bloggj99**@myunitec.ac.nz**
Use this login to access: My Portal; Moodle; SEAtS

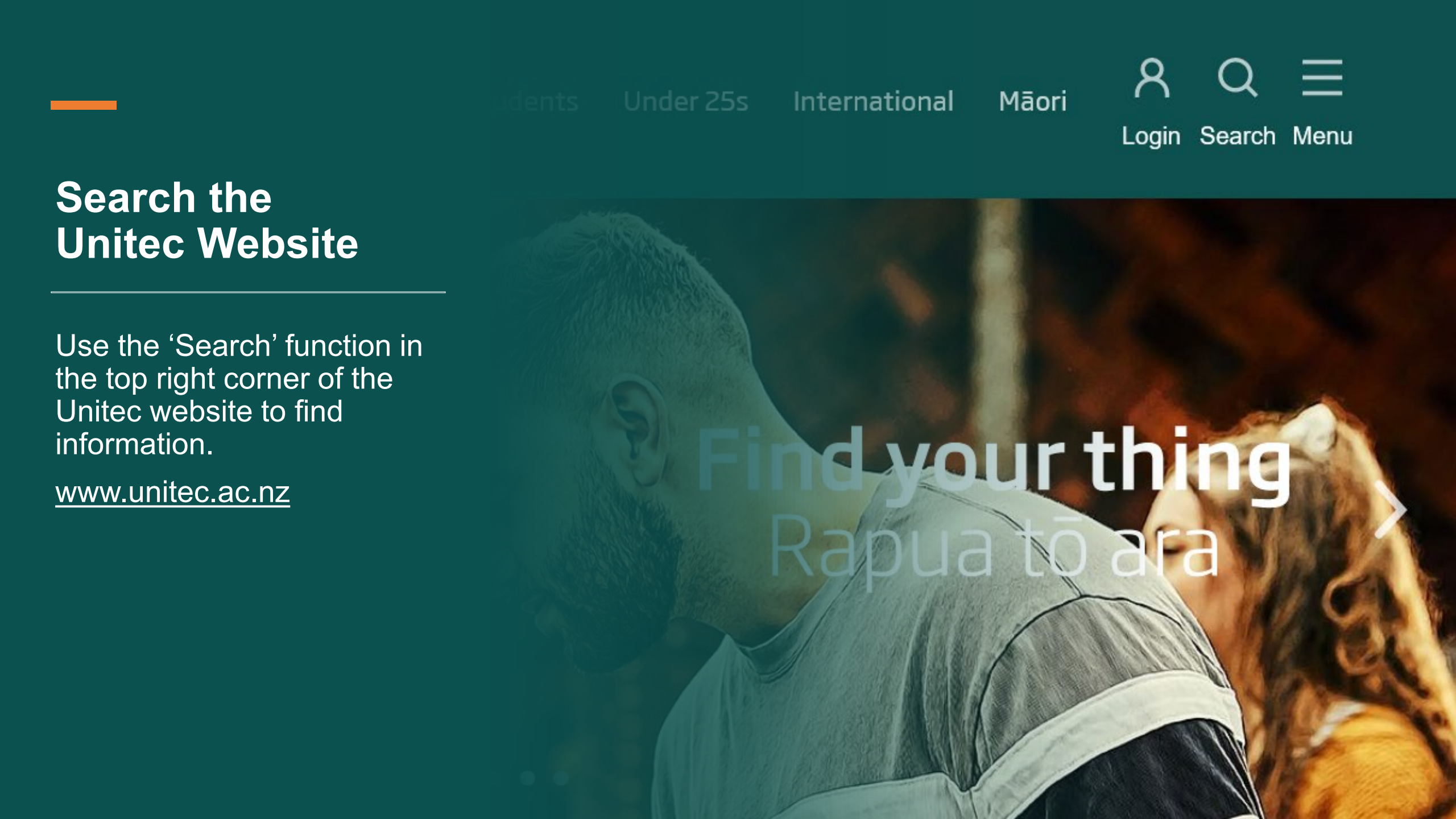
Password
For both logins,
the default password is your date of birth in this format: DD**MM**YYYY
e.g. if Jo Bloggs was born on 1 January 2001→ 01**01**2001



Search the Unitec Website

Use the ‘Search’ function in the top right corner of the Unitec website to find information.

www.unitec.ac.nz



Wi-Fi on Campus

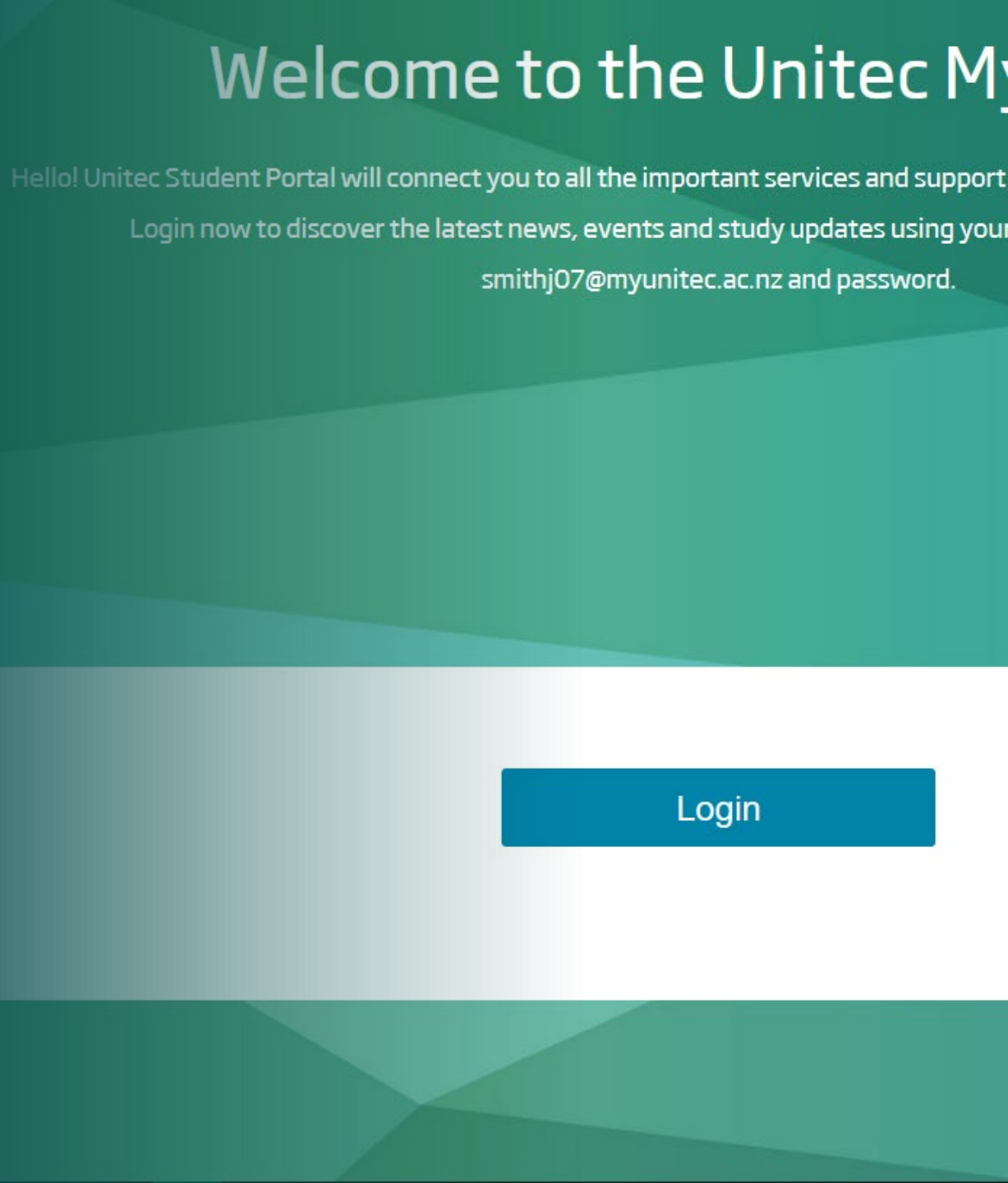
Learn how to get free Wi-Fi on campus:

www.unitec.ac.nz/current-students/technology-support/wifi-for-students

Student Portal

Your Student Portal (MyPortal) provides you with access to essential information that you will need throughout your studies.

www.unitec.ac.nz/current-students/technology-support/student-portal

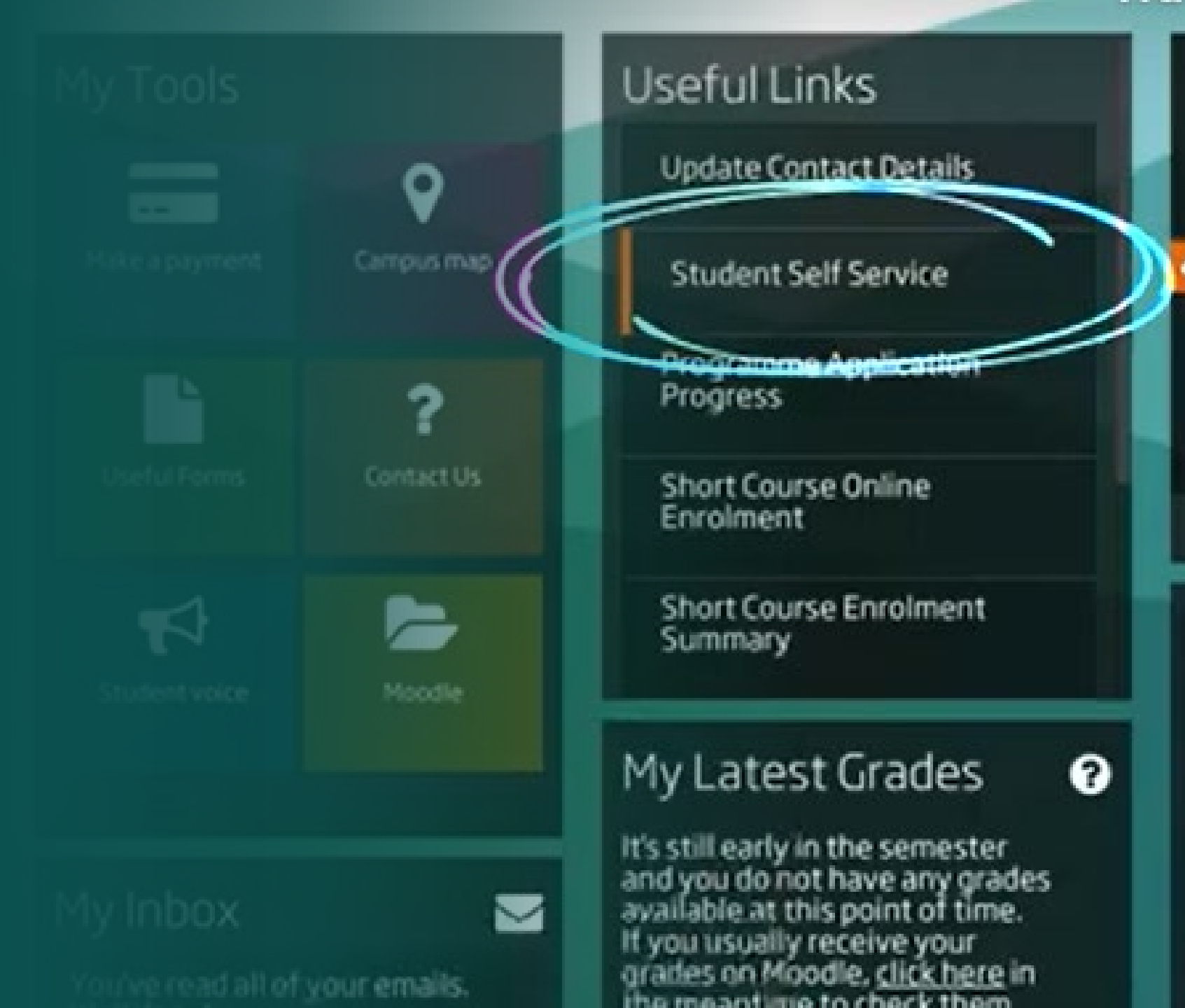


Student Self Service

Through the Student Self Service you can access your timetable and grades, and check and change your contact details.

See this link to see how to access it through the Student Portal:

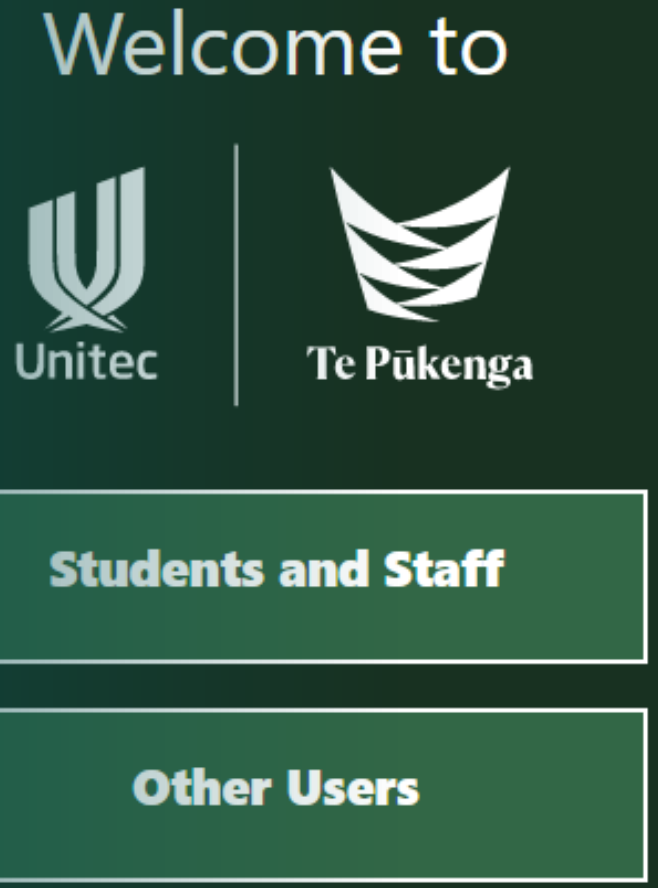
https://www.unitec.ac.nz/current-students/study-support/how-to-find-your-timetable



Moodle

Moodle is the system used by lecturers and students to share and access course content and resources.

www.unitec.ac.nz/current-students/technology-support/moodle



SEAtS

How to log your class attendance.

www.unitec.ac.nz/current-students/study-support/class-attendance

Log your attendance by:

- Tagging in at the card readers with your ID card
- Use the SEAtS app on your phone to log in and monitor your attendance

Get Microsoft Office 365

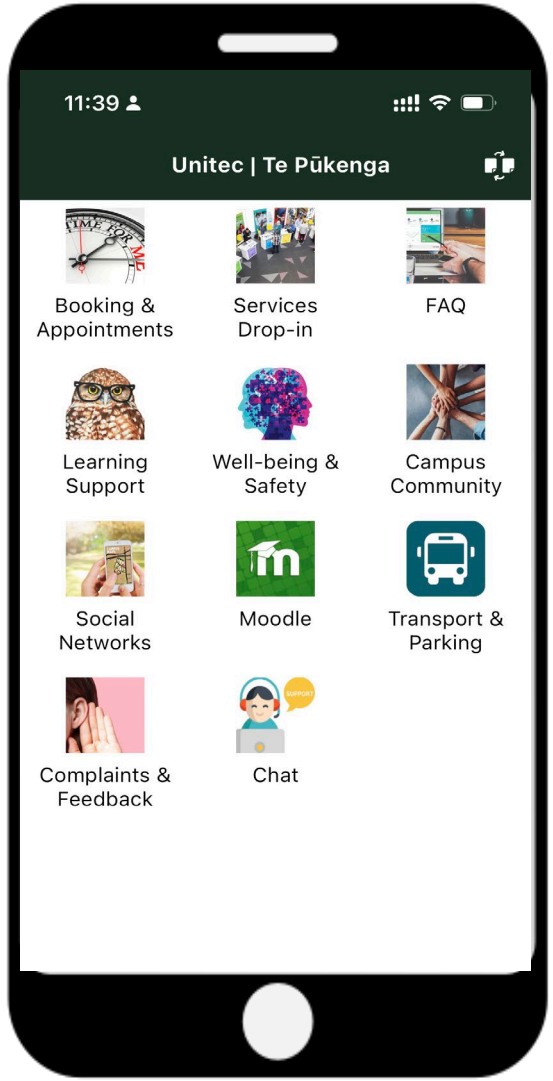
Unitec students can get Microsoft Office 365 for free, which includes the use of useful programmes such as Microsoft Word, PowerPoint, Excel and OneNote.

www.unitec.ac.nz/current-students/technology-support/get-microsoft-office-365

Unitec App (iCent)

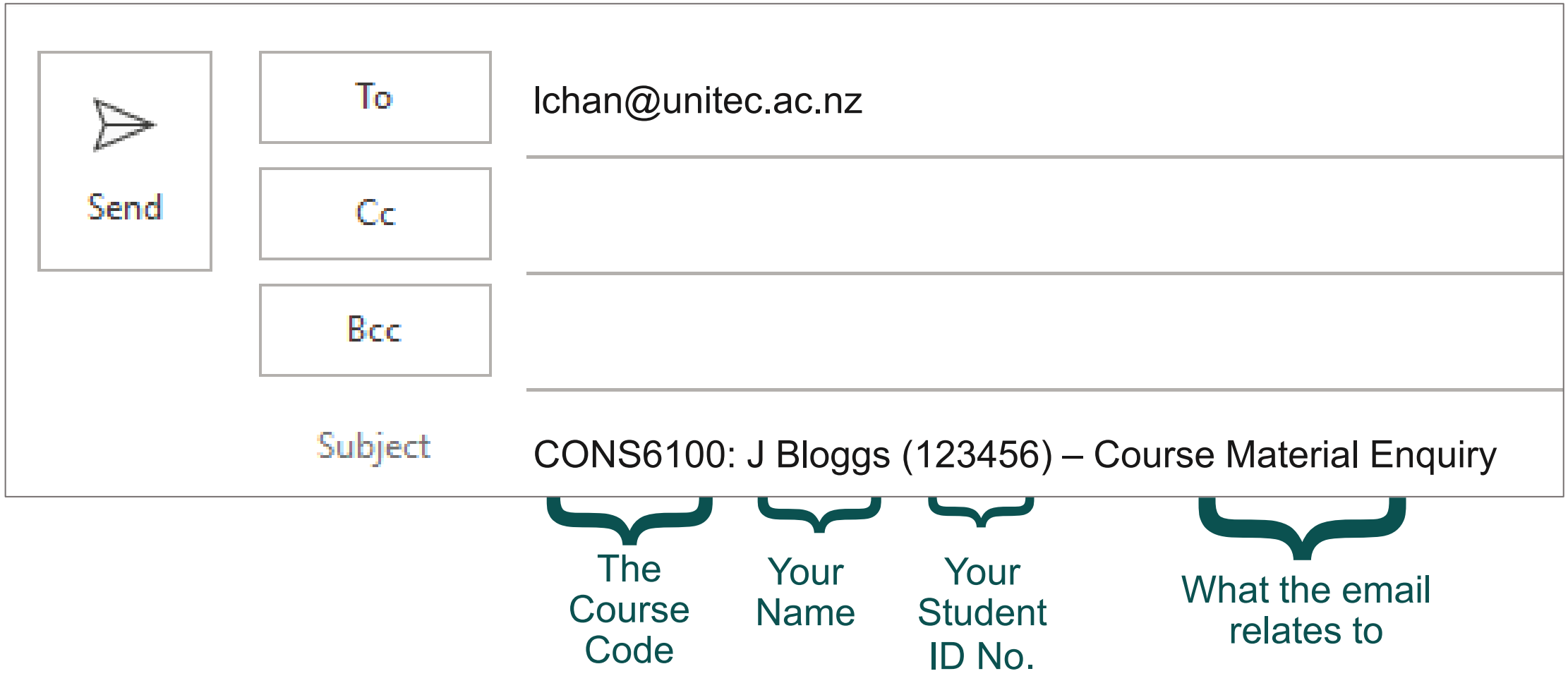
An app developed for Unitec students, it contains useful information to help both domestic and international students become more familiar with Unitec.

www.unitec.ac.nz/icent



Communication – Email

When emailing, put this information in the subject line:



Finding Rooms on Campus

Usually, the room number is located on the architrave above the room's door

Parking

Look at the parking options for our Mt Albert and Waitākere campuses.

www.unitec.ac.nz/about-us/our-campuses/parking

BEFORE your first class

- Get your student ID card from Student Central – today!
- Check your contact details in the ‘Student Self Service’
- Access the Unitec Wi-Fi on your smartphone/devices
- Prepare a laptop or device
- Know your classes’ room locations
- Take a look at this ‘Get ready for class’ guide: www.unitec.ac.nz/current-students/study-support/get-ready-for-class-guide

Reach out for help

If you are having difficulties, talk to us!

- Your lecturers – your first port of call
- The APM
  (Academic Programme Manager)
- Learning Advisors
- International Support Advisors
- Counselling

NOTE:
Email staff to make appointments, don't assume it is always okay to just drop-in / turn up

All the best with your studies!