

2023



Hei ārahi i te tauira

STUDENT GUIDE

Important and useful stuff



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA



U, OR ME.
, OR THE

“It’s great to experience new things. At university, you get to discover what you want and what you’re good at.”

Sanjana Aiyar

Student, Master of Global Business



Te Herenga Waka—Victoria University of Wellington has been awarded an overall five-stars-plus rating in the QS Stars university rating system, one of only 17 universities worldwide to do so. The University gained a total score of 966 out of a possible 1,000 points across eight audited categories, including maximum points for the employability and inclusiveness categories. Maximum points were awarded for 25 of the more than 30 indicators, including overall student satisfaction; further study; graduate employment rate; international diversity, support, and collaborations; academic reputation; satisfaction with teaching; campus facilities; accreditations; art and cultural investment and facilities; disabled access; scholarships and bursaries; low-income outreach; and student cohort diversity.

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IMPORTANT NOTICE: Te Herenga Waka—Victoria University of Wellington uses all reasonable skill and care to ensure the information contained in this document is accurate at the time of being made available. However, matters covered by this document are subject to change due to a continuous process of review and to unanticipated circumstances, including those caused by COVID-19. The University therefore reserves the right to make any changes without notice. So far as the law permits, the University accepts no responsibility for any loss suffered by any person due to reliance (either whole or in part) on the information contained in this document, whether direct or indirect, and whether foreseeable or not.



INTRODUCTION

This guide gives you the information you need to study successfully, become an active part of the university community, and have a meaningful student experience while at Te Herenga Waka—Victoria University of Wellington.

There is so much to get involved in at university, and we encourage you to make the most of your time here. Whether you are studying in person or online, here as an undergraduate or a postgraduate student, as a school leaver or after many years in a career, we will support you to pursue your passions and excel in your chosen area of study.

Throughout this guide, you will find information on who you can contact if you need help or support (go to page 38 for a full list of contact details and who to ask about key topics).

The University has a number of channels for staying in touch and making sure you are up to date with student life.

PŪAHA—STUDENT PORTAL

Pūaha is our online self-service portal for students. It's where you can find tools and information for your studies, including:

- ▶ your personalised timetable, grades, student records, and other academic details
- ▶ tutorial sign-up
- ▶ key dates
- ▶ links to news and events
- ▶ links to services that support your learning, study, and wellbeing.

All currently enrolled students can log in using their student email address and password.

Pūaha includes links to all key systems, services, and support, including adding or dropping courses, CareerHub, emails, fees, grades, myAllocator, myDegree, and Nuku.

Tutorial sign-up

myAllocator is the tutorial and lab sign-up system. It helps you plan your timetable and makes sure you don't have any clashes with other courses. Your course coordinator will let you know when you can sign up for tutorials and labs. You can log in to myAllocator through Pūaha.

☎ 0800 04 04 04

✉ info@vuw.ac.nz

🌐 www.wgtn.ac.nz/puaha



NUKU

Nuku is your virtual campus and online learning environment for all your courses. You can access course readings, videos, and resources, view and manage all your assignments and tests, participate in online learning activities, and collaborate with students in your class.

Nuku is powered by the Canvas learning management system, which acts as an interactive portal for your courses. For most courses, content and activities on Nuku will complement your face-to-face learning activities on campus. For those studying from a distance, Nuku is the portal for all your learning. Log in to Nuku via Pūaha or <https://wgtn.instructure.com>

Nuku is where you can:

- ▶ access the learning materials for your courses
- ▶ collaborate with other students in your courses
- ▶ complete learning activities
- ▶ interact with your course lecturers and tutors
- ▶ read course announcements from your lecturers
- ▶ see all your assignment dates and tasks in the calendar
- ▶ see course outlines and information
- ▶ submit assignments online
- ▶ view and manage learning across all your courses
- ▶ view your assessment grades and feedback.

Mobile device support

You can use Canvas on Android and iOS phones and tablets by downloading the free Canvas Student app.

- ❗ www.wgtn.ac.nz/canvas-android
- ❗ www.wgtn.ac.nz/canvas-ios

MICROSOFT 365 SUITE

You can access Microsoft 365 through Pūaha, using your student email account.

1. Log in to Pūaha
2. Click on Microsoft 365

If you are not automatically signed in to your Microsoft 365 account, you can log in with your student email address and password.

Once you're logged in, you can use online versions of Microsoft 365 applications or download and install these on your personal computer.

This software includes:

- ▶ Access—database management system
- ▶ Excel—spreadsheet and data tool
- ▶ OneDrive—cloud file-hosting service
- ▶ OneNote—information gathering and collaboration tool
- ▶ Outlook—email and personal information management software
- ▶ PowerPoint—slideshow presentation software
- ▶ Publisher—desktop publishing software
- ▶ Skype—videoconferencing tool
- ▶ Word—word processing program.

- ❗ www.wgtn.ac.nz/puaha



INFORMATION SCREENS

Screens on all campuses are updated regularly with student services information, upcoming events, important dates, and promotions.

MYVIEW

myView is our student blog about anything and everything to do with the student experience—including study tips and campus life, what our clubs are doing, and projects involving students.

 www.myview.co.nz

SOCIAL MEDIA

The University has multiple social media channels, including Facebook, Instagram, LinkedIn, TikTok, and YouTube. Follow us to keep up with the latest news, events, and information about our university community.

If you have any ideas about what you'd like to see on our social media accounts, or would like to take over the University's Instagram account, send us a DM or an email.

Be sure to share your Wellington student experience with us.

#WellingtonUni

 social-media@vuw.ac.nz

 www.wgtn.ac.nz/social-media

STUDENT NEWSLETTER

We email students the *Whītiki* student newsletter every fortnight throughout each trimester. In it you'll find important information and updates from the University, resources to support your studies, and stories from our student community.



STRATEGIES FOR LEARNING SUCCESS



Follow these steps to set yourself up to do well in your studies.

Do it!

- ▶ Attend lectures and tutorials
- ▶ Do your readings
- ▶ Use the Library
- ▶ Participate
- ▶ Talk about your learning with others

Be organised

- ▶ Establish a study routine
- ▶ Mark assignment due dates on a wall planner
- ▶ Prioritise your tasks

Keep a balance in life

- ▶ Connect with people
- ▶ Look after yourself
- ▶ Manage your money

Know why you are studying

- ▶ Make goals to help your motivation and resilience when things get hard

Ask when you need to

- ▶ Ask sooner, rather than later
- ▶ Build on what you know
- ▶ Access support services that are available to you

SUPPORTING YOUR STUDIES

Services and support are available across the University to help you settle in to academic life, enhance your learning experience, and achieve your study goals. You can visit our teams on campus or get in touch online, take part in events and workshops, and access a range of online resources.

TĪTOKO—CENTRE FOR STUDENT SUCCESS

The Tītoko team provides frontline and ongoing assistance to students across all faculties and schools, and our name reflects our supporting role.

Tītoko acts as a first point of contact for questions about studies, student administration, support services, and student life in general. We are here to help you throughout your time at university and will make sure you get the support you need.

Student Operations

The Student Operations teams help ensure the administration side of your student journey runs smoothly and are responsible for the following areas: course administration, domestic student admission, enrolments, exams, student fees, student financial advice, and timetabling. Our Student Service Centre will be able to answer a lot of your queries about these areas, but if you need any specialist advice, one of our team will be able to help you with this.

Student Success offices

Go to the Student Success office with questions about your degree and courses, for academic transcripts, and for help with other academic matters.

Student success advisers

All students can access a student success adviser, who can provide more in-depth support. Our student success advisers are organised into subject-area teams, many of which are co-located with faculty offices. Your student success adviser will help you navigate the University and support you to identify and select the best pathway to achieve your academic and career goals. This includes advice on planning and sequencing courses within your degree, credit for previous study, change of degree or major, opportunities for studying abroad, internships, extracurricular activities, and advice on workload management.

- 📍 www.wgtn.ac.nz/student-help
- 📍 www.wgtn.ac.nz/titoko



Student Service Centre

The Student Service Centre is a phone, online, and in-person service that provides support to students throughout their journey at Te Herenga Waka. Our kaiārahi pokapū tauira—student service centre advisers support students, both current and future, by answering questions about university services, guiding them through the admission and enrolment process, and connecting them to other support services within the University. If you are unsure where to go, the service centre is often the best place to start.

You can also visit one of our team at the counter located at each campus.

- ▶ Level 1, Hunter building, Kelburn campus
- ▶ Level 4, Murphy building, Kelburn campus
- ▶ CO144, Cotton building, Kelburn campus
- ▶ Ground floor, Rutherford House, Pipitea campus
- ▶ Ground floor, 139 Vivian Street, Te Aro campus

Auckland premises and Miramar Creative Centre

You can also get help at these locations at our Auckland premises and at Te Iho ki Motukairangi—the Miramar Creative Centre:

- ▶ Level 4, 50 Kitchener Street, Auckland premises
- ▶ Level 1, Te Iho ki Motukairangi—Miramar Creative Centre.

📞 0800 04 04 04

✉ info@vuw.ac.nz

📍 www.wgtn.ac.nz/student-help

STUDENT LEARNING

The advisers at Te Taiako—Student Learning specialise in helping you achieve academic success. Staff work with all students, from first-year to postgraduate level, on academic writing, study skills, and mathematics.

Te Taiako—Student Learning offers:

- ▶ free academic and study skills workshops and specialist programmes throughout the year
- ▶ online resources, including introductions to study skills, academic writing, and research
- ▶ individual 50-minute appointments on campus and online to assist your study
- ▶ support for mathematics and statistics learning
- ▶ 15-minute express appointments with a learning adviser at the Kelburn Library
- ▶ a Māori learning adviser to support Māori students in their studies
- ▶ a Pasifika learning adviser to support Pasifika students in their studies.

Learning workshops and seminars

Te Taiako—Student Learning workshops include study, writing, and exam skills as well as specialised workshops for international and postgraduate students. All students are welcome.

Workshops are held at Te Taiako—Student Learning, Hunter courtyard, Level 0, Kirk building, Kelburn campus and are also offered online. The full schedule of workshops is on our website.

✉ student-learning@vuw.ac.nz

📍 www.wgtn.ac.nz/student-learning

📍 www.wgtn.ac.nz/studyhub

Making the transition to university

At university, the expectations may be different from what you are used to. Te Taiako—Student Learning will run two half-day weekend sessions on academic writing and study skills in Trimester 1. These sessions will help you adapt to the academic expectations at the University. You must register online.

Academic writing skills

You will be expected to complete different types of university assessments. Although you may also be asked to write reports, literature reviews, journal articles, and research proposals, the academic essay is the most common written assessment. An understanding of key academic writing skills will help you identify what markers are looking for when they grade your essays and will improve your writing. You will be able to apply these skills to other forms of written assessment. Te Taiako—Student Learning teaches a range of skills to help you improve your academic writing, including referencing and editing, starting and planning essays, thinking critically, and writing your essay. Check out the writing skills workshops online.

Study and presentation skills

Learn strategies to stay on top of your studies and schedule, get the most out of your readings and notes, and present your ideas confidently.

The range of workshops includes:

- ▶ creating mind maps
- ▶ giving presentations
- ▶ learning to learn
- ▶ managing your time and online learning
- ▶ reading effectively
- ▶ taking notes.

International students' support and workshops

We want to ensure our international students have all the skills and knowledge they need to be successful in their study. As international students, you may face new study challenges and opportunities. Te Taiako—Student Learning offers workshops to help you understand the expectations of the University's teaching staff, as well as ways to meet those expectations. We will help you gain skills and confidence in your academic study through programmes such as academic speaking, polishing your grammar, and preparing for academic life and study.

Maths and statistics workshops

Te Taiako—Student Learning provides mathematics and statistics support for students taking first-year applied statistics (such as STAT 193 or QUAN 102) and mathematics (QUAN 111) and for students whose courses have some mathematical content but who are not studying mathematics. All workshops are student centred and problem based. Students are encouraged to bring along problems to work through. Appointments with the maths and statistics learning adviser can be made for individuals or small study groups.

Postgraduate students' support and research seminars

Postgraduate study and individual and guided research projects call for advanced critical thinking, argumentation, and writing and research skills that build on your undergraduate degree. Te Taiako—Student Learning offers workshops, seminars, and one-to-one appointments to help you through your research journey.



Research skills seminars

These seminars are intended as a general introduction, suitable for Honours, Master's, and PhD levels, and are run from Week 2 to Week 7 of each trimester on campus and online. A full schedule is available on our website.

Sessions will cover topics such as:

- ▶ ethical approval
- ▶ interview techniques
- ▶ literature reviews
- ▶ oral presentations
- ▶ qualitative research
- ▶ quantitative research
- ▶ research proposals
- ▶ thesis structure.

There are more resources available online to help you with your postgraduate study.

i www.wgtn.ac.nz/postgrad-studyhub

Māori and Pasifika learning advisers

Tomo mai (come in).

The kaiārahi ako Māori and kaiārahi ako Pasifika will provide you with academic support to help you with your writing, reading, researching, and referencing skills.

We will:

- ▶ be a sounding board for your ideas
- ▶ help you plan your assignments
- ▶ give feedback on your writing
- ▶ share study strategies that could work for you
- ▶ customise specific workshops for you and your friends.

Go to our website for more information on drop-in days and times or to make appointments.

i www.wgtn.ac.nz/kaiarahi-ako

LANGUAGE LEARNING

Haere mai ki Te Pūtahi Reo!

If you are learning or want to learn another language, or want to meet other language students from all over the world, Te Pūtahi Reo—Language Learning Centre (LLC) is the place for you.

The LLC offers:

- ▶ friendly language-learning advice and resource recommendations
- ▶ a welcoming space and multilingual atmosphere
- ▶ a noticeboard to find a language exchange buddy
- ▶ self-access language-learning resources (both physical and digital) for 80 languages
- ▶ board games and subtitled movies in many languages.

i www.wgtn.ac.nz/lc



LIBRARY

You have access to four campus libraries and their resources, services, and facilities. Help is available from staff at service desks at each library. Bring your student ID with you for printing, copying, and borrowing.

You can also access our library services and resources online, including tailored support for your study and assignments. Discover our collection, databases, and resources using Te Waharoa, the Library's search engine.

The library provides guides on referencing and citing, assignment research help, thesis and dissertation guidance, and more. To assist you with your research and provide search tips, we have several subject librarians.

Register online for tours, specialist training sessions, and workshops to sharpen your research skills.

Follow us on Facebook and Twitter to hear about our activities and new resources.

-  www.facebook.com/VUWLibrary
-  www.twitter.com/WGTNUniLibrary
-  www.wgtn.ac.nz/library
-  <https://tewaharoa.victoria.ac.nz>
-  www.wgtn.ac.nz/library-guides
-  www.wgtn.ac.nz/librarian
-  www.wgtn.ac.nz/library-workshops

Māori and Pasifika support

Specialist research skills and assignment support are available for Māori and Pasifika students.

-  www.wgtn.ac.nz/library-maori
-  www.wgtn.ac.nz/library-pasifika

PEER-ASSISTED STUDY SUPPORT

Join a Peer-Assisted Study Support (PASS) group. These study sessions are led by successful students and are offered in a number of courses. Your PASS leader will help you develop effective learning strategies to reinforce subject knowledge in an informal environment. The leaders encourage the proactive, independent learning required at university.

Research shows that students who attend PASS regularly have a 93 percent success rate in exams. The PASS groups begin in Week 3 of Trimesters 1 and 2 and will have online options in some courses. Look for information in lectures and on Canvas. Sign up online.

-  www.wgtn.ac.nz/pass



DISABILITY SERVICES

Te Amaru—Disability Services works in partnership with students and staff to ensure students can fully participate and achieve their aspirations, and to strengthen the University's culture of inclusion. At our university, disability includes the Deaf and those with injuries, physical, mental, sensory, specific learning, or health impairments. The team provides individual coaching, liaison with academic staff, adaptive technology, inclusive learning software, sign-language interpreting, lecture information capture, assessment support, mobility transport, and quiet places to rest and study. Students can meet with a disability and inclusion adviser on campus or online.

Each campus has an accessible route, which is indicated on the maps.

Read&Write is inclusive learning software for students that makes creating and correcting online written information more accessible. This software is available on all student computers and can be downloaded on your personal computer.

More than 30 support staff and 100 volunteers supplement the efforts of professional staff at Te Amaru—Disability Services. Make connections, gain new perspectives, and be a change-maker—find out the many ways that you can get involved.

- ✉ disability@vuw.ac.nz
- 📍 www.wgtn.ac.nz/disability
- 📍 www.wgtn.ac.nz/inclusive-tools
- 📍 www.wgtn.ac.nz/maps

INTERNATIONAL STUDENTS

The University provides specialist support and services to international students. We provide personal, academic, or cultural support, information, and advice during your time at the University—whether you are studying online or in person. We can also support you to renew your student visa and to make insurance claims through the University's preferred insurer, Studentsafe. The team at Te Haumiri—International Student Experience works closely with the University's other student services, faculties, and academic staff to provide you with the support you need to succeed. Appointments with student advisers are available in person or by Zoom.

Studying outside New Zealand

Our staff are here to ensure you are well supported while studying overseas. You can contact our student support teams by email or by phone, attend online workshops and appointments, and access a range of online resources.

- ✉ international-support@vuw.ac.nz
- 📍 www.wgtn.ac.nz/international-student-support
- 📍 www.wgtn.ac.nz/offshore-support

MĀORI STUDENTS

Āwhina is the support team for Māori students. Our kaupapa is to provide academic and holistic support for Māori students enrolled in any degree or course. Āwhina staff offer one-to-one advising and mentoring sessions, tutorials, study wānanga, and a range of workshops to help you achieve your study goals. Our culturally inclusive environment includes whānau rooms with computer facilities, study areas, free tea and coffee, a small kitchenette to prepare food, and space to meet with peers or tuākana (older students). We can help you transition successfully from secondary education or work into tertiary study. Nau mai, haere mai—come and visit us at the Kelburn, Pipitea, and Te Aro campus spaces.

- ✉ awhina@vuw.ac.nz
- 📍 www.wgtn.ac.nz/awhina

PASIFIKA STUDENTS

The Pasifika Student Success team fosters Pasifika learning and teaching communities in an environment that is welcoming, safe, and focused on academic excellence, personal growth, and wellbeing. Our students have access to academic mentoring support, course-specific study sessions, exam-oriented preparation, and workshops that support learning and development as well as meeting cultural needs. We offer support both on campus and online. Holistic support can take the form of a chat over a cup of tea, devising time-management strategies, and discussing learning objectives. We provide support to Pasifika students at every level, including postgraduate students. We are here to help you navigate the crossing into tertiary study and look forward to welcoming you on board. There are Pasifika spaces at the Kelburn, Pipitea, and Te Aro campuses.

✉ pasifika-student-success@vuw.ac.nz

📍 www.wgtn.ac.nz/pasifika

POSTGRADUATE STUDENTS

Te Here Tāura Rangahau—the Wellington Faculty of Graduate Research holds regular research-focused workshops and events for doctoral candidates. These workshops run throughout the year with presentations from local and visiting international speakers and are designed to support candidates through the different phases of their candidature. The workshops include topics such as academic writing, data management, human ethics, sustaining good mental health, and the induction workshop that provides a solid start for all doctoral candidates.

The Wellington Faculty of Graduate Research also facilitates twice-yearly thesis-writing bootcamps. These bootcamps are held on site at the University and are aimed at those nearing the end of their doctoral journey who seek motivational help for writing their thesis.

📍 www.wgtn.ac.nz/phd-workshops



HEALTH AND WELLBEING

Every student has the ability to thrive at university. Leading a balanced life and looking after your mind and body is an important part of staying well. Make sure you always prioritise your health and wellbeing, and not just when you are feeling stressed or down. This will help you to be fully engaged in your studies and your university life.

There may be times when you will need support and guidance from health professionals. The University has excellent counselling, health, wellbeing, and recreation services for students. These services are always available, and you don't need to wait until you are having a tough time to find out how they can help you.

The Mauri Ora—Student Health and Counselling team provides a range of services to help students manage their physical and mental wellbeing while at university.

COUNSELLING

Appointments for professional and confidential counselling are available for any issue affecting personal or academic success. You can make an initial counselling appointment by email, by phone, or by visiting Mauri Ora reception at the Kelburn or Pipitea campuses during opening hours. You will be asked to complete a brief counselling intake form and will then be offered an appointment for an initial counselling session. This will be an opportunity for you to discuss your concerns with a counsellor who will help resolve any immediate issues and work with you to develop a plan to get you back on track with your life and studies. The plan could include follow-up counselling, linking you with our range of wellbeing workshops, or a referral to other support services.

There are some brief appointments, for academic or other concerns, available each day with a duty counsellor, as well as emergency sessions for those with serious concerns regarding their own safety or that of others.

☎ 04 463 5308

✉ mauriora@vuw.ac.nz

🌐 www.wgtn.ac.nz/mauri-ora

Piki

Piki aims to equip you with tools that can help you overcome adversity and strengthen your wellbeing. To access free support to help you manage your wellbeing, contact our counselling service. Piki is available for those aged between 18 and 25 and living in the greater Wellington region.

🌐 www.piki.org.nz

Te Tumu Waiora

Under Te Tumu Waiora (towards wellness), students enrolled with Mauri Ora have access to wellbeing services. These services are free and easy to access and include a health improvement practitioner (HIP) and a health coach. A HIP's role is to help people identify where they are feeling stuck in their life and help find a plan to improve the situation and a way to move forward. This could be related to mental health, relationship, or lifestyle concerns. A health coach can help people improve their health and wellbeing through improving habits around diet, exercise, sleep, and creating work-life balance.

🌐 www.wgtn.ac.nz/mauri-ora

HEALTH

Student Health offers confidential healthcare consultations on campus and online. Our doctors and nurses provide a full range of health services, including care if you have had an accident, are unwell, or are managing an ongoing health condition. Appointments for contraception, sexual health checks, and preventative healthcare such as immunisations are also available. Routine appointments with either a doctor or a nurse are free for students who are registered with Student Health. You can also manage your healthcare at any time through our patient portal, myIndici.

COVID-19

The University continues to follow all protocols and advice from the Ministry of Health and the New Zealand Government in response to the COVID-19 pandemic. We will continue to support students who are affected by COVID-19, and resources can be found on the website. Unless there is a change in circumstances around the pandemic, most teaching and learning in 2023 will take place in person.

 www.wgtn.ac.nz/covid-19

WELLBEING

Maintaining a good level of wellbeing can be a challenge while you are studying. Get some helpful tips, access resources, or attend a workshop at Manawa Ora—Student Wellbeing.

 www.wgtn.ac.nz/wellbeing

Online wellbeing resources

These resources can help to support the building blocks of your physical and mental wellbeing. They include recommendations you can put into action straight away for help with mental distress, living away from home, connecting with others, and academic pressure. They feature videos, apps, worksheets, podcasts, images, and quick reads to fuel your mind and body for success at university.

 www.wgtn.ac.nz/wellbeing-resources

Wellbeing workshops

Our wellbeing workshops and related activities are an opportunity for you to focus on your mental health and personal development. Get involved in a group session with fellow students and learn strategies to help support your academic success.

 www.wgtn.ac.nz/wellbeing-workshops

THE PASTORAL CARE CODE

The Government's Pastoral Care Code sets out the University's roles and responsibilities in ensuring the safety and wellbeing of all our students. This includes fostering learning environments that are safe and designed to support positive learning experiences of diverse student groups. During your time here, you have access to a range of services and support to promote your overall wellbeing, development, and educational achievement.

Read more about the code and our responsibility to you.

 www.wgtn.ac.nz/pastoral-care



The Bubble

The Bubble is a comfortable place for students to study, relax, and connect with others. Students will find regular support from the Bubble leaders, who are students trained in peer support and can help connect students with relevant services around campus. The Bubble is located on Level 2 of the Student Union building, Kelburn campus. Student leaders are available between 11 am and 2 pm on weekdays.

i www.wgtn.ac.nz/the-bubble

Cultural Coffee Club

The Cultural Coffee Club is a student-led group supporting the University's refugee-background and international students. The club is a way for students to discuss mental health through a cultural lens and uplift one another to succeed at university. Join them for a cup of coffee or tea once a week in the Bubble.

✉ culturalcoffeclub@vuw.ac.nz

i www.wgtn.ac.nz/peer-support-groups

Rainbow Peer Group

The Rainbow Peer Group provides regular support from rainbow student leaders, who are trained in peer support and can connect you with other rainbow students and relevant services around campus. They meet over a cuppa and snacks in the Rainbow Room (SU209) located on Level 2 of the Student Union building, accessible via the stairwell next to Ngāi Taura, Kelburn campus.

✉ rainbow@vuw.ac.nz

Storycraft

Storycraft is a student-run peer-support writing group that brings creative minds together in a safe and fun environment. Storycraft nurtures creative writing skills with prompts and discussion questions. The group allows students to feel grounded and supported at university, which is helpful in the academic environment.

✉ storycraft@vuw.ac.nz

UNIVERSITY RECREATION WELLINGTON

Be the best version of yourself and give your student experience a boost by getting involved with University Recreation Wellington. Keeping healthy, active, and social will support your academic aspirations.

Fitness memberships

While many of our spaces and equipment are free for student use, signing up for a fitness membership can give you access to the Fitness Studio, which has machine and free weights and a comprehensive selection of cardio equipment, or the Functional Training Room and our popular group exercise classes.

Sport leagues

Our social sports leagues are a great way to get active in a fun and friendly environment. Enter a team with your mates or join as an individual and make new friends.

Just Play

Just Play sessions are free, flexible, and open to everyone. There are designated times for a variety of sports throughout the week. Come along and get active with like-minded people. No cost, no commitment, Just Play!

Events

The University Recreation Wellington team delivers a variety of events and programmes, including Glow Zumba classes, healthy lifestyle challenges, and programmes for students to get involved.

Athlete support

We support student athletes to balance the many challenges they face while juggling study and sport commitments. If you are an athlete competing at a national or an international level, contact the University Recreation Wellington team to register for the Student Athlete Network and discuss the support available.

Tertiary sport competitions

Our students compete against New Zealand's other universities and tertiary institutions in the University and Tertiary Sport New Zealand championship. Trials are open to all students; we aim to select our top sportspeople and have our strongest teams representing the University.

Self-defence courses

We hold self-defence courses throughout the year. These courses are open to all self-identifying women and non-binary people.

✉ university-recreation@vuw.ac.nz

📍 www.wgtn.ac.nz/recreation



STUDENT FINANCE

Money management is a life skill that you are best to start learning and practising now. For most students, money is a scarce resource and, though it is never easy, developing money management skills can contribute greatly to your chances of enjoying and succeeding at university. Our financial guides equip you with realistic information about the cost of living, managing a limited income, controlling spending, and budgeting.

i www.wgtn.ac.nz/money

Financial advice

The student finance advisers can help you:

- ▶ get control of your money and take the stress out of coping financially
- ▶ see what financial assistance may be available to you
- ▶ sort out some StudyLink issues.

Staff are available for appointments at the Kelburn campus and online via Zoom Monday to Friday from 9 am to 4 pm. Appointments can be booked by phoning us, by email, or in person in the foyer of the Hunter building, Kelburn campus.

📞 0800 04 04 04

✉ student-hardship@vuw.ac.nz

i www.wgtn.ac.nz/financial-advice



GETTING INVOLVED

University isn't just essays and assessments. Extracurricular activities are a great way to give to others, improve your skills, increase your employability, enhance your global competence, and make friends.

CLUBS

Joining a club is a great way for students to make new friends, learn new skills, and make their experience at university a rich and rewarding one. The clubs directory boasts more than 160 clubs, including cultural, performing arts, political, religious, social, and sporting groups.

i www.wgtn.ac.nz/clubs-directory

Clubs Expo

The University's Clubs Expo provides all students with a great chance to find and connect with their club of choice.

Trimester 1 Clubs Expo

- ▶ 10 am–2 pm, Tuesday 28 February and Wednesday 1 March, the Hub, Kelburn campus
- ▶ 10 am–2 pm, Thursday 2 March, Rutherford House, Pipitea campus

Check the website for Trimester 2 clubs expo dates.

Student sponsorship

Clubs and individuals can apply for sponsorship funding to assist with events, activities, and trips for students.

i www.wgtn.ac.nz/clubs

INTERNATIONAL CONNECTIONS

All students can help international students settle into our university.

i www.wgtn.ac.nz/international-connections

EXCHANGE AND LEADERSHIP PROGRAMMES

Rereao—Wellington Global Exchange is a student exchange programme offering you the opportunity to broaden your horizons while studying towards your Te Herenga Waka—Victoria University of Wellington degree at one of more than 140 partner universities in more than 30 countries around the world. You could study at some of the world's most prestigious universities in Argentina, Canada, Fiji, France, Hong Kong, the Netherlands, Spain, and many places in between.

Our exchange partners offer courses that are relevant for all fields of study, more than half of which are in English. The Rereao—Wellington Global Exchange office provides individual support to students from their first enquiry until they return to the University after their exchange.

i www.wgtn.ac.nz/student-exchange

Te Puāo—the Wellington International Leadership Programme (WILP) is a free, self-paced, co-curricular programme aimed at enhancing any degree and advancing your ability to critically engage with global issues. It involves learning about key challenges facing the world, making interdisciplinary connections, engaging with a diverse community of globally focused people and organisations, enhancing your intercultural competence, and taking part in international experiences. The programme is also a great way to meet students, academics, and professionals from across the University and wider Wellington communities.

You will design your own programme, choosing from interactive seminars presenting innovative approaches to global issues; public lectures and community and networking events where speakers and facilitators will inform and inspire you; and experiential activities, all with an international or intercultural element.

Participants can be eligible for a \$1,000 Global Leader Grant to support an overseas exchange or other international experiences. Successful completion is acknowledged on your official university transcript and at our annual award ceremony.

Read about Te Tohu Rauhi—Wellington Plus, our volunteering and student leadership programme, at right.

 www.facebook.com/vuwWILP

 www.wgtn.ac.nz/international-leadership

MENTORING

Take the opportunity to mentor and support other students.

 www.wgtn.ac.nz/leadership-programmes

REPRESENTATION

Become a class representative. Be the voice of other students and represent them and their concerns and ideas with lecturers, faculties, and the University as a whole.

 www.wgtn.ac.nz/become-representative

STUDY HELP ROLES

Help your fellow students by becoming a mentor or a PASS leader, taking notes, running drop-in sessions, and more.

 www.wgtn.ac.nz/study-support

VOLUNTEER

Give back to fellow students and the wider Wellington community through volunteer work.

Te Tohu Rauhi—the Wellington Plus Programme is an award-winning extracurricular service and leadership development programme. It involves participating in volunteering and student leadership at the University, helping out in the local community, and taking part in leadership, skills, and career development workshops.

The programme connects you with your community, develops your employability skills, and raises awareness of social responsibility. It is self-directed and can be tailored to suit your own schedule and interests.

 www.wgtn.ac.nz/volunteer

 www.wgtn.ac.nz/wellington-plus



SUSTAINABILITY

Across the University, staff and students are working together to develop solutions for a sustainable future. The University supports and promotes the United Nations Sustainable Development Goals through research, education, and operations. We are committed to reducing greenhouse gas emissions and achieving a goal of net zero carbon by 2030, and regularly collaborate with the Victoria University of Wellington Students' Association—Te Aka Tauira (VUWSA) to ensure our students are keeping us accountable for this goal. You can see what we're doing by checking out our webpages where we post our 2030 Zero Carbon Plan and annual Sustainability Reports.

You can help the environment by getting to campus by bus or bike, or by walking. Bring your own coffee cup, container, and cutlery if you plan to buy lunch, or eat in at a café to avoid creating waste. You can get involved in sustainability through your study, student clubs, the Green Impact Programme, or by volunteering with Toitūroa Sustainability, the University's sustainability department. Find out more online.

-  www.facebook.com/GreenImpactTeHerengaWakaStudents
-  [@GreenImpactWgn](https://www.instagram.com/GreenImpactWgn)
-  www.wgtn.ac.nz/sustainability



Join our annual tree planting.



BYO reusable coffee cup or use an Auraki cup.



Give Green Impact a go.



Repair or service your bike at Hūnuku

 www.facebook.com/huunuku





COMMUNITIES

There are a number of communities and spaces open to you. You're invited to make the most of their services and join in their events and activities.

MĀORI STUDENTS

Te Herenga Waka marae

Located on the Kelburn campus, Te Herenga Waka marae is the tūrangawaewae (base) for Māori students and staff. Te Herenga Waka is used as both a community-based marae and a teaching facility.

The marae has been put to sleep, and will be reawakened when the Living Pā is completed. The Living Pā development will transform the way we realise our culture and values by drawing together mātauranga Māori and sustainability practices. As a purpose-built living lab, the Living Pā will be an incubator for innovation and a place for multiple communities and disciplines to come together to discuss how we can build a more equitable, fair, and sustainable society.

i www.wgtn.ac.nz/living-pa

Ngāi Tauira

Ngāi Tauira—the Māori students' association—represents the interests of all tauira Māori studying at the University. The association helps with academic achievement by hosting study wānanga and sharing information about scholarships and funding. It also represents tauira Māori on university committees and boards, and contributes to national Māori student representation. Social and cultural support is given through kapa haka, celebrations, and networking opportunities.

Explore other Māori student representative groups.

f www.facebook.com/ngaitauravuw

i www.wgtn.ac.nz/maori-hub

PASIFIKA STUDENTS

Pasifika Haos

Pasifika Haos is a place of belonging for all Pasifika students at the University. It is looked after by the Pasifika Student Success team, some of whom are based at the Haos, and it is maintained by the Office of the Assistant Vice-Chancellor (Pasifika).

Located at 15 Mount Street, Pasifika Haos has study and social spaces, dedicated computer suites, and a bookable meeting room that has audiovisual capability. Pasifika Haos is also the location of the Pasifika Students' Council desk. Pasifika Haos is available for study and academic or pastoral support, and is a place to relax together in a culturally appropriate environment. Come in and share a cup of tea and talanoa with the Pasifika Student Success team. We also have Pasifika engagement advisers, who are based in faculties.

✉ pasifika-student-success@vuw.ac.nz

📍 www.wgtn.ac.nz/pasifika-haos

Pasifika Students' Council

The Pasifika Students' Council is committed to success, equity, and equality for Pasifika students by advocating for, and promoting, a Pasifika voice at Te Herenga Waka—Victoria University of Wellington. One of its goals is to be a critic and conscience of the University, by encouraging discussion and action and ensuring Pasifika students' issues are recognised and taken into account.

✉ pasifikastudentcouncilvuw@gmail.com



RAINBOW STUDENTS

At the University, our lesbian, gay, bisexual, transgender, queer, intersex, asexual/agender (LGBTQIA+), and takatāpui communities are known as the rainbow community. We offer a range of services and resources for students who identify with diverse sexualities, genders, and sex characteristics. Our rainbow and inclusion adviser connects students with appropriate services, and works with our community to contribute to the University being a safe and inclusive environment. Students can contact the adviser for advice and guidance.

✉ rainbow@vuw.ac.nz

📍 www.wgtn.ac.nz/rainbow

UniQ

UniQ Victoria is the Queer Students' Association of Te Herenga Waka—Victoria University of Wellington. We are a student community group dedicated to providing queer students with social support and services that have a positive impact on their health and wellbeing and ensure that our university is a safe and inclusive environment.

We are also advocates for the interests of queer students, pursuing policy and legislative change, raising visibility for our community, running campaigns, and supporting students to connect with the services they need.

✉ uniqvictoria@gmail.com

📍 www.wgtn.ac.nz/uniq

Rainbow Law Students' Society

Our society celebrates and supports LGBTQIA+ and takatāpui Law students.

✉ rainbowlawstudentsvuw@gmail.com

📍 www.wgtn.ac.nz/vuwrainbowlaw



REFUGEE-BACKGROUND STUDENTS

The University has more than 220 students from diverse refugee backgrounds. Our refugee-background students adviser connects students with appropriate services and works with our community to make the University a safe and inclusive environment. The adviser can also introduce refugee-background students to external organisations and agencies providing further support. Students can contact the adviser for advice and guidance.

Refugee-background students' club

Vic Without Barriers, a student club, is a great place to build connections, have fun, and receive informal support from other students from refugee backgrounds.

- ✉ refugeebackgroundstudents@vuw.ac.nz
- 📘 www.facebook.com/vic.without.barriers
- 📍 www.wgtn.ac.nz/refugee-background-students

SPIRITUAL

Chaplaincies

University brings up big questions of who we are and what we are about. The University chaplains journey alongside students and staff in these questions of life and faith, regardless of belief or background.

If you would like a friendly community to connect with on campus, drop into 8 Kelburn Parade between 9.30 am and 3 pm Monday to Friday where there is bottomless filter coffee, hot chocolate, and T2 tea for \$2. On Thursdays and Fridays in teaching weeks, from noon to 2 pm, we host the Ramsey \$2 Lunch Café: toasties, baking, and hot drinks for \$2 each or a \$5 lunch deal. Our team of chaplains is always there to listen to anything going on for you: life in general, study challenges, making life's decisions, questions about God and spirituality, flat dramas, relationships—you name it. Our warm lounge space is open to anyone for studying or meeting friends. Check out our Facebook page for information on our regular events, fortnightly Friday student potluck dinners, and friendship activities for international students.

Each Wednesday we have a chapel service at noon, followed by a community vegetarian lunch at 1 pm (by koha). Anyone is welcome to join in.

The chaplaincy also operates out of room RH112 on Level 1 of Rutherford House at the Pipitea campus. Contact us to find a time to meet.

- ✉ chaplaincy@vuw.ac.nz
- 📘 www.facebook.com/ChaplaincyVUW
- 📍 www.chaplaincyvuw.org.nz



Berrigan House

Berrigan House, at 4 Kelburn Parade, is a welcoming Catholic house of hospitality in the radical tradition of the Catholic Worker Movement. Mass is held every Wednesday evening, followed by dinner.

☎ 022 094 6548

☎ 022 595 5868

Māori chaplain

Reverend Māmari Stephens provides pastoral support to students and staff for the spiritual aspect of life on campus, within a Māori context.

✉ maorichaplain@vuw.ac.nz

Muslim students

Tahir Nawaz, a staff member in Te Whānau o Ako Pai—the Wellington Faculty of Education and a university chaplain, supports Muslim students. He is happy to meet you in person or via Zoom, and can be contacted by email.

✉ tahir.nawaz@vuw.ac.nz

The Muslim students' association, VicMuslims, seeks to bring all Muslims together and closer to Allah. It also aims to increase the community's awareness and understanding of Muslims and Islam, working with clubs, associations, and institutions to host events and activities.

The association ensures the needs of all Muslim students are catered for at the University, including providing comfortable spaces for Muslims to perform prayer on campus in the following locations:

- ▶ Kelburn campus—Rooms KK202A (males) and KK201 (females), Kirk building
- ▶ Pipitea campus—Room RH501, Rutherford House
- ▶ Te Aro campus—Room VS324.

✉ vicmuslimsclub@gmail.com

📍 www.facebook.com/VicMuslimsClub

STUDENTS WITH CHILDREN

We welcome students with children and understand the challenges of juggling family commitments with study and research. You can read more online about the University's support for students with children.

Information is available about bringing children on campus, childcare services, feeding spaces, and changing facilities.

📍 www.wgtn.ac.nz/students-with-children



REPRESENTING YOU

Students' association

Victoria University of Wellington Students' Association—Te Aka Tauria (VUWSA) makes sure you're having the best experience possible during your years of study. It is independent from the University and free for all students of the University to join. Because it is student-led, student ideas shape everything it does.

The VUWSA executive consists of 10 elected students who are responsible for the direction and governance of VUWSA. The executive, and more than 1,400 class representatives and faculty delegates, are committed to making sure student voices and opinions are heard at all levels of the University. The executive runs political campaigns, including lobbying for student discounts on public transport, and for better mental health services and flatting conditions for students.

Throughout the year, VUWSA puts on a range of events such as OWeek (the annual orientation festival) and Stress-Free Study Week, which has activities to help you get fighting fit and prepared for conquering exams. It provides a weekly fruit and vegetable market and monthly food trucks at the Kelburn campus and manages student media on campus, including the weekly *Salient* magazine.

The association also provides a range of welfare services to help students in need. You can pick up a Community Pantry food parcel, an inter-campus bus pass for free bus travel, or some free bread from VUWSA's office in the Student Union building at the Kelburn campus. The VUWSA advocates are there to provide professional, confidential, and independent student support to help you with academic issues, accommodation problems, and employment and legal disputes. If you have any problem, they are there to help.

✉ advocate@vuwsa.org.nz

📘 www.facebook.com/vuwsa

📍 www.vuwsa.org.nz

Postgraduate students' association

The Postgraduate Students' Association (PGSA) is the representative organisation for postgraduate students. It represents postgraduate students on committees and boards across the University, working to ensure that postgraduate student voices are heard. The PGSA also fosters and celebrates the excellence of the postgraduate community through academic conference grants, the 3-Minute Thesis competition, the Research Excellence Awards, and the annual Victoria's Awards. The PGSA builds community and supports postgraduate students' professional development by hosting events across the University's campuses. These include events such as Writing to Finish, a day-long communal writing workshop broken up with opportunities to meet fellow students, and breakfast socials, regular Friday morning coffee catchups for postgraduate students.

📘 www.facebook.com/vuw.pgsa

📷 www.instagram.com/pgsavuw

📍 www.vuwpgsa.ac.nz

International students' association

Victoria University of Wellington International Students' Association (V-ISA) is the leading student representative group for all international students at Te Herenga Waka—Victoria University of Wellington.

Its main values and responsibilities include supporting our international students during their studies, advocating for more benefits and speaking on issues that may affect them, ensuring their wellbeing and that they have a comfortable environment, and connecting them with each other by organising social events to foster a community spirit.

While V-ISA is targeted at international students, we welcome anyone who has an interest in international student issues or who would like to meet students from overseas.

📘 www.facebook.com/vuwvisa



STAYING SAFE

While you are studying at university, it's important to look after yourself in all aspects of your life.

COMMUNITY RESPONSIBILITY

We remind students who are in halls of residence or flatting that they are part of the Wellington community, and this brings benefits and responsibilities. Relish the opportunities and have fun—but please treat neighbours respectfully. If you are flatting, help us keep Wellington clean and green by disposing of rubbish thoughtfully and recycling where possible. The Wellington City Council has information about rubbish and recycling collections in your suburb.

In New Zealand, it is illegal to buy, sell, use, import, or possess certain drugs. Possession of illegal drugs and misuse of prescription medicines may be punishable by large fines or prison. Some illegal drugs are marijuana, magic mushrooms, and ecstasy. Alcohol can be bought or consumed only if you are 18 years or older. Photographic identification is required as proof of your age, such as a driver's licence, passport, or Hospitality New Zealand 18+ card. We encourage students to consume alcohol responsibly.

i www.wgtn.ac.nz/alcohol-and-drugs

i www.wellington.govt.nz

LEGAL AND OFFICIAL ADVICE

The Wellington Community Law Centre runs free legal advice sessions. You can get advice on general and specialist legal matters, including those concerning women, refugees and immigration, family, employment, and kaupapa Māori. Drop-in sessions are on a first-come, first-served basis.

i www.wclc.org.nz

NATURAL DISASTERS

In an earthquake, the key advice is 'drop, cover, hold'. Afterwards, check on those around you, and if it is necessary to evacuate, make your way to a large open space. Let your family know you are safe. It is advisable to make a plan for where you will meet friends or family after an earthquake and create a personal emergency kit, including any medication, so that you are prepared.

i www.wgtn.ac.nz/earthquake-preparedness

POLICE

In the unlikely event of being arrested by the police, you have the right to remain silent and speak with a lawyer in private before answering any questions. If you do not have a lawyer, the police will provide you with a list of contactable duty lawyers whom you can call for free. Police will contact the nominated lawyer initially to explain the situation and will then allow you privacy to speak with the lawyer and seek advice. The right to make a phone call to someone other than the lawyer is at the discretion of the police officer. However, they can call a family member or person of your choosing to advise of your circumstances and welfare.

If you are an international student, or speak in a language other than English, you are entitled to ask the police to arrange an interpreter in your native language—either in person or via telephone—when you are questioned. Support during this process may be available from Te Haumiri—International Student Experience. Contact our reception (04 463 5350) and ask to speak to an international student adviser or call the international emergency phone (027 600 6864).

SAFETY

You are advised to use your common sense and take sensible precautions when you are out and about.

You should:

- ▶ keep your belongings in a safe place at all times
- ▶ lock your flat/apartment/bedroom when you go out
- ▶ carry only enough cash for what you need
- ▶ protect your PIN when you enter it into an ATM
- ▶ ask for a receipt when you pay for things with cash
- ▶ make sure you are with a friend if you go out at night, and stick together
- ▶ always have a plan for getting home
- ▶ take care in areas where pedestrians share pathways and access with vehicles—shared areas are common on campus and around the city.

i www.wgtn.ac.nz/student-safety

Safety on campus

Campus Security

For any on-campus incidents of theft or threats to personal safety, or if you see anything unusual or that makes you feel unsafe, contact Campus Security at 4 Waiteata Road on the Kelburn campus, or phone 04 463 5398.

For emergencies on campus, phone 0800 842 8888, and 111 for fire, ambulance, or police.

The University has a police liaison officer who is available to give advice and speak to staff or students who may have been the victim of crime. You can get in touch with them by contacting campus security.

i www.wgtn.ac.nz/emergencies

Lost and found property

The VUWSA office on Level 4 of the Student Union building is the lost and found office for the Kelburn campus. Enquiries can be made between the hours of 9 am and 4 pm Monday to Friday.

J 04 463 6716

Car parking

There is no student parking on any campus. There may be limited parking availability in the Waiteata Road carpark for Kelburn students. To obtain a discounted rate, you will need to apply for a permit from VUWSA.

Safety escort services

If you work late and have parked your vehicle near campus, but feel unsafe walking alone to your car, contact the control room operator on the emergency number 0800 842 8888. The Security team will be able to escort you to your vehicle.

Sleeping on campus

Sleeping over on campus is a health and safety risk and is not allowed. However, if you work late and you don't have transport, or weather conditions are not in your favour, call the control room operator on the emergency number 0800 842 8888 for assistance.

Safety off campus

In an emergency, dial 111 for fire, ambulance, or police (this number also works free of charge from a mobile). For a non-urgent matter, contact the Central Police Station, corner of Victoria and Harris Streets. For non-emergency cases, or if something's already happened, you can call police on 105.

Student halls

If you are a resident in student accommodation, make sure you have hall contact numbers such as the duty phone number saved in your phone, in case you are locked out of your room and don't have a key with you, or for any other hall-related issues. All halls have night managers on site.

A free bus transports residents to the central city from Weir House and Te Puni Village at 10 pm on Friday and Saturday nights.

Get-home-safe van

Te Kopanga—University Accommodation Wellington also provides a safety van that will return students from Courtenay Place in the central city to all halls. This service begins at midnight on the same two nights and runs through to 2 am. It helps you get back to your hall safely at the end of the evening.

Safety online

Social media is a great tool for staying engaged with friends and family, but you should follow some basic rules for keeping safe. What you put on social media stays there, so post only when you are sober and calm and know who you are contacting.

i www.wgtn.ac.nz/online-safety



SMOKEFREE CAMPUSES

The University is committed to providing a safe and healthy environment for students by being smokefree, vape-free, and drug-free.

In New Zealand, you need to be aged 18 or over to purchase cigarettes. Smoking is banned from all indoor public areas, including workplaces, shopping malls, public transport, public bars and restaurants, and many outdoor areas. Student Health will support students who want to give up smoking. Make a 30-minute appointment with a nurse to seek help and advice on quitting.

Go to the Smokefree website for further information and resources.

 www.wgtn.ac.nz/mauri-ora

 www.smokefree.co.nz

STUDENT CONDUCT STATUTE

While you are studying at Te Herenga Waka, you are a member of the University community. This comes with some expectations around behaviour and conduct for yourself and other students. The Student Conduct Statute sets out the principles that apply when a student's conduct doesn't meet the University's expectations. If you would like to raise concerns or make a complaint about the behaviour of another student, you can connect with the Tauria—Student Interest and Conflict Resolution team to understand the reporting pathways and access support by emailing us.

 student.interest@vuw.ac.nz

 www.wgtn.ac.nz/student-conduct-statute

STUDENT INTEREST AND CONFLICT RESOLUTION

The Tauria—Student Interest and Conflict Resolution team can provide support and guidance on matters involving conflict, complaints, misconduct, and safety. You can have a confidential conversation or receive advice from the team about any of the following:

- ▶ bullying or harassment
- ▶ concerns for your safety or the safety of someone else
- ▶ conflict and complaints
- ▶ family violence
- ▶ racism, xenophobia, homophobia, or discriminatory, inequitable, or hateful behaviour
- ▶ sexually harmful behaviour
- ▶ threatening or aggressive behaviour
- ▶ unwanted attention
- ▶ worries about someone's wellbeing or welfare.

Access support and report sexually harmful behaviour

Te Herenga Waka—Victoria University of Wellington is committed to supporting a learning environment that is free from sexually harmful behaviour. We take reports of concerning behaviour seriously. Sexually harmful behaviour—including sexual harassment, sexual assault, and bullying of any kind—undermines safety and respect and could be a breach of the Student Conduct Statute or Staff Conduct Policy. If you are feeling unsafe, are receiving unwanted attention, or have experienced sexually harmful behaviour at university or within the halls that concerns you, the Tauria—Student Interest and Conflict Resolution team is here to support you. You can contact them for confidential information and advice about options, reporting, and support.

 student.interest@vuw.ac.nz

 www.wgtn.ac.nz/student-interest

LOOKING AHEAD

You can develop your employability while you are studying in many ways, through the subjects you are learning, how you interact with others, networking with employers, getting involved in leadership programmes, or gaining work experience.

ALUMNI AS MENTORS PROGRAMME

The Alumni as Mentors programme connects final-year students with Te Herenga Waka—Victoria University of Wellington alumni who are experienced in the workforce. You can apply for a mentor even if you are not in Wellington.

📞 04 886 3651

✉️ alumniasmentors@vuw.ac.nz

🌐 www.wgtn.ac.nz/alumni-as-mentors

CAREERS AND EMPLOYMENT

From the time you arrive at the University, Te Ratonga Rapu Mahi—Wellington Careers and Employment's team can support you in many ways. This includes ensuring your study plans reflect your career goals, assisting with job and internship applications, and helping you to establish a career path by providing resources for ongoing career development.

The team offers:

- ▶ help-desk sessions for quick queries, career resources, and general advice
- ▶ individual appointments to help with career planning, job exploration, career decision-making, CVs, and interviews
- ▶ a variety of tools to help you clarify your preferred skills and interest areas and identify relevant employment options.

Connect with employers, talk with a career consultant, or join an employability programme using the CareerHub platform. You can:

- ▶ check the schedule for career expos and employer information sessions
- ▶ book appointments and career preparation workshops
- ▶ join leadership programmes.

🌐 www.wgtn.ac.nz/careers

🌐 www.wgtn.ac.nz/careerhub



Discover jobs, interactive tools, and career ideas on the online Career Centre. You can:

- ▶ search for a range of jobs, from voluntary and part-time work to internships and graduate programmes on the NZUni Talent job board
 - ▶ find assessments, videos, and readings
 - ▶ get prepared for, and receive feedback on, CVs and interviews
 - ▶ complete employability modules to help with career planning and job applications.
- i** www.wgtn.careercentre.me/members

Career expos

Make sure you get along to the expos to network with employers and find out about the many opportunities available to you, from summer internships to graduate roles and everything in between.

Expo	Date	Venue
Commerce and law careers	Thursday 9 March	Pipitea campus
Science and health careers	Tuesday 9 May	Kelburn campus
Tech careers	Wednesday 10 May	Kelburn campus
Trimester 2 careers	Thursday 28 July	Kelburn campus

i www.wgtn.ac.nz/career-expos



GRADUATION

Graduation is a time to celebrate your achievement and is the point at which you are admitted as a graduate of Te Herenga Waka—Victoria University of Wellington. When you complete your qualification, you will be sent an email inviting you to apply for graduation. You can choose to have your qualification certificate formally presented to you at a graduation ceremony, collect it from the Kelburn campus, or receive it by post. Ceremonies are usually held each May and December, and students who complete their study in Trimester 2 typically attend a ceremony the following May. Regardless of whether you attend a ceremony, your qualification will be granted at a meeting of the University Council (you do not need to attend).

i www.wgtn.ac.nz/graduation

INTERNATIONAL STUDENTS WORKING IN NEW ZEALAND

Most international students are eligible to work up to 20 hours per week in the academic year and may work full time during scheduled vacations. Work rights for Study Abroad and exchange students depend on various factors including length of study. Students should refer to Immigration New Zealand to learn more.

Permission to work while studying is determined by Immigration New Zealand and is stated on your e-visa. If it is not, and you believe you are entitled to work, request a Variation of Conditions from Immigration New Zealand or contact Te Haumiri—International Student Experience.

In New Zealand, a minimum wage per hour is set by law and employers cannot legally pay you less than this amount.

i www.wgtn.ac.nz/international-working

i www.employment.govt.nz/hours-and-wages

Paying income tax

Before you start work in New Zealand, you must obtain an IRD number from Inland Revenue. This can take eight to 10 days to process. Apply online or free phone 0800 227 774. As soon as you receive income from your job or from other New Zealand income sources, you are legally obliged to pay tax to the government. Tax is deducted automatically from your wages before you are paid. Your employer will give you a tax code declaration form to complete. If you have worked for only part of the year, you may be entitled to a tax refund.

i www.ird.govt.nz

Post-study work visas

International students who study on campus at Te Herenga Waka—Victoria University of Wellington can seek employment in New Zealand after they graduate. You must have a valid work visa to remain in New Zealand to work after you complete your studies. New Zealand's post-study work visa is a three-year open work visa for international students who graduate with a Bachelor's degree or higher degree (at least 30 weeks of your degree must be studied on campus at the University for you to be eligible to apply for the post-study work visa). To find out more and to apply, contact Immigration New Zealand.

i www.wgtn.ac.nz/international-working



GETTING HELP

Service	Contact	Online information
Accommodation	Te Kopanga—University Accommodation Wellington	www.wgtn.ac.nz/accommodation
Aegrotat	Course administration and timetabling	www.wgtn.ac.nz/aegrotats
Canvas	Your Student Success office Te Tai Matihiko—Digital Solutions	www.wgtn.ac.nz/student-computing
Career advice	Te Ratonga Rapu Mahi—Wellington Careers and Employment	www.wgtn.ac.nz/careers
Computer lab opening times and locations	Te Tai Matihiko—Digital Solutions	www.wgtn.ac.nz/computer-labs
Courses—adding or dropping	Your Student Success office	www.wgtn.ac.nz/add-drop
Courses and career advice	Te Kahupapa—Future Students (new students) Your Student Success office (current students) Te Ratonga Rapu Mahi—Wellington Careers and Employment (graduating students)	www.wgtn.ac.nz/course-advice www.wgtn.ac.nz/student-help www.wgtn.ac.nz/careers
Dates	Student Service Centre	www.wgtn.ac.nz/dates
Degree planning	Your Student Success office Pūaha	www.wgtn.ac.nz/student-help www.wgtn.ac.nz/puaha
Disability and inclusion advisers	Te Amaru—Disability Services	www.wgtn.ac.nz/disability
Disputes	Tauria—Student Interest and Conflict Resolution team	www.wgtn.ac.nz/disputes-advice
Email addresses—staff firstname.lastname@vuw.ac.nz Email addresses—student username@myvw.ac.nz	Student Service Centre	www.wgtn.ac.nz/student-help
Enrolment	Enrolment Office Your Student Success office	www.wgtn.ac.nz/apply www.wgtn.ac.nz/student-help
Exam administration	Your Student Success office	www.wgtn.ac.nz/exams
Exam results and timetables	Pūaha	www.wgtn.ac.nz/puaha
Fees	Te Ratonga Penapena Pūtea— Student Finance	www.wgtn.ac.nz/fees
Financial advice	Te Ratonga Penapena Pūtea— Student Finance	www.wgtn.ac.nz/financial-advice

Service	Contact	Online information
Grades	Your Student Success office Pūaha	www.wgtn.ac.nz/grades www.wgtn.ac.nz/puaha
Graduation	Your Student Success office Graduation Office	www.wgtn.ac.nz/student-help www.wgtn.ac.nz/graduation
Health and wellbeing	Mauri Ora—Student Health and Counselling Manawa Ora—Student Wellbeing	www.wgtn.ac.nz/mauri-ora www.wgtn.ac.nz/wellbeing
Information technology	Te Tai Matihiko—Digital Solutions	www.wgtn.ac.nz/digital-solutions
International student advice and support	Te Haumiri—International Student Experience	www.wgtn.ac.nz/international-student-support
Justice of the Peace		www.wgtn.ac.nz/student-help
Learning another language	Te Pūtahi Reo—Language Learning Centre	www.wgtn.ac.nz/llc
Library	Library	www.wgtn.ac.nz/library
Logging-on problems with digital tools or Canvas	Te Tai Matihiko—Digital Solutions	www.wgtn.ac.nz/digital-solutions
Postgraduate support	PGSA, Room SU404, Student Union building	www.vuwpgsa.ac.nz
Printing	Pūaha	www.wgtn.ac.nz/puaha
Pūaha	Pūaha	www.wgtn.ac.nz/puaha
Scholarships	Te Maka—Scholarships and PhD Admissions Office	www.wgtn.ac.nz/scholarships
Spiritual needs	Chaplains Muslim Students' Association	www.chaplaincyvuw.org.nz www.facebook.com/VicMuslimsClub
Sports and clubs	Recreation Centre, Kelburn campus Pipitea Fitness	www.wgtn.ac.nz/recreation
Student ID cards	Enrolment Office	www.wgtn.ac.nz/id
Study assistance	Te Taiako—Student Learning	www.wgtn.ac.nz/student-learning
Textbooks	Vic Books	www.vicbooks.co.nz
Timetable for lectures	Pūaha	www.wgtn.ac.nz/puaha
Transcripts	Your Student Success office	www.wgtn.ac.nz/transcripts
Transfer of credit	Your Student Success office	www.wgtn.ac.nz/student-help
Tutorial sign-up	Pūaha	www.wgtn.ac.nz/puaha
University information and directory	Student Service Centre	www.wgtn.ac.nz/student-help www.wgtn.ac.nz/maps
Victoria University of Wellington Students' Association—Te Aka Tauri (VUWSA)	VUWSA	www.vuwsa.org.nz
Wi-Fi	Te Tai Matihiko—Digital Solutions	www.wgtn.ac.nz/digital-solutions

CONTACTS

TE HERENGA WAKA—VICTORIA UNIVERSITY OF WELLINGTON

PO Box 600, Wellington 6140

- 📞 0800 04 04 04
- ✉ info@vuw.ac.nz
- 🌐 www.wgtn.ac.nz

STUDENT SERVICE CENTRES

- ▶ Level 1, Hunter Building, Kelburn Campus
- ▶ Level 4, Murphy Building, Kelburn Campus
- ▶ CO144, Cotton Building, Kelburn Campus
- ▶ Ground Floor, Rutherford House, Pipitea Campus
- ▶ Ground floor, 139 Vivian Street, Te Aro Campus
- ▶ Level 1, Te Iho ki Motukairangi—Miramar Creative Centre
- ▶ Level 4, 50 Kitchener Street, Auckland premises
- 🌐 www.wgtn.ac.nz/student-help

ACCOMMODATION

Te Kopanga—University Accommodation Wellington

2 Waiteata Road, Kelburn Campus

- 📞 04 463 5896
- ✉ accommodation@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/accommodation

ADVOCATE FOR STUDENTS

See the Taura—Student Interest and Conflict Resolution team or Victoria University of Wellington Students' Association—Te Aka Taura (VUWSA)

ART GALLERY

Te Pātaka Toi—Adam Art Gallery

Gate 3, Kelburn Parade

- 📞 04 463 6835
- 🌐 www.adamartgallery.org.nz

CAMPUS SAFETY (CAMPUS CARE)

Emergencies

- 📞 8888 (if calling within the University)
- 📞 0800 842 8888

Kelburn campus

Level 1, Cotton Building

- 📞 04 463 5398

Pipitea campus

Rutherford House

- 📞 04 463 7464

Te Aro campus

139 Vivian Street

- 📞 04 463 6246

- 🌐 www.wgtn.ac.nz/student-safety

CAREERS AND EMPLOYMENT

Te Ratonga Rapu Mahi—Wellington Careers and Employment

Room HU120, Hunter Building, Kelburn Campus

- 📞 04 463 5393
- ✉ careers-service@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/careers

CHAPLAINCIES

Anglican/Ecumenical

Ramsey House, 8 Kelburn Parade

Room RH112, Level 1, Rutherford House (Pipitea campus)

☎ 04 463 5499

✉ chaplaincy@vuw.ac.nz

Catholic

Berrigan House, 4 Kelburn Parade

☎ 022 094 6548

☎ 022 595 5868

Māori Christian Fellowship

✉ maorichaplain@vuw.ac.nz

🌐 www.chaplaincyvuw.org.nz

CHILDCARE

Ngā Ratonga Kohungahunga—University Kids
Wellington

☎ 04 463 5151

✉ victoriakids@vuw.ac.nz

🌐 www.wgtn.ac.nz/university-kids

CLUBS

Waiteata Road, Kelburn Campus

☎ 04 463 5538

✉ university-clubs@vuw.ac.nz

🌐 www.wgtn.ac.nz/clubs

COURSE PLANNING AND ADVICE

See Student Success offices

DIGITAL SOLUTIONS

Te Tai Matihiko—Digital Solutions

☎ 04 463 5050

✉ its-service@vuw.ac.nz

🌐 www.wgtn.ac.nz/digital-solutions

DISABILITY SERVICES

Te Amaru—Disability Services

Level 1, Robert Stout Building, Kelburn Campus

Te Taunaki, Mezzanine floor, Rutherford House, Pipitea Campus

☎ 04 463 6070

✉ disability@vuw.ac.nz

🌐 www.wgtn.ac.nz/disability

ENROLMENT OFFICE

☎ 0800 04 04 04

✉ info@vuw.ac.nz

🌐 www.wgtn.ac.nz/enrolment

FEES AND PAYMENTS

☎ 0800 04 04 04

✉ student-finance@vuw.ac.nz

🌐 www.wgtn.ac.nz/fees

GRADUATION OFFICE

Hunter Building, Kelburn Campus

☎ 04 463 5389

✉ graduation@vuw.ac.nz

🌐 www.wgtn.ac.nz/graduation

HEALTH SERVICES

See Student Health and Counselling

INTERNATIONAL STUDENT SUPPORT

Te Haumiri—International Student Experience

☎ +64 4 463 5350

✉ international-support@vuw.ac.nz

🌐 www.wgtn.ac.nz/international-student-support

JOBS

See Careers and Employment

LANGUAGE LEARNING CENTRE

Te Pūtahi Reo—Language Learning Centre

Level 0, von Zedlitz Building, Kelburn Campus

☎ 04 463 5315

✉ llc@vuw.ac.nz

📍 www.wgtn.ac.nz/llc

LEADERSHIP PROGRAMMES

Te Puāo—Wellington International Leadership Programme

Room EA210, Level 2, Easterfield Building, Kelburn Campus

☎ 04 463 7459

✉ international-leadership@vuw.ac.nz

📍 www.wgtn.ac.nz/international-leadership

Te Tohu Rauhi—Wellington Plus Programme

Room HU120, Hunter Building, Kelburn Campus

☎ 04 463 5390

✉ wellington-plus@vuw.ac.nz

📍 www.wgtn.ac.nz/wellington-plus

LIBRARIES

Architecture and Design Innovation Library

139 Vivian Street, Te Aro Campus

☎ 04 463 6241

✉ library-architecture@vuw.ac.nz

Commerce Library

Rutherford House, Pipitea Campus

☎ 04 463 7495

✉ library-commerce@vuw.ac.nz

Kelburn Library

Rankine Brown Building, Kelburn Campus

☎ 04 463 6186

✉ library@vuw.ac.nz

Law Library

Government Buildings, Pipitea Campus

☎ 04 463 6372

✉ library-law@vuw.ac.nz

MĀORI SUPPORT

Āwhina

✉ awhina@vuw.ac.nz

📍 www.wgtn.ac.nz/awhina

Kairauhi—Māori subject librarian

Rankine Brown Building, Kelburn Campus

☎ 04 463 5883

✉ marty.king@vuw.ac.nz

Ngāi Tauira—Māori students' association

☎ 04 463 9762

✉ ngaitauira@vuw.ac.nz

MARAE

Te Herenga Waka

46 Kelburn Parade, Kelburn Campus

☎ 04 463 5282

✉ marae-bookings@vuw.ac.nz

📍 www.wgtn.ac.nz/marae

Note: The marae has been put to sleep, and will be reawakened when the Living Pā is completed.

MUSLIM STUDENTS

Muslim Prayer Rooms

Room KK202A (males) and Room KK201 (females),
Kirk Building, Kelburn Campus

Room RH501, Rutherford House, Pipitea Campus

Room VS324, Te Aro Campus

✉ tahir.nawaz@vuw.ac.nz

VicMuslims

✉ vicmuslimsclub@gmail.com

📍 www.facebook.com/VicMuslimsClub

PASIFIKA SUPPORT

Pasifika Haos

15 Mount Street, Kelburn Campus

☎ 04 463 6242

✉ pasifika-student-success@vuw.ac.nz

📍 www.wgtn.ac.nz/pasifika-haos

Pasifika library navigator

Rankine Brown Building, Kelburn Campus

☎ 04 463 6307

✉ library@vuw.ac.nz

Pasifika student liaison (library)

Rankine Brown Building, Kelburn Campus

☎ 04 463 6202

✉ eseta.malua-faafia@vuw.ac.nz

Pasifika Students' Council

✉ pasifikastudentcouncilvuw@gmail.com

Pasifika student support

✉ pasifika@vuw.ac.nz

📍 www.wgtn.ac.nz/pasifika

POLICE

Metro Neighbourhood Policing team

Wellington Central Police Station

☎ 04 381 2000

POSTGRADUATE STUDENTS' ASSOCIATION

Room SU404, Level 4, Student Union Building, Kelburn Campus

☎ 04 463 6973

✉ pgsa@vuw.ac.nz

📍 www.vuwpgsa.ac.nz

RAINBOW AND INCLUSION

☎ 04 887 3831

✉ rainbow@vuw.ac.nz

📍 www.wgtn.ac.nz/rainbow

REFUGEE-BACKGROUND STUDENTS

✉ refugeebackgroundstudents@vuw.ac.nz

📍 www.wgtn.ac.nz/refugee-background-students

SALIENT

✉ editor@salient.org.nz

📍 www.salient.org.nz

SCHOLARSHIPS OFFICE

10 Kelburn Parade, Kelburn Campus

☎ 04 463 5113

✉ scholarships-office@vuw.ac.nz

📍 www.wgtn.ac.nz/scholarships

STUDENT FINANCE ADVISERS

✉ student-hardship@vuw.ac.nz

📍 www.wgtn.ac.nz/financial-advice

STUDENT HEALTH AND COUNSELLING

Mauri Ora—Student Health and Counselling

Level 1, Student Union Building, Kelburn Campus

Te Taunaki, Mezzanine floor, Rutherford House, Pipitea Campus

Library, 139 Vivian Street, Te Aro Campus (counselling and health coach only, by appointment)

- ☎ 04 463 5308 (all campuses)
- ✉ counselling-service@vuw.ac.nz
- ✉ student-health@vuw.ac.nz
- 📍 www.wgtn.ac.nz/mauri-ora

STUDENT INTEREST AND CONFLICT RESOLUTION

Tauria—Student Interest and Conflict Resolution

Level 1, Robert Stout Building, Kelburn Campus

- ✉ studentinterest@vuw.ac.nz
- 📍 www.wgtn.ac.nz/student-interest

STUDENT LEARNING

Te Taiako—Student Learning

Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus

Mezzanine Floor, Rutherford House, Pipitea Campus

- ☎ 04 463 5999
- ✉ student-learning@vuw.ac.nz
- 📍 www.wgtn.ac.nz/student-learning
- 📍 www.wgtn.ac.nz/studyhub

STUDENT RECRUITMENT

Te Kahupapa—Future Students

Level 1, Hunter Building, Kelburn Campus

- ☎ 0800 04 04 04
- ✉ course-advice@vuw.ac.nz
- 📍 www.wgtn.ac.nz/study

STUDENT SUCCESS OFFICES

Architecture and Design Innovation

Reception, 139 Vivian Street, Te Aro Campus

- ☎ 04 463 6200
- ✉ info@vuw.ac.nz
- 📍 www.wgtn.ac.nz/wfadi

Business and Government

Room RHG19, Rutherford House, Pipitea Campus

Murphy Building, Kelburn Campus

- ☎ 04 463 5376 (Pipitea)
- ☎ 04 463 6870 (Kelburn)
- ✉ info@vuw.ac.nz
- 📍 www.wgtn.ac.nz/business

Education

Room MY411, Murphy Building, Kelburn Campus

- ☎ 04 463 9500
- ✉ info@vuw.ac.nz
- 📍 www.wgtn.ac.nz/education

Engineering

Room CO144, Cotton Building, Kelburn Campus

- ☎ 04 463 5101
- ✉ info@vuw.ac.nz
- 📍 www.wgtn.ac.nz/engineering

Graduate Research

10 Kelburn Parade, Kelburn Campus

- ☎ 04 463 5890
- ✉ info@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/fgr

Health

Room EA122, Easterfield Building, Kelburn Campus

- ☎ 04 463 4750
- ✉ info@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/health

Humanities and Social Sciences

Room MY411, Murphy Building, Kelburn Campus

- ☎ 04 463 5745
- ✉ info@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/fhss

Law

Room GB31, Government Buildings, Pipitea Campus

- ☎ 04 463 6366
- ✉ info@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/law

Science

Room CO144, Cotton Building, Kelburn Campus

- ☎ 04 463 5101
- ✉ info@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/science

STUDENT WELLBEING

Manawa Ora—Student Wellbeing

Room SU213, Level 2, Student Union Building

- ☎ 04 463 6832
- ✉ student-wellbeing@vuw.ac.nz
- 🌐 www.wgtn.ac.nz/wellbeing

STUDYLINK

- ☎ 0800 889 900
- 🌐 www.studylink.govt.nz

UNIVERSITY RECREATION WELLINGTON

Recreation Centre, Waiteata Road, Kelburn Campus

- ☎ 04 463 6614
- ✉ university-recreation@vuw.ac.nz

Pipitea Fitness

Basement level, Rutherford House, Pipitea Campus

- ☎ 04 463 6994
- 🌐 www.wgtn.ac.nz/recreation

VIC BOOKS

Easterfield Building, Kelburn Campus

- ☎ 04 280 6200
- ✉ enquiries@vicbooks.co.nz
- 🌐 www.vicbooks.co.nz

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS' ASSOCIATION—TE AKA TAUIRA (VUWSA)

Level 4, Student Union Building, Kelburn Campus

- ☎ 04 463 6716
 - ✉ kelburn@vuwsa.org.nz
- Student advocate, VUWSA
- ☎ 04 463 6984
 - ✉ advocate@vuwsa.org.nz
 - 🌐 www.vuwsa.org.nz



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VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

 0800 04 04 04

 info@vuw.ac.nz

 www.wgtn.ac.nz/study