

# Welcome to Chemical and Material Engineering

Chemical and materials engineering is a fascinating discipline involved in building and sustaining the world around us as well as designing new materials for the future. If you are interested in converting raw materials into useful products or are fascinated by altering the chemical or physical state of a substance to create a better material - then our department is the right place for you.

The Department of Chemical and Materials Engineering is one of the top research institutions in the country. Research is of the highest calibre, and addresses the most important and cutting edge topics in the field.

Let me introduce you to the Head of Department, our Deputy Heads, and our Course Adviser.



Prof Brent Young  
Head of Department



Assoc Prof Peng Cao  
Deputy Head Academic



Assoc Prof Mark Jones  
Deputy Head Postgraduate  
and Research



Prof John Chen  
Course Adviser

Please visit our web page <http://www.ecm.auckland.ac.nz/en.html>

[Information which may be helpful to you within this welcome pack](#)

- Online registration
- Printing, Copying and Scanning
- General access
- Car Parking
- Bicycle Shed
- Kitchen, Breakout Areas and Common Room
- Health and Safety
- Building Related Issues / Maintenance
- IT or Internet Related Issues

To **enable visitor access** to the University of Auckland (UoA), you will need to go online and register. If you have not already done so. Below is a link to assist you in registering.

<https://www.auckland.ac.nz/en/about/the-university/identity-and-access-management-help/how-to-self-register-with-the-university-of-auckland.html> .

Once registered Group Service Administrator will be able to set you up so you can access services like Wi-Fi and it will add a profile for you in the University Directory.

After registering you will be automatically sent your own 'User Name' and a 'University ID number', (If you have not already done this please could you send me these details so I can request computer access for you)

If you are a Student you need to be enrolled and will have a user name and ID number.

### **PhD students in with Graduate Studies**

#### [Access Card Requests](#)

To obtain access into building 529/902 you must complete a safety induction with our technician Peter Martin. Please email Peter and request a time for the induction.

Email: [peter.martin@auckland.ac.nz](mailto:peter.martin@auckland.ac.nz)

Fill in the Access Card Request form. Once signed off by your supervisor and by the Lab Tech hand to your Group Services Administrator. Who will then ensure the completed form is forwarded on for access to be loaded with your access.

#### [Mail](#)

Mail is collected by the courier from the ground floor at approximately 3pm each working day and delivered the following morning to the Group Services Administrator. Please be sure to regularly collect your mail from the ground floor in the mail boxes.

#### [Printing, Copying and Scanning](#)

NetAccount/CAPS printers/photocopiers/scanners are installed one on each floor and can be used by any staff member or student with credit on their account. If you are a visiting student please request a printing top up. This will be done by the Group Services Administrator.

Printers/photocopiers/scanners are currently located in the following areas:

- Ground level inside room G61
- Level 1 in room 141 which is a break out area
- Level 1 in room 114 for private document printing

#### [IT or Internet Related Issues](#)

Please report to Staff Service Centre: Ext 8600 or [staffservice@auckland.ac.nz](mailto:staffservice@auckland.ac.nz)

### General access

Access to Park Avenue will be from 6am – 11pm, 7 days a week, for authorised staff and students.

Access outside of these hours will need to be requested as an exception and approved by the relevant Head of Department.

Assistance will be available during normal business hours between 8.30am – 4pm, on weekdays, for visitor registration and other related enquiries and services.

If you require access laboratories please contact your lab technician. Laboratory access is restricted.

### Car Parking

Please contact [carparking@auckland.ac.nz](mailto:carparking@auckland.ac.nz) to arrange for access and/or a parking permit, allowing staff a right to roam between the OGGB car park at the City Campus and the Park Avenue car parks. Car Parking will inform permit holders where to collect their permits from.

Student car park access is available on request for out of normal hours, i.e. from 4pm-12am.

Visitor parking is not available, however there is considerable parking available in surrounding streets.

### Bicycle Parking

There is an indoor locked secure bike cage at the back of the Medical School, across the road. Access can be requested from [carparking@auckland.ac.nz](mailto:carparking@auckland.ac.nz). There is a bike rack in the car park of B529.

### Tea/Coffee and use of Breakout Area / Common Room

Tea/coffee is available in the kitchenette on Level 1.

Keeping the kitchen clean is the responsibility of all who use the kitchen.

### Health and Safety – Site Access

The Site is access controlled and visitors need to ensure they have arrangements to be met on the ground floor and escorted to the relevant area they are visiting.

In case of emergency, please raise the alarm (located around the buildings).

Fire Alarms are operational – please evacuate the buildings on hearing the fire alarm, gathering in the car park away from the building.

First Aid kits are available on each floor.

### Cleaning

Personal rubbish bins are not provided in office / desk locations. Desk top cubes and paper recycling trays are supplied instead. It is the responsibility of staff and students to empty their desk top cubes in the kitchen bins and paper in the in the yellow recycling bins that are located around the buildings.

Please note that cleaning staff will not empty the desk top cubes or paper recycling trays. For further information on the University's new recycling system, please visit the following website: <http://www.auckland.ac.nz/environment>

### Building Related Issues / Maintenance

Please report any building related issues / maintenance problems to the Staff Service Centre: Ext 86000 or [staffservice@auckland.ac.nz](mailto:staffservice@auckland.ac.nz)

<b>Useful Contacts</b>	
<u>Group Services Coordinator</u> Cecilia Lourdes c.lourdes@auckland.ac.nz	<u>Group Services Administrator</u> Lynette Carter l.carter@auckland.ac.nz
<b>Security:</b> Emergency: 966 From internal phone: 85000 From a mobile phone: 0800 373 7550	
<b>ITS:</b> Internet access, network issues, passwords Email: <a href="mailto:staffservice@auckland.ac.nz">staffservice@auckland.ac.nz</a> Ext: 86000	<b>HR:</b> Email: <a href="mailto:staffservice@auckland.ac.nz">staffservice@auckland.ac.nz</a> Ext: 86000
<b>Emergencies &amp; First Aid</b>	
In case of an emergency: Phone 111  Fire alarm safe location is Staff/Visitors Car park	Nearest medical centre: Auckland Hospital (Grafton Rd) First Aid Kits: Available at Reception and available on each floor.
<b>Mailing Address</b>	
<u>Physical Address:</u> The University of Auckland B529 2-6 Park Ave Grafton Auckland	<u>Mailing:</u> Name – Chemical and Material Engineering University of Auckland Private Bag 92019 Auckland 1142

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