

University of Canterbury Erskine Programme



Erskine, Cambridge, Canterbury, Oxford
Visiting Fellowships

2012

Erskine Visitor Information

Erskine, Cambridge, Canterbury, Oxford

Please bring this document with you, to assist you during your Fellowship.

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Dear Visiting Fellow

Since the earthquake of 22 February 2011 the University has been steadily remediating damage within the University but some facilities may not be fully operational until early 2012. Office space is at a premium and will most likely be shared.

Currently selected areas of the CBD are still cordoned off; therefore not all information in this document pertaining to the CBD is applicable. Swimming pools, movie theatres etc within areas of the CBD may be closed or affected. Please ask your departmental host for assistance in finding facilities that are open.

Contacts:

Please address any inquiries as follows and include your name in the subject heading for e-mail. E-mail correspondence is normally acknowledged/replied within two NZ working days. Please contact us again if you have not received an acknowledgement after five working days.

Topic	Contact Details
Accommodation	Facilities Management Phone: +64-3-364-2648 Campus Ext: 6648
Dates of visit Maintenance allowance report Acceptance of invitation	Mrs Michelle Blackmore, Erskine Programme erskinemanager@canterbury.ac.nz Phone: +64-3-364-2363 Campus Ext: 6363
Schools (primary, intermediate & secondary) function	Administrative Assistant, Erskine Programme erskine@canterbury.ac.nz Phone: +64-3-364-2987 Campus Ext: 4879
Travel & travel insurance	Tandem Travel, University Travel Office international@travel.canterbury.ac.nz Facsimile: +64-3-3782661 Phone: +64-3-3575166 Campus Ext:
Insurance – for answers to specific questions regarding the Policy	Marsh Ltd Jo Cattermole, Service & Claims jo.cattermole@marsh.com Phone: +64-3-977-4319 Facsimile: +64-3-977-4399
University information	www.canterbury.ac.nz (includes links to school/department home pages)
Academic Banking services Christchurch Computing facilities & accounts Health services Reception at airport Transport services <u>All other inquiries</u> , in first instance	Head of School/Department, or relevant academic staff member

Travel Bookings:

1. General

- The University will order return (round trip) air travel through its travel agent four months prior to the start date of your Fellowship; this timing can be advanced on request for travel-related reasons but your ticket/s cannot be issued until the agent receives a formal travel order from the University.
- If you contact the agent before this time please quote the code '*Erskine*' in order that your booking can be identified.
- **Please make all travel inquiries in the first instance direct to the University's travel agent shown above and not to academic departments.**
- The credit available for the travel is as specified in your invitation, i.e. return air travel to Christchurch by the most direct & economical route (e.g. 14/21 day Advance Purchase fare).
- Air New Zealand is the University of Canterbury's contracted first preferred airline; where competing carriers offer equally economical fares, bookings will be made on Air New Zealand.

2. Second Air Fare

- A second air fare will be ordered for a spouse/domestic partner or other immediate family member living permanently at the same address, and who will be visiting for a continuous period of 28 nights or longer, excluding travelling time to/from Christchurch, during the period of the Fellowship proper.
- Please note that the second ticket is not available for visits of less than 28 nights; we regret that the Erskine Programme office is not staffed to respond to requests for a reduction to this minimum period.
- The departure airport must be the same for both tickets; the return airport must be the same for both tickets.
- For convenience, it is not necessary for the person to travel with the Visiting Fellow in either direction.

3. University Travel Agent

- The Fellowship travel order is placed solely with the University's travel agent.
- **The University does not remit cash overseas to visitors or other agents for Visiting Fellows' travel purposes, or make reimbursements/adjustments before or after arrival;** we regret to advise that the University is not staffed to respond to requests in this area.

4. Additional Costs

- The value of the travel described in your invitation may be credited towards your preferred itinerary and preferred fare level on most major air carriers for travel via Christchurch, New Zealand.
- If desired, the return destination can differ from the point of departure.
- You will be responsible for, and will be billed direct by the travel agent for, any excess in cost including the cost of any additional or extended stopovers.
- You are responsible for any excess baggage costs imposed by the airline/s.
- Please note that the University does not fund air travel at the business class level however, if you wish to pay the difference between an advance purchase fare and business class travel, please discuss this option direct with the University's travel agent. Liaison with any external sponsors, and any related debiting/invoicing for this purpose is handled by you or your host School/Department and not by the Erskine Programme office.

5. Other Travel Allowance

Should you be in receipt of a travel allowance from another institution for part or all of a travel route including Christchurch, please advise the Erskine Programme Manager so that a pro rata adjustment of the travel allowance can be arranged.

6. Travel Estimate

- The costing of the travel advised in your invitation is an estimate only and is subject to ticketing and currency fluctuations. Accordingly, it is not a budget but a guide to the cost of the travel that the University will arrange in due course.
- By the time your bookings are made, the actual cost may vary significantly due to carrier availability, carrier pricing, route availability, ticket class availability, market specials, and fluctuations in the New Zealand dollar.

7. Departure Date

It is not necessary for your exact departure date to be determined before the travel can be ordered.

8. Traveller Profile

- In due course, the Tandem Travel consultant will contact you by e-mail for your traveller profile in order that the booking process can commence - please provide this information promptly in order that later delays can be avoided.
- Please always supply your full name, including all middle names, as it appears in your passport when making bookings.

9. Additional Tickets

If you are purchasing additional tickets for other members of your family, you are free to book these with the University travel agent, who can co-ordinate all the bookings, or with any other travel agent of your choice if you wish to take advantage of locally available special fares.

10. Amendments

- Should it become necessary to amend your travel dates, please note that any revised period must be for a minimum Fellowship duration of 28 nights, excluding travelling time.
- Regarding any significant change to the dates of your visit, please obtain initial agreement from the Head or academic colleague of the School/Department you are visiting, and ask him/her to advise erskinemanager@canterbury.ac.nz so that revised travel ordering and campus accommodation can be arranged on your behalf, and any revision to the maintenance allowance can be notified to you.
- Our travel agent has no authority to arrange any variations on the above terms of the travel component of your Visiting Fellowship.
- Please note that any additional costs or penalties for changing your bookings after ticketing, including any additional costs or penalties for changes effected after your arrival, are your responsibility and are not payable by the University.
- Note that if an existing return air ticket should be subsequently re-ticketed as two one-way tickets, the cost of one one-way ticket can be equal to or greater than the cost of the original return ticket and that no refund would therefore be available with which to pay for return travel arrangements.
- Please note also that should any re-ticketing after your arrival result in the family member's visit becoming less than 28 nights will then result in the total cost of the original ticket for that person being billed to the Visiting Fellow by the travel agent.

11. Ticketing Progress

Your travel consultant will process your booking taking into account the relevant carrier ticketing deadlines. If you consider at any stage that your booking is not being processed in a sufficiently timely manner, please do not hesitate to contact the Erskine Programme Office at an early stage for any assistance that may be required erskine@canterbury.ac.nz.

12. Final Itinerary

Please ensure your itinerary is finalised with the travel consultant no later than one month before the start date of your Fellowship.

13. Couriered Tickets

- The University reserves the right to courier air tickets to you.
- If your tickets are couriered they will be in your hands no later than three weeks before your departure date. Please advise erskine@canterbury.ac.nz immediately if this deadline is not met and you are not being wait-listed.

14. Insurance

- Each Erskine/Cambridge/Canterbury/Oxford visitor and the visitor's spouse/domestic partner or substitute immediate family member (a total of two people) are automatically covered by the University of Canterbury group travel insurance policy, at the University's expense. The age limits for this policy are from 0 year to 80 years; conditions apply after age 75. The excess is currently NZ\$500 for each claim.
- Any accompanying children under the age of 16 years are also covered at no charge.
- This free insurance cover only applies to bookings made through the University's travel agent and for the period of the Fellowship proper plus up to two days' adjacent travelling time in each direction.
- The University is agreeable for Erskine visitors and members of their immediate family to have access to the policy for additional periods at a daily charge per person per day which would be billed by Tandem Travel direct to the visitor.
- For policy details and excesses please refer to the following pages.

15. Check-In

- Travellers are reminded that the minimum check-in time for many carriers' international flights can be **three hours prior to departure time** because of extensive security clearances.
- Please allow sufficient time for your connecting surface travel to each airport of departure, including an additional margin for any delays in motorway or train travel, airport parking, security checks, and possible changes of departure gate.
- To avoid unnecessary delay, do not pack banned items in carry-on luggage.

16. Laptop Computers

- Laptop computers are subject to an additional security check.
- At the airport security check, the laptop computer must be removed from its carry case.
- Both items will be x-rayed separately.

17. Health Warning

- To reduce the risk of Deep Vein Thrombosis (blood clots) when undertaking long haul flights, it is recommended that you take the following precautions both before boarding, where relevant, and while in flight: drink sufficient fluids to avoid dehydration, wear loose-fitting clothes, avoid smoking and alcohol, and do physical exercises while seated.
- Taking blood thinners in advance, under medical advice, and wearing compression hose may also reduce the risk of blood clots.

The above official University of Canterbury travel information and advice, as conveyed by the University's travel agent, takes priority over information received from any other source.

Travel Insurance Information:



Marsh Limited, PO Box 1591
Christchurch, New Zealand
Phone (03) 977 4319 or (03) 977 4315 Fax (03) 977 4399

- The “Summary of Cover”, given when your airline tickets are confirmed, details the amount of cover available under each Section of the Policy. An excess of NZ\$500 applies to claims Insurance cover takes effect from outward flight to NZ and to landing on home country.
- Please advise Tandem Travel if insurance cover is NOT required at all.
- A visitor can arrange additional cover via Tandem Travel, for any personal leisure travel combined with the University of Canterbury funded travel under the same Policy at a small cost per travel day per person.
- Payment for leisure travel must be made to Tandem Travel prior to departure.
- Visitors do not require a card.
- Insured: **University of Canterbury**, Policy Number: **ACT4010508**
- For advice or answers to specific questions regarding the travel insurance Policy, or to make a claim, please contact Marsh direct:**
 - Jo Cattermole
jo.cattermole@marsh.com
Telephone: (03) 977 4319
Facsimile: (03) 977 4399
- Vero Global Assistance:** In the event of an emergency please contact Vero Global Assistance direct, collect, any time Day or Night:
NZ Telephone: (64) 9 486 6868 From within Australia: 1 800 554 114
From within the USA: 1800 326 1543 From within the UK: 0500 893 893
Insured: University of Canterbury, Policy No: ACT4010508
- Claim forms are available on the University of Canterbury’s intranet site <https://intranet.canterbury.ac.nz/finance/insurance/>
(See Claim Forms Section at bottom of page in this link).

Please refer to the Policy Summary provided by Tandem Travel for full details. **Terrorism cover is included automatically, however if cover is required for WAR risks in Hot Spot Countries Tandem Travel should be notified and an additional premium is payable. Pre-existing injuries or sickness** are only insured for the travellers and, as such, travellers are covered up to age 80 years. It should also be noted that there is no cover for travellers who are diagnosed by a legally qualified medical practitioner with a terminal condition prior to the journey but only in respect of the **treatment for** the terminal condition. **The age limits for this Policy are from 0 years to 80 years with premiums applicable from 16 years to 80 years; conditions apply after age 75.**

This information is current as at 8 July 2011.

NZ Immigration Service:

Visa Inquiries – General Information

- Visiting academics coming to New Zealand from visa-free countries to undertake activities of a pedagogical, educational, professional management or research nature, can enter New Zealand on visitor visas, as long as their stay is for three months or less (or multiple short stays amount to three months or less per calendar year) and they are from a visa-free country. Longer stays will require work visas.
For a list of Visa-free countries please see the following link:
<http://www.immigration.govt.nz/migrant/stream/visit/visitors/specialvisitors.htm>
- If you are not a citizen of a visa-free country you will need to apply for a Temporary Work Visa which may be downloaded from the following link:
<http://www.immigration.govt.nz/migrant/stream/work/worktemporarily/default.htm>
- Accompanying persons will normally require visitor visas.
- If you require a visa you are advised to consult the immigration office in your particular area as immigration policy regarding visas can change on a weekly basis and the interpretation of that policy may fluctuate among the various New Zealand Immigration Service overseas offices.
- Travellers of Australian nationality may enter New Zealand as a visitor holding a current passport and without a visa.

The University does not require evidence of professional registration for you to take up the Fellowship.

If you experience difficulties in contacting your local office, or become concerned about receiving your visa in time for your departure, please consult direct the New Zealand Immigration Service, New Zealand (Tel. +64 9 914 4100) (0700 - 1900 hrs NZ time) for general advice and to ensure that you receive authoritative information.

Accordingly, please do not direct visa inquiries or application forms to academic departments or other colleagues, or to the Erskine Programme office (except for any request for a completed employer form).

Please be aware that if you intend to be in New Zealand before or after your Fellowship you will also need to apply for a visitor visa. A visitor visa replaces a work visa and vice versa.

Please note that, other than in exceptional circumstances, the costs of personal documentation such as a passport and visas are the responsibility of the visitor.

Please disregard information on visas received from any source other than this document, the Erskine Programme office, the travel agent, or the New Zealand Immigration Service.

- Major Receiving Offices For Temporary Work Visa Applications

Note: an application may be forwarded by the receiving office to another office, including Wellington, for processing. Where shown, please refer to the website listed for updated or additional information.

Country, Office, City/Area, Web, E-mail	Telephone	Facsimile
Australia:		
NZ Immigration Service Sydney www.immigration.govt.nz/branch/SydneyBranchHome	(2) 9223 0144	(2) 9223 0166
Britain:		
NZ High Commission London www.immigration.govt.nz/branch/LondonBranchHome (requests for information packs & 24-hour information service)	09069 100 100	(207) 973 0370
Canada:		
NZ High Commission Ottawa www.nzembassy.com/home.cfm?c=38 info@nzhcottawa.org	(613) 238 5991	(613) 238 5707
China:		
NZ Immigration Service Beijing www.immigration.govt.nz/branch/BeijingBranchHome nzsbeijing@dol.govt.nz	(10) 6532 6688	(10) 6532 5681
NZ Immigration Service Hong Kong Region www.immigration.govt.nz/branch/HongKongBranchHome nzs.hongkong@dol.govt.nz	(+852) 2877 4488	(+852) 2877 0586
Germany:		
NZ Embassy Berlin www.nzembassy.com/home.cfm?c=1 nzembassy.berlin@t-online.de	(30) 20621 21	(30) 20621 114
India:		
NZ High Commission New Delhi www.immigration.govt.nz/branch/NewDelhiBranchHome nzsnewdelhi@dol.govt.nz	(11) 4259 6300	(11) 4259 6301

Japan:		
NZ Embassy Tokyo www.nzembassy.com/home.cfm?c=17 nzemb.tky@mail.com	(3) 3467 2271	(3) 3467 2278
Netherlands:		
NZ Embassy The Hague www.immigration.govt.nz/branch/TheHagueBranchHome immigration@nzis.nl	(70) 365-8037	(70) 364-0116
New Zealand:		
NZ Immigration Service <u>Auckland</u> www.immigration.govt.nz/branch/AucklandCentralHome	(+64) 508 55 88 55 (0700 - 1900 hours NZ time)	(+64) 9 914 4118
NZ Immigration Service, Christchurch branch closed to the public until further notice following the 22 February earthquake. Postal address: PO Box 22111, Christchurch. www.immigration.govt.nz/branch/ChristchurchBranchHome	As above	(+64) 3 963 7815
Singapore:		
NZ Immigration Service Singapore www.immigration.govt.nz/branch/SingaporeBranchHome nzissingapore@dol.govt.nz	(6) 738 6700 (automated)	(6) 235 6651
South Africa:		
NZ High Commission Pretoria www.nzembassy.com/home.cfm?c=30 nzhc@global.co.za	(12) 342 8656	(12) 342 8640
USA:		
NZ Consulate-General Santa Monica, CA www.immigration.govt.nz/branch/losangelesbranchhomepage nzcg.la@verizon.net	(310) 566 6555	(310) 566 6556
NZ Embassy Washington, D.C. www.immigration.govt.nz/branch/WashingtonBranchHome nz@nzemb.org	(202) 328 4800	(202) 328 4836

University Accommodation:

1. University campus houses and apartments (flats) are fully furnished and have cutlery, crockery, linen, blankets, electric blankets on double beds, heaters, a fridge-freezer, automatic washing machine, clothes drier and a writing desk. In order for the University to make an appropriate reservation, please advise the Erskine Programme if additional members of your immediate family will be accompanying you at any stage of your visit.
2. Cots, cot linen and highchairs are available on request.
3. Television sets are not provided. Your School/Department will be able to advise you regarding the hiring/purchasing of this item.
4. All campus housing is within easy walking distance of University departments, and is close to city bus routes. Please ensure that your rental accommodation is left fully locked when you are not at home, and advise Security (**Ext 6888**) on each occasion if you are leaving the premises overnight or longer. Call **111** in any emergency or **379-3999, Ext 6888** for non-emergencies.
5. The accommodation available is: two-bedroom ground floor units, suitable for a single person or a couple, and two/three/four-bedroom separate houses suitable for families.
<http://www.fm.canterbury.ac.nz/operational/propertyvehicles/housing.shtml>
6. Please note that University campus houses have electric heating but no central heating or double glazing. Christchurch can have low night-time temperatures during Winter-time (June to August) so if your visit includes this time of year and you are sensitive to cold you may wish to discuss your accommodation arrangements with the Erskine Programme. Cotton clothing is not sufficiently warm for indoor wear in winter.
7. University campus housing provides comfortable accommodation of an average standard.
8. A reservation will automatically be made for your University accommodation. Non-term-time is not generally paid by the University.

Rental and power will be paid direct by the Erskine Programme for the period of the Fellowship proper with additional periods, long distance (toll) telephone calls and internet charges billed to you separately.

If you do not require accommodation booked on your behalf please advise the Erskine Programme at your earliest with a minimum of at least two weeks' notice before your arrival date – thank you for your assistance.

At peak times, if University campus accommodation should not be available, a reservation will be made for you in an adjacent 3 star motor lodge www.academymotorlodge.co.nz which has a licensed restaurant **or** at one of the pre-approved following places:

- Madison apartment, 19/400 Durham Street, Christchurch city
- Apollo Motel, Riccarton Road www.apollomotel.co.nz
- West Fitzroy Apartments, Christchurch city www.city-apartments.co.nz
- Bed & Breakfast at Alumni House, 15a Middleton Road www.alumnihouse.co.nz

If you have changed the dates of your visit please notify the Erskine Programme as soon as possible.

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9. While our staff will make every effort to meet your accommodation requirements we are unable to guarantee any specific style or standard. If you wish to upgrade the style of your accommodation over reasonably priced accommodation available to the University the additional cost will be billed to you.
10. An account for long distance calls and internet charges will be sent to you every two weeks at your School/Department address, through the internal mail from Campus Housing. Each account may be paid by cheque through the internal mail, or in person [including Visa, Mastercard or EFTPOS (ATM / money machine system) cards] at the Cashiers Desk, Level 1 of the Registry Building – opposite the main entrance to the University Library. You need take no action until you receive the first account. Please note that American Express and Diners Club credit cards are not accepted at the University.
11. Visitors are asked to have their mail addressed to them at the School/Department, as follows:
C/- School / Department of, University of Canterbury, P B 4800, Christchurch, NEW ZEALAND, and not to their campus housing address.
12. If you require any further information about University accommodation please see <http://www.fm.canterbury.ac.nz/operational/propertyvehicles/housing.shtml>
Fax: +64-3-364-2484, Tel: +64-3-364-2648, internal Ext 6648
13. On arrival, please do not hesitate to contact Campus Housing, ext.6566, regarding any aspect of your accommodation including additional items that you may require e.g. kitchen items.
14. For a location map and inventory please visit:
<http://www.fm.canterbury.ac.nz/operational/propertyvehicles/housing.shtml>
15. Low-flying commercial aircraft are very occasionally experienced in the North West neighbourhoods of Christchurch when wind conditions cause slight changes to the access flight path to Christchurch Airport.
16. In due course, please give five working days' notice of your intention to vacate your University accommodation - thank you.
17. Please make any inquiries regarding your final telephone account direct to Campus Housing.
18. At the conclusion of your stay, please ensure you leave the rental property in the same condition as at the start of your visit. Please lock up and return all sets of keys direct to Campus Housing, Facilities Management.

Communications:

The standard format for e-mail addresses at the University of Canterbury is:
[first name].[last name]@canterbury.ac.nz

Facsimile

College Of Arts

Humanities, School of	
American Studies, Art History & Theory, Classics, Cultural Studies, English, History, Philosophy, Theatre & Film Studies	+64-3-364-2364
Languages, Cultures and Linguistics, School of Arabic, Chinese, French, German, Japanese, Russian, Spanish, European Languages & Cultures, Linguistics	+64-3-364-2557
Maori & Indigenous Studies:Aotahi, School of	+64-3-364-2960
Social and Political Sciences, School of	+64-3-364-2414
Social Work and Human Services, School of	+64-3-364-2443
Fine Arts and Theatre, Music, Centre of School of Fine Arts	+64-3-364-2159
School of Music	+64-3-364-2183
Theatre & Film Studies	+64-3-364-2580

College Of Business and Economics

Accountancy and Information Systems, Dept of	+64-3-364-2727
Economics and Finance, Department of	+64-3-364-2635
Management, Department of	+64-3-364-2020

College Of Engineering

	+64-3-364-2705
Chemical and Process Engineering, Dept of	+64-3-364-2063
Civil Engineering, Department of	+64-3-364-2758
Computer Science & Software Eng., Dept of	+64-3-364-2569
Electrical and Computer Eng., Department of	+64-3-364-2761
Forestry, School of	+64-3-364-2124
Mathematics and Statistics, Department of	+64-3-364-2587
Mechanical Engineering, Department of	+64-3-364-2078

College Of Science

Biological Sciences, School of	+64-3-364-2590
Chemistry, Department of	+64-3-364-2110
Communication Disorders, Department of	+64-3-364-2760
Gateway Antarctica	+64-3-364-2197
Geography, Department of	+64-3-364-2907
Geological Sciences, Department of	+64-3-364-2769
Physics and Astronomy, Department of	+64-3-364-2469
Psychology, Department of	+64-3-364-2181

School Of Law

+64-3-364-2757

College Of Education

Educational Studies & Human Development, Sch.of	+64-3-364-2418
Maori, Social & Cultural Studies in Education, Sch.of	+64-3-343-7717
Literacies & Arts in Education, School of	+64-3-343-7790
Sciences & Physical Education, School of	+64-3-345-8381
Health Sciences Centre	+64-3-364-3318
UC Education Plus	+64-3-367-0705

National Centre For Research On Europe

+64-3-364-2634

Other Important Information:**➤ Travellers' Customs Information**

The University recommends that you visit this site to familiarize yourself with customs entry requirements on your arrival in New Zealand:

www.customs.govt.nz/travellers/Arriving+in+New+Zealand/default.htm

To avoid fines, leave all airline food, including fruit, on the plane or dispose of in amnesty bins before approaching Customs.

➤ Computer Facilities

Prior to your arrival, please ask your School/Department contact person to initiate a request to UC Information Technology Services regarding your computer account, internet access and file space. The address of your UC e-mail account will be in the standard format of `firstname.lastname@canterbury.ac.nz`.

➤ Reception at Airport

Several days before your departure, please confirm your arrival details by e-mail with the Head of School/Department or your academic contact so you can be met at Christchurch Airport and taken to your accommodation.

➤ University Maps

<http://www.canterbury.ac.nz/theuni/maps/>

➤ Information Folder

After you have settled in to your accommodation, please make your first visit during weekdays to your host School/Department to acquire the information folder that has been sent there for you. It contains essential information, e.g. about banking, that will assist you in planning any subsequent visits.

➤ Teaching Programme

It is the responsibility of the Head of the academic School/Department you are visiting to discuss the contribution of your Fellowship to the teaching programme and to provide any additional information that you require in this area including lecture timetables, assignments, testing and marking scales.

➤ Maintenance Allowance

1. As soon as convenient after your arrival please open a New Zealand bank account.
 - The University's bank is the ANZ, corner of Riccarton Road and Rotheram Street, (currently located within the National Bank Church Corner) where an account can be opened without extensive documentation for a short period of several weeks or months and, if required, with no initial deposit (simply identify yourself as a Visiting Erskine, Cambridge, Canterbury, or Oxford Fellow). Essential: Please phone Sue 368-2263 first to arrange an appointment.
 - The Bank of New Zealand is located on the corner of Riccarton/Waimairi Roads. Please phone 343-1850 first to arrange an appointment and identify yourself as a Visiting Erskine, Cambridge, Canterbury, or Oxford Fellow). Alternatively, your application for a BNZ account can be completed online before you leave home. The account will be activated on arrival in NZ and presentation of your passport. www.bnz.co.nz/movingtonewzealand
 - You will require two forms of ID. As a short-term visitor, you will not need to provide an Inland Revenue Department (IRD) tax number.
 - The maintenance allowance payment itself is not subject to taxation in New Zealand but note that your bank account will be created incorporating the tax code for your home country as any **interest** credited to your account will be taxed at the withholding rate for that code. You may declare this interest earned, and the tax paid on it, as part of your world income when you make your annual tax return in your home country.
 - Other trading banks in the vicinity of the campus are:
 - KiwiBank, 19 Memorial Avenue, Ph 351-8205
 - National Bank, 322 Riccarton Road, near Church Corner, Ph. 343-5707
 - Westpac Bank, 19 Memorial Avenue, Ph. 351-7066
2. Please provide your bank account number to the Erskine Programme office by e-mail erskinemanager@canterbury.ac.nz as follows:
 - your name and department in the e-mail Subject heading
 - proofread the number and provide all digits including the bank code
 - the number of the current work visa in your passport
 - state the dates for any period you will be out of New Zealand during the Fellowship.

There is a weekly deadline of **Thursday at midday** for actioning maintenance allowance payments. If you provide all the above information by then, your maintenance allowance will be accessible in your bank account on Thursday of the following week, subject to processing by Financial Services.

3. The maintenance allowance is calculated at the rate of NZ\$100 per night. As the purpose of Visiting Fellowships is to give lectures to students at the University of Canterbury, the period for which the maintenance allowance is payable commences on the first term night after your arrival and ends on the last term night before your departure. These arrival and departure dates are determined by the travel itinerary obtained from the University's travel agent. First and last weekends, if any, are also included. The

maintenance allowance is payable in term-time only unless other arrangements have been formally made by the Head of School/Department for you to undertake student-related activities during the vacation period/s. University term dates are available at: www.canterbury.ac.nz/theuni/key_dates/keydates.shtml

4. The maintenance allowance is not paid for any nights during your Fellowship that you are out of New Zealand, or during statutory holidays such as the 5-day Easter break when the University is closed and students are not present.
5. If you have any query regarding your maintenance allowance – or any other aspect of your Fellowship – please do not hesitate to discuss it with your departmental host or the Head of Department.

If both are unavailable, please contact the Erskine Programme Manager (Ext 6363 erskinemanager@canterbury.ac.nz), or the Erskine Programme Administrative Assistant (Ext 4879 erskine@canterbury.ac.nz), Room 203, Okeover House.
An urgent query may be directed to 021 11334427.

6. For visits spanning more than three months, the maintenance allowance may be paid in two installments - one within a week of providing your bank account number and one at the approximate mid-point of your visit.
7. After you have provided your bank account number, any subsequent communication regarding the crediting of your maintenance allowance to your bank account should be directed to the Financial Services Department Ext 8948, AP@canterbury.ac.nz
8. The maintenance allowance is paid to you in full without deductions.
9. The University reserves the right to retrospectively adjust the payment of the maintenance allowance if the visitor's plans subsequently differ from those originally agreed with the Head of School/Department.

➤ **Automatic Teller Machines**

- Bank of New Zealand ATM is located on the ground floor of the Commerce Building, next to the Campus Travel Office.
- A Westpac ATM is located to the right of the ground entrance to the Registry Building.
- An ANZ ATM is located outside the car park entrance to the University Students' Association Building.
- A National Bank ATM is located on the ground floor of the central library.
- Please refer to the campus map in your introductory folder.
- Use the relevant ATM for your bank card or additional cash withdrawal fees may apply.

➤ **Incidental Expenses**

At the earliest opportunity, please obtain from the Head of School/Department, or your School/Departmental contact, advice as to those items for which the School/Department will pay (e.g. incidental library, computing and photocopying charges) and those items which will be your responsibility (e.g. phone calls, excess campus housing electricity, and postage/freight for items being sent back to your home country).

➤ **Visitor Card**

During your Fellowship you will need an all-purpose Visitor Card that acts as an ID card, door access card, and library card.

- The Canterbury Card Office is located in room 111, 114 Ilam Road. Its hours are 9.00am–12.30pm & 1.00pm–4.30pm, Monday–Friday. If you require after-hours access to your School/Department's building please ask the Head to make authorisation to the Card Co-ordinator (Ext 8158).
- Please refer any queries regarding the operation of your Visitor Card to the Card Co-ordinator extension 8158 or 4105
- At the end of your Fellowship, please give the card to the School/Department Secretary and ask that it be returned in the internal mail to the Card Co-ordinator, Science Lecture Block.

➤ **Library**

The Library provides a 'proxy borrower' arrangement for a visitor's spouse/partner. This provides a 'proxy card' which authorizes that person to borrow on the visitor's behalf. A description of this service is available at:

<http://library.canterbury.ac.nz/services/lending/proxy.shtml>

Phone **8719** to make a time to complete the forms at the Lending Desk.

➤ **Erskine Programme Office**

If you would like to visit the Erskine Programme office please telephone Ext 6363 first to arrange a convenient time. The location of the Erskine Programme office is Room 203, Okeover House (please refer to a campus map).

➤ **Telephone Voice Mail**

If you are here for a relatively long visit, please organise voice-mail on your telephone extension as follows:

- a. Ring Ext 6060 and ask the IT Helpdesk to set up this facility for your particular telephone extension number.
- b. On receipt of advice that this has been arranged, dial 6989 and follow the menu.
- c. To access your messages, dial 6989 (dial 364-2989 from home). On hearing the automated attendant, enter your extension number and #, then PIN number and #.
- d. To play a message press 2 and to delete a message press 76.
- e. Further information on the Voice Mail service is available at:
<http://www.its.canterbury.ac.nz/telecommunications/instructions/>

➤ **Security**

- Please take normal security precautions in each School/Department you visit and do not leave valuables unattended e.g. lock your laptop computer in the file cabinet of your University office while you are away.
- Notify Security on each occasion you are away overnight from your campus accommodation.
- **Do not leave valuables** such as laptops, jewellery, cash, tickets or passports **in campus accommodation** if you are away.
- Inquire of the School/Department Secretary or Head if you can lock passports and other valuables in a secure location. Campus houses contain a safe for your use.

- The Security Base, located in 114 Ilam Rd operates as a twenty-four hour, seven day a week service.
- The emergency telephone number is Ext 6111.
- The general enquiries telephone number is Ext 6888.

➤ **School/Department Health & Safety Procedures**

In due course, please obtain information regarding Health and Safety procedures from your School/Department Safety Officer, whose name is available from the Secretary. Staff members holding a first aid certificate are identified by asterisk in the School/Department listings of the University campus telephone directory.

➤ **Medical Care**

- **Emergencies:** in New Zealand, the number for fire, police, and ambulance is **111**.
If a defibrillator is needed, dial **111** first for an ambulance and then dial **6111** for the emergency defibrillator service which is operated 24 hours a day / 7 days a week by the Student Health Centre and the Security Desk.
- Visiting Fellows are welcome to use the Student Health Centre on campus, Ph. 364-2402 or Ext. 6402 on internal lines; most non-students are charged a modest fee.
The Centre can also provide physiotherapy and assist with travel vaccines (excluding yellow fever).
See www.canterbury.ac.nz/healthcentre for hours.
- Private medical centres closest to the University include:
 - Fendalton Medical Centre, Fendalton Mall, 19-23 Memorial Avenue, Ph. 351-5165
 - The Ilam Medical Centre on the corner of Memorial Avenue and Ilam Road, Ph. 351-6198
 - Doctors on Riccarton at 183 Riccarton Road, Ph. 348-8989.
 - Riccarton Clinic & After Hours at 6 Yaldhurst Road, Ph. 343-3661
- For urgent after-hours medical care there is an **After Hours Clinic**, open 24 hours, on the corner of Bealey Avenue and Colombo Street, Ph. **365-7777**.
- The Church Corner Radius Care Pharmacy at 4 Yaldhurst Road (near the Countdown supermarket) is open 7 days - 8.30am-8.30pm Monday-Friday and 9am-8.30pm Saturday/Sunday. Ph. 343-6901.
- University Pharmacy, within Student Health Centre. Ph. **364 2215**.
- Please note that the selection of a particular medical service provider is the responsibility of the visitor concerned.

➤ **Child-Care**

The University's Early Years Care and Education Centre is located at 116 Ilam Road on the periphery of the campus. The Centre is licensed to care for 50 children (14 aged 0-2 years and 36 aged 2-5 years) at any one time. For information concerning bookings, session times and fee structures visit Sheila Walker Unit – children 0-2 years:

<http://www.canterbury.ac.nz/earlyyears/swu/>

Early Childhood Learning Centre – children 2-5 years:

<http://www.canterbury.ac.nz/earlyyears/edc/>

Centre Co-ordinator (both) +64-3 364 2821
E-mail (both): earlyyears@canterbury.ac.nz

Other pre-school child-care services in the vicinity of the campus include Te Ao Tamariki Child Care Centre, University College of Education, Parkstone Avenue, Ilam.

Centre Co-ordinator +64-3-364-2821
<http://www.canterbury.ac.nz/earlyyears/tat/>
E-mail: earlyyears@canterbury.ac.nz

Please note that the selection of a particular child-care service is the responsibility of the visitor concerned.

➤ **Schooling**

If any school-age children will be accompanying you please obtain, at the earliest opportunity, initial information regarding schooling for English-speaking children of non-New Zealand residents from:

Michelle Blackmore, Erskine Programme office
+64-3-364-2363 erskine@canterbury.ac.nz

All subsequent inquiries regarding schooling, e.g. enrolment, should be made to the academic staff member who is handling your visit.

➤ **After-School and School Holiday Child-Care**

The University operates an after-school and school holiday programme for the children of University staff and visitors. The programme operates from St Ninian's Church Hall in nearby Puriri Street, Riccarton and caters for children aged 5 - 13 years. For information concerning bookings, session times and fee structures, contact:

Supervisor +64-27-276-2335 (cellphone)

➤ **Seminars**

When planning a lecture or seminar which the wider University community can attend, please send the date, venue, time and topic by e-mail to <events@canterbury.ac.nz> by 5.00 pm on Wednesday of the week before your presentation, for publication on the UC Events web page that Friday. Please ensure the text includes your title of **Visiting Erskine / Cambridge / Canterbury / Oxford Fellow**, as appropriate.

In any interviews by the media or presentations off campus, it would be greatly appreciated if you would refer to your Fellowship by its full title of a **'University of Canterbury Visiting XX Fellowship'**.

➤ **Community Education**

If you are agreeable to providing a short course or lecture/s in the annual programme offered to the wider community by Community Education, please discuss the details direct with:

Community Education, Programme Manager, <natasha.guy@canterbury.ac.nz>
Phone +64-3-364-3481

➤ **Donations of Library Books**

If you would like to donate a copy of a book you have authored, this would be greatly welcomed. Please contact the relevant Librarian direct:

Librarian, Engineering Library Ext 7152
Librarian, Law Library Ext 8776

Librarian, Macmillan Brown Library	Ext 8176
Librarian, Physical Sciences Library	Ext 7592
Librarian, Main Library	Ext 8740

➤ **Personal Travel Within New Zealand**

The University's travel agent Tandem Travel is a full service travel agency which has access to discounted hotel and other rates for your leisure travel. Please telephone 357-5166 or email international@travel.canterbury.ac.nz to discuss with a Tandem Travel consultant.

➤ **Web Sites**

Arts & letters daily	http://www.aldaily.com/
Christchurch Art Gallery	www.christchurchartgallery.org.nz
Christchurch maps	www.christchurch.org.nz/maps http://www.ccc.govt.nz/maps/wises/ (university located in square 12)
Court theatre	www.courttheatre.org.nz/
University of Canterbury calendar	http://www.canterbury.ac.nz/publications/calendar.shtml
University of Canterbury Erskine Programme	www.canterbury.ac.nz/erskine
University of Canterbury term dates	http://www.canterbury.ac.nz/theuni/key_dates/
Visitor information	www.ccc.govt.nz www.christchurchnz.net http://www.christchurch.org.nz/visiting/ http://www.fourcorners.co.nz/new-zealand/home/

➤ **Restaurants**

Restaurants adjacent to the campus and within walking distance are:

Licensed

- The Academy Motor Lodge, 62 Creyke Road (opposite the College of Engineering)
Phone: 351 9347
See website for hours: <http://academymotorlodge.co.nz>
- Tandoori Palace (Indian), 71 Ilam Road (half a block to the left of the University Staff Club drive entrance)
Phone: 343 4405

Unlicensed

- Foo San Asian restaurant, near cnr Rountree St/Ilam Rd.
Phone: 348 4921.

➤ **Cafés on Campus**

Refer to the campus map in your folder for the locations of the buildings listed.

➤ **Staff Club**

During your Visiting Fellowship, as the guest of a club member, you will be a welcome visitor to the University Staff Club, temporarily located in KA02 Kirkwood Village. The University recommends that you take advantage of this opportunity to meet socially other Visiting Fellows and staff members.

Please refer to the below website for further information:

www.staffclub.canterbury.ac.nz

➤ **Swimming**

- Jellie Park Aqualand (closest to University)
295 Ilam Road (half block east of Memorial Avenue), Fendalton
Ph. 941-6856
www.jelliepark.org.nz
- Pioneer Leisure Centre
75 Lyttelton Street, Spreydon
Ph.941-6851
www.pioneer.org.nz
- Wharenui Indoor Swimming Pool and Leisure Centre
Elizabeth Street, Riccarton
Ph. 348-6488

Beaches: Information on beaches near Christchurch can be found at:

http://www.ccc.govt.nz/parks/NaturalAreas/coast_recreation.asp

➤ **Driver's Licence**

- If you hold a valid overseas driver's licence, or an international driving permit, you can drive in New Zealand for a maximum of, currently, one year before you are required to apply for a New Zealand driver's licence. It is essential that you take out insurance for personal car hire. <http://www.landtransport.govt.nz/factsheets/56.html#otherinfo>
- You can only drive those types of vehicles you were licensed to drive in your home country.
- You must carry your licence or permit with you whenever you are driving. If your overseas licence or permit is not in English you should also carry an official translation with you.
- All drivers on New Zealand roads must have an adequate knowledge of our road rules, signs, laws and safe driving practices.
- The driver and all passengers (both front and rear) must wear seat-belts at all times in a moving vehicle.
- Mobile phones must be hands-free.
- If you are returning from a previous visit, please note that the country's previous right turn Give Way rule is due to be changed at some stage in the future to conform to international standards – check a current Road Code for details.

➤ **Road Code**

The full Official New Zealand Road Code for Car Drivers (2007 Edition), available from leading book stores for NZ\$24.90, covers the most important points of New Zealand traffic law and also explains key safe driving practices. Basic road code information may be found at:

www.ltsa.govt.nz/information-for/new-to-nz.html

www.carrental-newzealand.co.nz/new-zealand-road-code.htm

Safety Hint: If you are hiring a rental car and this is your first experience of driving on the left-hand side of the road, obtain from the car-hire firm a safety **KEEP LEFT** sticker for your dashboard.

An overview of New Zealand's road rules for drivers from overseas is available at:

www.ltsa.govt.nz/overseasdrivers/overview-nz-road-rules.html

➤ **Car-Hire**

Discounted University rates for quality rental car hire may be accessed by visitors through Tandem Travel's office Ph. +64-3-357-5166. If making bookings direct with any firm, ensure you identify yourself in advance as a University visitor in order to receive any special rate.

Note: Christchurch has a comprehensive bus system and the University is located only a 10 minute ride from both the CBD and the airport – it is possible that you may not need to hire a car.

➤ **Buying and Selling a Car**

– **Auction**

Turners Car Auctions at: www.turners.co.nz

Turners SuperSite is at 15 Lester Lane, off Deans Avenue at the SW corner of Hagley Park.

– **Trade Me**

website: www.trademe.co.nz (click on the Trade Me Motors icon)

– **Print**

Buy Sell & Exchange is published Thursdays, available at dairies and service stations. The Press newspaper - especially Saturday edition.

– **Retail**

Moorhouse Avenue car lots.

Backpackerscars.com Ltd, cnr Moorhouse Ave & Wilsons Rd

www.backpackerscars.com

➤ **Parking**

Parking space is provided free at each campus house. Visitors staying in non-University accommodation and who hire or buy a car will need to obtain a parking permit in order to occupy a park on campus from 8am - 5pm during February to November. The cost is currently NZ\$92 per year (or NZ\$55 a semester) and further information is available at:

<http://www.fm.canterbury.ac.nz/parking/index.shtml>

- **Cycle Hire**
www.cyclehire-tours.co.nz/new-zealand/bike_rentals/
 New Zealand law requires the wearing of cycle helmets.

- **Bus Information**
 General information regarding bus services, including UniBus and The Orbiter, is included in your introductory folder. For specific current timetables and routes please telephone **366-8855** or visit www.metroinfo.org.nz Timetables for the CanRide buses that pass through the campus grounds are shown on the Facilities Management website at:
<http://www.sustain.canterbury.ac.nz/transport/bus.shtml>

- **Movie Theatres**
 The closest multiplex to the campus is the all-stadium Hoyts 6, at Westfield Mall on Riccarton Road. Theatre No. 5 features the largest cinema screen in New Zealand. Up-ramp access is off Dilworth St at the Clarence St end, one block South of Riccarton Road.

- **Television**
 A list of television and radio stations is provided in your visitor folder on arrival along with television hire information. Visitor information screens 24/7 on Visitor TV (UHF Channel 52).

- **University Recreation Centre**
 Erskine Programme visitors will be offered UC Staff rates. Visitor's spouse or partners will be offered affiliate rates or \$149 for 3 months.

- **Duty Free Purchases**
 As part of the concessions arranged under the University's Travel Policy, your **final travel documentation will include discount information** that applies to most purchases at JR Duty Free (formerly Regency Duty Free). As JR Duty Free do NOT have a store in Christchurch, you can order via their tollfree (in NZ) **number 0800 502 700** – see final travel documentation for discount details. Goods can be collected at Auckland Airport for Departures and/or Arrivals. See “Duty Free” on your travel itinerary from Tandem Travel for details. <www.jrdutyfree.co.nz>

➤ **John (Jack) Angus Erskine, Benefactor**



(1872 - 1960)

The silver plaque beneath the above portrait of Jack Erskine, painted by William Sutton in 1962, and situated on Level 6 of the Registry building, reads:

**John Angus Erskine
1872 -1960
MATHEMATICIAN AND ENGINEER
Junior University Scholar & Senior University
Scholar
1851 Exhibition Scholar
M.A. (Double Hons. N.Z.) Qualified Ph.D. (Berlin)
BENEFACTOR OF THE UNIVERSITY OF
CANTERBURY**

All Visiting Erskine Fellowships and Visiting Cambridge and Oxford Fellowships in eligible faculties are made possible by the Erskine Bequest.

**** Please keep this document handy for reference during your visit ****

PROFESSOR IAN TOWN

DEPUTY VICE-CHANCELLOR

JANUARY 2012

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