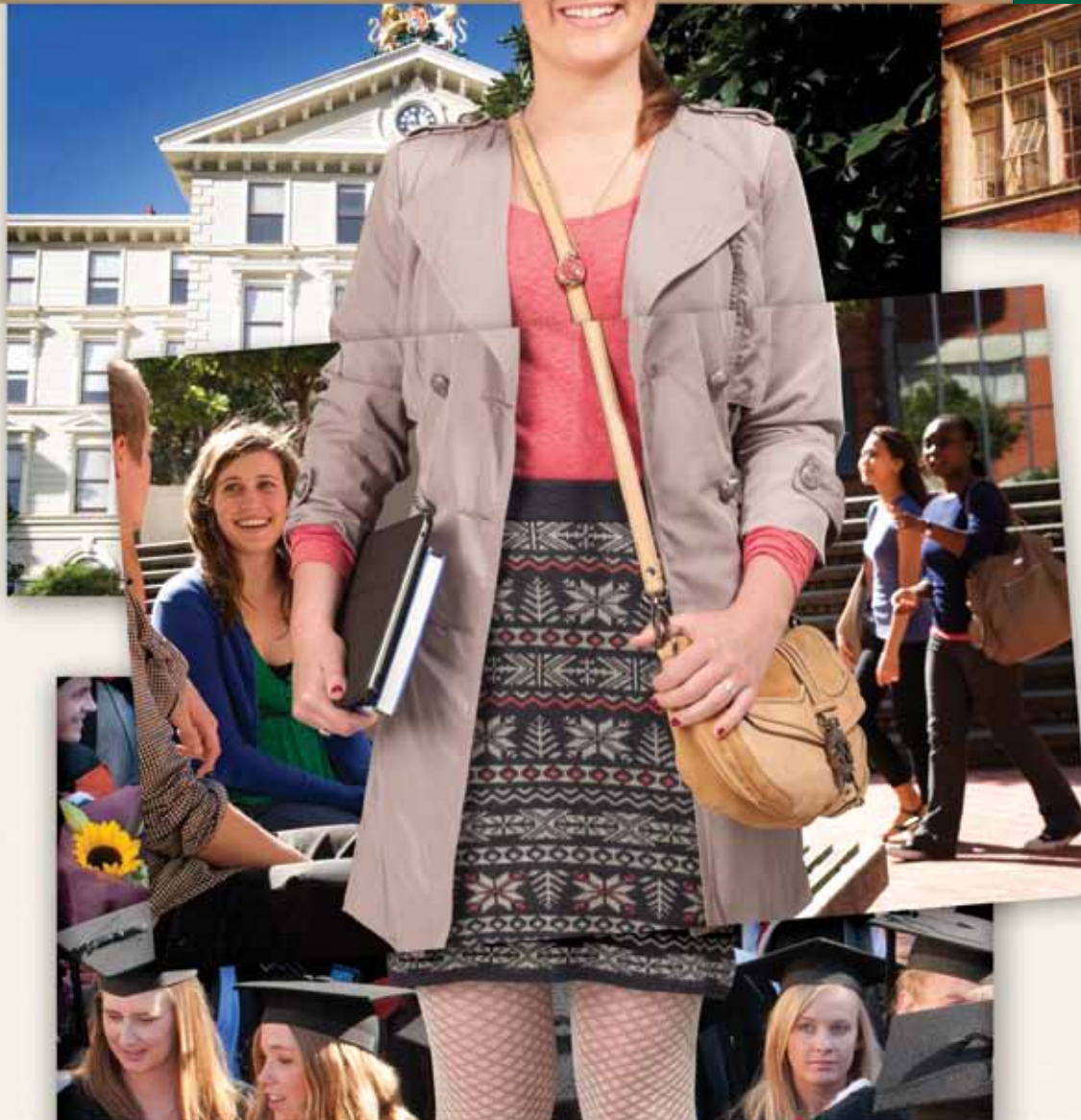


Guide for Parents

2013



Get amongst
the best.

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IMPORTANT NOTICE

Victoria University uses all reasonable skill and care to ensure the information contained in this document is accurate at the time of printing. However, matters covered by this document are subject to change due to a continuous process of review, and to unanticipated circumstances. 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.

Nau mai haere mai— a warm welcome to Victoria



As a parent myself, I know that guiding young people through their education and career decisions is no easy task.

University study may be new to both you and your family, or it may have been a while since you undertook higher education. While some aspects of university life have not changed at all in the last few decades, in other respects it is vastly different. Today there is a wide range of study options available, and there are many people on campus dedicated to supporting students in their academic choices and assisting them in many practical ways.

Wellington's unique character ensures Victoria is a great place to be a student. Wellington has plenty of part-time job opportunities and unrivalled access to the nation's treasures in a compact city that is easy to get around. Our students relish, and add to, the city's liveliness and its diverse and cosmopolitan feel.

We place a very high value on the importance of our teaching and learning, and on the importance of the full student experience. Students will gain an internationally recognised qualification and will be challenged both intellectually and personally as they strive to do their best.

Victoria offers two unique leadership programmes that we encourage students to join, as we believe that participation in these programmes broadens horizons and makes for well-rounded graduates who will be sought after in the workplace.

The information in this booklet will give you some idea of what to expect at Victoria University. We are confident that the decision to study here will be a positive one for your son or daughter. Their success is our success.

Pat Walsh

Vice-Chancellor, Victoria University of Wellington



University compared to high school

In contrast to secondary school, university requires students to be more proactive about attendance, study habits and interaction with staff and other students.

Diverse student population

- ▣ About 5,000 first-year students begin at Victoria every year and there are more than 20,000 students in total.
- ▣ Students come from all around New Zealand, and from more than 100 other countries.
- ▣ Ages range from 17 to over 80.

New social experiences

- ▣ Part of the challenge and the fun of university is making new friends and—for many of our first-year students—getting to know a new city.
- ▣ Even if your son or daughter has friends coming to Victoria, they may not necessarily see much of each other. Even students doing the same course may be in different streams (where the same class is taught at different times).

New surroundings

- ▣ Unlike school grounds, Victoria has four campuses spread all over the city.
- ▣ Lectures can have up to 350 students, with some courses having four streams.

Responsibility for their own learning

- ▣ There are no roll calls at lectures, and attendance is often optional.
- ▣ Students are usually required to attend tutorials (small group sessions where students discuss the topics with a tutor) to pass a course, but it is their responsibility to turn up.
- ▣ Due to the large number of students, they are expected to approach teaching staff if they need anything—not the other way around.
- ▣ No one checks up or reminds students of due dates or tells them where to find information. Students need to keep track of assignment dates and times for lectures and tutorials.

A different learning style

- ▣ Students often only have 12 to 15 contact hours per week (depending on the degree). The rest of the time, they are expected to do background reading, researching, lab/studio work or writing on their own.
- ▣ Students can expect to spend two hours working independently for every one hour of lecture or contact time—which adds up to 36–45 hours a week for most first years.
- ▣ Students taking laboratories, language labs and studios can expect to put in even more hours of work.

Typical first-year experience

R Reality of first year—new expectations, experiences and some ups and downs.

V Preparation and seeking help will see you succeed.

R **New challenges, experiences**

- ▣ Living away from home
- ▣ Being independent
- ▣ Meeting new people, learning new subjects



- ▣ Go to New Student Orientation
- ▣ Sign up for Campus Coaches, join clubs
- ▣ Find your way
- ▣ Meet faculty staff
- ▣ Get organised—go to library tours, workshops

R **Engagement**

- ▣ Getting more organised, meeting deadlines, planned study
- ▣ Excitement about the social and academic life at uni
- ▣ Join leadership programmes, clubs

Before you come, have you...

- ▣ Enrolled on time?
- ▣ Applied for a loan/allowance?
- ▣ Discussed career and course planning?
- ▣ Registered for Campus Coaches?
- ▣ Learned how to budget and live independently?

March

Mid-year break

R **Reality—6-week dip**

- ▣ Course doubts ... can I do this?
- ▣ Dealing with workload, assignments
- ▣ Do I need to up-skill?
- ▣ Handling relationships, homesickness, living situation



- ▣ Check course, career directions
- ▣ Attend study workshops (see *Campus Connections* booklet)
- ▣ Set up/attend study groups
- ▣ Get advice—budgeting, studying, personal

R **Exams**

- ▣ Crunch time doubts
- V** ▣ Check exam details with course lecturer
- ▣ Set up study groups
- ▣ Attend exam preparation workshops (see *Campus Connections* booklet)
- ▣ Eat, sleep, exercise

R Trimester One Results

- ☒ Celebrate and reflect
- ☒ Confirm Trimester Two courses
- V** ☒ Get course advice, adjust programme
- ☒ Upskill—see *Campus Connections* booklet for workshops

R Exams again

- R** ☒ Pressure of preparation and study
- ☒ Lessons from first exams
- V** ☒ Attend study groups
- ☒ Review old exam papers
- ☒ Exam preparation workshops (see *Campus Connections* booklet)
- ☒ Eat, sleep, exercise

End of year

- ☒ Celebration!
- ☒ Summer work/holiday planning
- ☒ Year 2 accommodation
- ☒ Course/career advice
- ☒ Enrol for 2013 by 10 December 2012
- ☒ Keep connected to friends
- ☒ Save \$\$

R 6-week dip

- ☒ High workload
- ☒ Pressure
- ☒ Possible health issues
- V** ☒ Contact Student Counselling Service
- ☒ Visit Student Learning Support Service
- ☒ Call Student Health Service

July

October

What parents can do

From Years 12 and 13 at high school right through until starting at university, you can help your son or daughter. Taking those first steps towards independence can be challenging, and the more you can support your son or daughter with making decisions and preparing for life at university the better.

Planning ahead

Help with subject decisions in high school

Students often ask what subjects they should take at school to help prepare them for particular subject areas at university. In nearly all cases, there are introductory or bridging courses offered for those with limited background in a subject area.

Students can still enrol in a specific degree/major/course if they have not studied a related subject at school, but for some subjects (such as Mathematics, Chemistry and Physics) it is useful if students have studied these at school. Some 100-level courses require particular NCEA achievement. It is also very important that students take four or five UE approved subjects—see page 18 for details.

Degree	Recommended school subjects
Bachelor of Architectural Studies (BAS) and Bachelor of Building Science (BBSc)	Mathematics with Calculus, Statistics and Modelling, Physics, Technology, English and one subject in creative areas such as arts, Design (Practical Art) or Graphics are recommended. No portfolio is required.
Bachelor of Arts (BA)	Depending on the proposed major(s), it may be useful to have studied languages or Music Studies, but all BA majors can be started at Victoria.
Bachelor of Biomedical Science (BBmedSc)	Chemistry and Statistics and Modelling are necessary. Biology is highly recommended. Students without a chemistry background can take CHEM 191 in the summer trimester.
Bachelor of Commerce and Administration (BCA)*	Statistics and Modelling is highly recommended. Essay-based subjects, such as English and History, are also useful. Accounting and Economics provide good preparation for BCA courses, but are not essential as these subjects are taught from an introductory level.
Bachelor of Design Innovation (BDI)	Arts, Design and Graphics, Computing, Media Studies and Technology are recommended, but it is also important to maintain a balance between these areas and the more traditional academic subjects, including English. No portfolio is required.
Conjoint Teaching Degrees for Early Childhood, Primary and Secondary	Creative areas such as arts, Design (Practical Art) and Music Studies are recommended. Essay-based subjects such as English are good preparation for BTeach programmes, as are other subjects relevant to those the student plans to teach.
Bachelor of Engineering (BE)	Mathematics with Calculus and Physics are necessary for some specialisations and strongly recommended for others. Statistics and Modelling, Computing, Science and Economics are all recommended. Students without a good level of mathematics can do an introductory course (MATH 132) in the summer trimester.
Bachelor of Laws (LLB)	Essay-based subjects such as English, History, History of Art, Classics, Economics and Geography are a good preparation.
Bachelor of Music (BMus)	Music (or Grade 5 theory) is recommended. Classical Performance and Jazz students must audition.
Bachelor of Science (BSc)	Depending on the proposed major(s), it may be useful to have studied Biology, Chemistry, Mathematics with Calculus, Statistics and Modelling, Geography, Physics or Science, but all BSc majors can be started at Victoria.
Bachelor of Tourism Management (BTM)	Economics, Accounting and Statistics and Modelling are recommended, as are languages, Geography and History.

*Likely to be changed to Bachelor of Commerce (BComm) in 2012.

If your son or daughter wants to do an exchange in Year 13, they will need to achieve well in Year 12 to apply for Discretionary Entrance. If they want to take a gap year, they will need to make plans to get back into study. Talk to our Student Recruitment team for help; see page 26 for contact details.

Help with choosing what to study

Choosing a course of study can be tricky. How can you help your son or daughter pick the most appropriate subjects or degree in order to succeed and be happy in their future?

Some roles like architect or lawyer demand a specific degree, but, increasingly, well-developed transferable skills and the ability to adapt are seen as important assets for today's workplace. Successful people have a flexible outlook and take advantage of opportunities.

Employers look for enthusiasm and passion as well as good grades. They hire graduates who are able to explain why they chose their particular course of study and why they enjoyed it. The right attitude to life, study and work is what gives students the competitive edge when applying for jobs.

Students can visit 'What Can I Do with My Degree/Subject' at www.victoria.ac.nz/careers to see where specific courses of study can lead.

Vic Careers

Vic Careers helps students explore career ideas, and the career implications of subject choices, as well as details of specific jobs, employers and postgraduate courses. It is run by experienced professional careers staff (all advisers are members of the Career Development Association of New Zealand).

Vic Careers runs workshops and seminars on a wide range of career topics, including CV writing and interview preparation. Students can get access to a comprehensive library and internet resources.

www.victoria.ac.nz/careers

CareerHub

The Victoria CareerHub website is for enrolled students. It publishes job vacancies (part time during the trimester and full time for summer breaks), career articles and details of career events such as career expos and employer information sessions.

www.victoria.ac.nz/careerhub

Graduate employment

The statistics show that our graduates are employed in a wide variety of sectors. In 30 percent of vacancies advertised, employers did not specify any particular degree or subject area. There was strong demand for graduates across all disciplines.

Humanities and social sciences	20%
Commerce	33%
Law	9%
Science/Architecture/Design	29%
Information technology	25%
Any degree considered	30%

Note: Percentages do not total 100% as in some cases more than one type of degree was requested.

Skills and attitudes

Results of a survey of the major graduate recruiters (employers and organisations hiring recent graduates) identified the following skills as being key competencies:

- ☒ strong interpersonal skills
- ☒ strong verbal communication skills
- ☒ strong written communication skills
- ☒ flexible and adaptable 'can do' attitude
- ☒ sound academic achievement
- ☒ self-motivation/self-starter
- ☒ team player
- ☒ energy and enthusiasm
- ☒ problem-solving skills
- ☒ analytical and conceptual skills.

Before starting university

Student preparation

It is important for students to start as they mean to go on. Research shows that most students develop habits in the first year that stick throughout the rest of their studies. Encourage your son or daughter to work on:

Developing independent learning skills.

Students should take all opportunities in their last years at school to develop these skills. If they are well organised and know how to work independently it will help them succeed.

Getting motivated and focused to stay on track.

Students should understand why they are going to university and focus on developing some long-term goals: both career and personal.

Learning to ask for help. There are many people employed at university to help students succeed, including lecturers, tutors, faculty staff and student services. Students should familiarise themselves with our services (page 12) and should learn to ask when they aren't sure.

Being open to new ideas, concepts, people and change. University is an opportunity to get involved with different people and different activities, new subjects and challenging ideas.

How you can help

In addition to supporting your son or daughter with getting prepared, you can:

Help them build a skill set to live independently. Students should be able to cook (even students in catered halls usually go flatting in their second or third years), do laundry, be armed with an up-to-date CV for part-time job hunting and understand how to budget.

Let them make the final decision on course selection. Their motivation is critical to their success, and you will help by letting them make up their own minds. Students should study what they enjoy and are interested in, while keeping their career goals in mind.

Provide a quiet place to study if they are living at home. A desk, comfortable chair and desk lamp are the essentials. It is not compulsory to have a computer/laptop, but it really does help—especially at peak times when students are writing assignments and the on-campus computers are all being used.

Learn about the University's support systems. There are numerous people employed on campus to help your son or daughter. Victoria offers a network of support services for students, including health services, learning support, financial, accommodation help and career coaching—read more on page 12.

Investigate assistance from government and other agencies. StudyLink manages Student Loans and Allowances, and Inland Revenue has information about paying back Student Loans.

Starting university

Keys to success

There are steps your son or daughter can take to make their first year run smoothly.

Help is available. Study skills workshops and study groups for many first-year courses are offered by Victoria's Student Learning Support Service. Students should take advantage of the services the University provides.

Keep life in balance. Students shouldn't forget to enjoy university—join a club and get involved with student activities.

Keep options open. Students should plan their first year carefully to keep study options open if they're not sure about what they want to do.

Stay healthy. Parents are often worried about their son or daughter's nutrition when they leave for university. Parents can help by teaching their children cooking skills before they leave home and sourcing a copy of *Edmonds Food for Flatters*. The website www.healthyfood.co.nz features low-cost recipes that students can make. Farmer's markets with affordable fruit and vegetables run on the weekends in Wellington City.

How you can help

Don't worry about a change of mind. Some students at Victoria change their minds about their courses or their majors in the first year. In many cases students will not take any extra time to complete their studies by making changes.

Offer to proofread and check assignments. It doesn't matter if you are not familiar with the subject area—you can still check for spelling mistakes, grammatical errors and missing pages.

Understand the sporadic nature of a student's workload. There may be quiet times at the start of the trimester, but when assignments are due or examinations are held students will need to spend many hours studying.

Recognise that part-time employment is important for many students. About 80 percent of students at Victoria work as well as study. Employment helps pay essential costs, as well as providing valuable work experience and contacts when students are seeking full-time employment. However, it is vital that students do not jeopardise their studies by working excessive hours. We recommend no more than 15 hours per week.

Realise that the overall university experience is important. The years spent at university should be a fun and rewarding time in your son or daughter's life. Students should get involved in different university activities to learn new skills and meet interesting people. There are about 100 clubs that students can join, as well as fitness programmes run by the Recreation Centre.

Let them know they can talk to you. We have found that students are a lot happier if they feel that they can tell their parents anything—especially when they are going through tough times.

Keep in touch. If your son or daughter is living away from home, they will love getting calls, emails or surprise parcels of goodies from you.

Take action if you are worried about their academic progress or health and wellbeing. First speak to your son or daughter directly and encourage them to approach the various academic or student support services on campus (see pages 12–16). If you have more immediate and serious concerns about their health or safety then you can speak to someone at the Student Counselling Service who can help address your concerns. Students have the right to have their personal information and privacy respected, but the University is very committed to ensuring that students who are at risk of failing or who may have serious health or safety concerns are supported.

What it will be like for parents

It's important to recognise the feelings that you will have as your son or daughter heads off to university. These are normal, whether they're still living at home, in the same city, or if they've moved away.

Exhilaration and pride—maybe even relief that your child has achieved the milestone of going to university.

Fear and protectiveness—questions of whether they will cope, what could go wrong and what support is there for them?

Dealing with the empty nest—this can hit parents harder than they anticipate. Acknowledge this and make plans to reduce the impact.

Realising your son or daughter is now independent—they're about to head off on their life adventure. You may have to cope with a feeling of 'parental redundancy' for a while.

Acknowledge the change in relationship—you now have an adult-to-adult relationship with your son or daughter.

Learning to let your son or daughter help themselves—they need to deal with the challenges life brings, so encourage and empower them to tackle these challenges as much as possible by themselves.

Giving up responsibility for their enrolment—even if you have contributed financially towards it. The University enters into a contract with the student, and we are unable to give out phone numbers, grades or other personal information to you without the permission of the enrolled student.

The Student Recruitment, Admission and Orientation team

We are here to help you as your son or daughter makes the journey from school to Victoria University. We are your first point of contact and encourage you to get in touch with us by phone, email or in person. We can help with your questions about admission, enrolment, degree and course planning—as well as offering specialised Māori and Pacific student help, assisting with special needs, and connecting you with our faculties and student support services for further advice. We have two offices, one located on the Kelburn Campus in Wellington and one located in Upper Queen Street in Auckland. Our contact details are on page 26. We look forward to talking to you and welcoming your son or daughter to our Victoria University community.

What we do for our future students
We **visit most schools** in New Zealand each year. We explain admission, talk about our degrees and subjects, discuss support services and accommodation and encourage students to get on our database to receive information. We visit later in the year for a refresher and to help students plan their first-year programme.

We organise **Study at Vic Open Day**, our annual open day, on 31 August 2012. We encourage you to come along to check out our facilities and support services, tour the Halls of Residence, visit the faculty displays and attend subject information sessions. We run sessions for parents and students about the transition from school to university, financing a degree and making good career choices. Attending this day is the best way for you and your son or daughter to get a feel for what life at Victoria is like.

We attend **Career Expos** around the country.

We hold **information evenings** in Wellington and in many other regional centres around the country where you can hear from a current student, academic staff and our liaison officers. See inside the back of this booklet for dates.

We can arrange **campus tours**. We run tours of the Kelburn Campus every Monday and Friday at 11am, and additionally on Wednesdays in the school holidays. We can also help you to arrange to visit our halls.

We offer a three-week drop-in **course-planning period** on the Kelburn Campus from Monday 19 November–Friday 7 December 2012 to help with planning first-year programmes. (Auckland-based students are asked to make an appointment.)

What we do for our new students

Victoria runs **New Students' Orientation** the week before classes start in March and a one-day programme for those beginning in July.

Orientation offers new students:

- ▣ an official and fun welcome to the University
- ▣ opportunities to meet other new students and staff
- ▣ a chance to familiarise themselves with the campuses and get their books/notes before lectures start
- ▣ guidance about how to study at university
- ▣ tours of the campuses and library
- ▣ a 'Virtual Hall' programme, which gives students not in halls a chance to meet other people
- ▣ a week-long Halls Head Start programme for students in halls
- ▣ information about the support services Victoria offers, and how to access them
- ▣ specialist orientations for students with disabilities, Māori students, Pacific students and mature students
- ▣ academic orientation—study skills workshops, computer workshops and faculty-specific sessions
- ▣ social activities, including live bands, sports and BBQs.

Campus Coaches

Campus Coaches is a transition programme held during New Students' Orientation and the first few weeks of Trimester One, offering new students the opportunity to have a senior student from their faculty 'coach' them. As part of a small group they will meet and interact with other new students from their faculty to find out what Victoria has to offer, including services, facilities and social places.

This programme is especially relevant for students from Wellington, and it's a great way to meet new people studying the same degree.

www.victoria.ac.nz/newstudents



What we do for our current students —our services

Victoria has a range of services to help make your son or daughter's experience at university a positive one. All services are run by friendly and experienced people who will provide them with information and guidance. Most are available free of charge with a current Student ID card.

Accommodation

Our Accommodation Service provides assistance and advice around Halls of Residence, flatting, flatmates, tenancy issues and homestay. See page 20 for more information.

www.victoria.ac.nz/accommodation

Childcare

The crèches have three centres on the Kelburn Campus and one at the Law School, Pipitea Campus.

www.victoria.ac.nz/creche

Disability Services

Victoria strives to create an environment that values diversity. If a student is Deaf, has impairments, mental illness, injuries, medical conditions or specific learning disabilities that affect their learning, participation and enjoyment at Victoria, tailored assistance is available. Services include accessibility arrangements for courses and exams, liaison with

academic staff to help them understand students' needs, adaptive technology and note-taking assistance for lectures.

Disability Services welcomes visits from parents and whānau, particularly in the transition to Victoria. Our first point of contact will always be the student and we seek their consent before interacting with you. Contact Disability Services as early as possible prior to starting study.

www.victoria.ac.nz/disability

Faculty Student Administration Offices (FSAO)

Get advice about degrees, majors and courses, and get an academic transcript, degree audit and help about academic matters. See pages 26–27 for contact details.

Financial Support and Advice

Student Finance Advisors can help students get control of their money and take the stress out of coping financially, get emergency help if they need it (through the Hardship fund), fill out Scholarship applications and sort out StudyLink issues related to Loans and Allowances. See page 22 for more information.

www.victoria.ac.nz/finadvice

Health issues

Counselling

Counsellors are available at our Counselling Service to discuss personal and academic issues that affect students' general sense of wellbeing, relationships or learning. There are specialist counsellors for Māori and international students.

www.victoria.ac.nz/counselling

Health Service

Student Health offers medical services at Kelburn and Pipitea Campuses, from an experienced team of nurses and GPs who can deal with the full range of primary care illnesses, accidents, prescriptions, minor surgery, chronic health issues and preventative health care advice. There are also visiting specialist services such as nutrition, psychiatry, diabetes and dermatology. Our Health Service is a Very Low Cost Access practice, giving students the option of enrolling with Capital PHO through Student Health, which will substantially reduce the cost of health care.

www.victoria.ac.nz/studenthealth

Physiotherapy Clinic

Victoria has Physiotherapy Clinics on the Kelburn and Pipitea Campuses.

www.victoria.ac.nz/physio

International students

Victoria International (VI) is the office dedicated to international students.

Victoria International Admissions and Services staff provide support to international students, from orientation and enrolment through to graduation. See page 19 for further information on admission.

Throughout the year the International Services team can provide help with visa renewals and insurance claims and organise social events. The Victoria International reception is the first point of contact for international students—the receptionist can answer general queries about the University and Wellington and can connect students with the appropriate staff member or department to assist them.

www.victoria-international.ac.nz

International Buddy Programme

The aim of the international Buddy Programme is to pair current students with new international students based on a few common interests in order to extend friendship and peer support on a volunteer basis. It is available for international students with admission (an unconditional offer of place) to the University in the following programmes:

- ▣ Study Abroad
- ▣ Exchange
- ▣ Full-Degree Undergraduate.

www.victoria.ac.nz/international/buddy

Language Learning Centre (LLC)

The Language Learning Centre supports the teaching of languages and independent learning by providing access to multimedia language resources: everything from print, audio, DVDs, comprehensive computer software and access to live satellite TV in several languages. All students can use the Centre and the services available.

www.victoria.ac.nz/llc

Leadership programmes

Victoria Plus Award

The Victoria Plus Award recognises a student's significant contribution to volunteering and student support work within the University and local community. It is a three-part extracurricular programme that helps students develop social responsibility, leadership and employability skills. Students can be involved right from their first year. To successfully complete the Award and gain formal recognition on their academic transcript, they must fulfil the set criteria

based on their involvement in activities, attendance at workshops and completion of a reflective e-portfolio.

www.victoria.ac.nz/victoriaplus

Victoria International Leadership Programme (VILP)

The VILP is an award-winning extra-curricular programme of interest to those wishing to pursue a truly international career. It is designed to develop students' leadership potential, advance their knowledge and global awareness and create opportunities for international experiences and networks.

As a participant in VILP, students gain an awareness of international issues, attend networking speaker events where distinguished international speakers inform and inspire, and design their own selection of global leadership activities ranging from study abroad—Vic OE, which is generously supported by the VILP travel grant—to international internships, volunteering abroad and professional and personal development opportunities both in Wellington and overseas.

www.victoria.ac.nz/vilp

Learning support

Build confidence and maximise academic success with support from Student Learning Support Service (SLSS). SLSS offers students workshops and one-to-one tuition in essay writing, maths and stats, learning strategies, study skills and language skills. Specialist staff include Māori, Pasifika and international student learning advisers.

www.victoria.ac.nz/slss

Libraries

Victoria University has five libraries—at least one on each campus. Each campus library provides a wide range of resources and facilities to support students in their study. Friendly staff are available to help students access the information they need.

www.victoria.ac.nz/library

Māori students

You can get in touch with Frances Rewharewha, our Kaitakawaenga Māori/Māori Liaison Officer, with any questions about your son or daughter's programme of study and getting started.

frances.rewharewha@vuw.ac.nz

Te Pūtahi Atawhai (TPA)

Te Pūtahi Atawhai translates as 'where people come together to get assistance' and is made up of a number of staff who can provide support while you study.

Talk to the Kaiakiaki (Māori Support Coordinator), who encourages and assists Māori students to participate and succeed at university.

There is also the Māori and Pacific students' mentoring programme, which provides academic mentoring from a senior student if your son or daughter is studying towards a degree in the Faculty of Commerce (BCA* or BTM) or the Faculty of Humanities and Social Sciences (BA, BMus, BA/BTeach or BA/BTeach (ECE))—learn from your mentor's experience. Tuakana/Teina mentoring for students enrolled in any 100-level language courses is offered by Te Kawa a Māui/School of Māori Studies.

www.victoria.ac.nz/tpa

**Likely to be changed to Bachelor of Commerce (BComm) in 2012.*

Other support

- ▣ Student Learning Support Service has a Māori Learning Adviser.
- ▣ Te Rōpū Āwhina Pūtaiao (Āwhina) is the on-campus whānau for Māori and Pacific students in the Faculties of Science, Engineering, and Architecture and Design. Āwhina is about collective success, high expectations, aspirations, achievements, reciprocity and inclusiveness.

www.victoria.ac.nz/science/awhina

- ▣ Kaitakawaenga Ture/Māori Law Students' Coordinator provides mentoring and academic support programmes to students enrolled in Faculty of Law courses.
- ▣ The Counselling Service has a Kairauhi Tauira (Māori Students' Counsellor).
- ▣ Ngai Tauira—the Victoria University Māori Students' Association—provides services to all Māori students for their specific educational, cultural, political and social needs.

Our Marae

Te Herenga Waka Marae, one of two university Marae, is a gathering place as well as a teaching facility. Resources, support and activities include the Te Whanake Mauri Tū Computer Suite, lunches at the Wharekai on Tuesday to Thursday, Whānau Housing for first-year student accommodation and Kapa haka Māori performing arts group.

www.victoria.ac.nz/marae

New Zealand School of Music (NZSM)

The New Zealand School of Music (NZSM) is a joint venture between Victoria University and Massey University. NZSM students can access all tuition and student services available at the campuses where they are studying. They are also eligible for accommodation at either university.

www.nzsm.ac.nz

Overseas exchanges

Victoria Overseas Exchange (Vic OE) enables students to complete a trimester or a full year of their Victoria degree overseas (after a first year of full-time study), while paying normal Victoria tuition fees. Students have the opportunity to study in one of more than 100 partner universities in 30 different countries, with more than half offering courses in English. They are still eligible for StudyLink Loans and Allowances and Victoria will also contribute up to \$2,000 to their expenses. Additional competitive scholarships are also available.

www.victoria.ac.nz/exchange

Pacific students

Contact Sera Gagau, our Pacific Liaison Officer, with any questions you might have about your son or daughter's programme of study and getting started.

sera.gagau@vuw.ac.nz

Te Pūtahi Atawhai (TPA)

Te Pūtahi Atawhai (TPA) translates as 'where people come together to get assistance'. Talk to the Pacific Support Coordinator, whose main aim is to help Pacific students achieve in their academic goals by linking them into all the support services on campus.

There is also the Māori and Pacific students' mentoring programme, which provides academic mentoring from a senior student if your son or daughter is studying in the Faculty of Commerce (BCA* or BTM) or the Faculty of Humanities and Social Sciences (BA, BMus, BA/BTeach or BA/BTeach(ECE))—learn from your mentor's experience.

www.victoria.ac.nz/tpa

**Likely to be changed to Bachelor of Commerce (BComm) in 2012.*

Other support

- ▣ Student Learning Support Service has a Pasifika Learning Adviser.
- ▣ Te Rōpū Āwhina Pūtaiao (Āwhina) is the on-campus whānau for Pacific and Māori students in the Faculties of Science, Engineering, and Architecture and Design. Āwhina is about collective success, high expectations, aspirations, achievements, reciprocity and inclusiveness.
www.victoria.ac.nz/science/awhina
- ▣ The Faculty of Law runs a Pacific Law programme.
- ▣ The Pacific Law Students' Society in the Faculty of Law encourages and supports Pacific students in their study.
- ▣ The Pasifika Students' Space at 6 Kelburn Parade offers a quiet study room, use of computer facilities and relaxation space.
- ▣ There are several clubs for Pacific students on campus.

Permanent residents

If your son or daughter is a permanent resident and English is not their first language, they can visit the Student Learning Support Service to find out about all the study support they can have at Victoria—call in and talk to their staff, pick up their workshop programmes and free information leaflets.

www.victoria.ac.nz/llc

Recreation Centre

Recreation opportunities at Victoria include casual sports, sport leagues, activities programmes, gym membership and group exercise classes—with facilities at Kelburn, Pipitea and Karori Campuses. Also, check out Boyd-Wilson Field, our all-weather surface playing field.

www.victoria.ac.nz/recreation

Refugee background students

We have a number of resources to assist refugee background students settle in to Victoria. The Student Recruitment, Admission and Orientation team (see page 26 for contact details) can put you in touch with the right people.

Scholarships

The University offers a wide range of undergraduate and postgraduate scholarships to both domestic and international students. The Victoria Scholarships Database lists more than 400 different awards. The National Scholarship Database, Breakout, can also be accessed through the website.

www.victoria.ac.nz/scholarships

StudyLink and TeachNZ also offer scholarships at undergraduate level.

www.studylink.govt.nz and
www.teachnz.govt.nz

For information on our school leaver scholarships—the Victoria Excellence and Achiever Scholarships—see page 23.

Spiritual support

We have two chaplaincies on campus to help students with the spiritual side of life—whether it's related to study, relationships or the 'big questions'.

www.victoria.ac.nz/chaplains

We have five Muslim prayer rooms spread across our campuses, and 250 students are registered with our Muslim Students' Association.

vicmuslims@yahoo.com

Women's Room

There is a Women's Room in the Student Union Building, Level 3, that has a kettle and a local call telephone.

Work

Career Development and Employment (Vic Careers)

Vic Careers provides independent career advice to help students find the right career, and to make sure that your son or daughter's study plans reflect their career goals. The team can help students find out what careers are relevant to each degree, provide assistance with writing a CV, preparing for a job interview and networking with potential employers. Victoria CareerHub provides a job vacancy service advertising jobs and internships for students ranging from part time to full time.

www.victoria.ac.nz/careers

<http://careerhub.victoria.ac.nz>

Student Job Search (SJS)

Student Job Search finds jobs for students, including one-off, casual, part-time and full-time roles.

www.sjs.co.nz



Admission and enrolment

Admission requirements

Domestic students

Victoria University changed its admission requirements in 2011, due to government policies to cap the number of funded places for domestic students in tertiary education. We have adopted a ranking system for new undergraduate students. Most applicants will be accepted into a programme—our system just means that if we are oversubscribed we are able to decide who is accepted, based on academic achievement to date.

We strongly recommend that wherever possible students take NZQA University Entrance approved subjects and achievement standards, as this will help them to achieve a suitable rank score. It will also mean that they are better prepared for the challenge of university study.

To be **automatically** accepted into any degree at Victoria University in 2013 students will need to:

- ☒ achieve University Entrance—this could be through NCEA, CIE or IB
- ☒ achieve the Guaranteed Entry Score for their degree programme
- ☒ fulfil any other degree-specific requirements (eg. audition for Music performance)
- ☒ apply by the due date—**10 December 2012** for limited-entry courses and programmes, or **10 January 2013** for all other courses and programmes.

Students will be given a rank score based on their results and qualification type. For details, see www.victoria.ac.nz/admission

Students who achieve University Entrance but do not achieve the Guaranteed Entry Score will be wait-listed and offered a place in their chosen programme if there are sufficient places. If accepted into a degree programme, students will be required to consult a course adviser to ensure that their programme and workload are appropriate.

Victoria is committed to providing pathways to university for under-represented groups. Māori or Pacific students who achieve University Entrance but do not achieve the Guaranteed Entry Score will be assessed for admission. They will be required to consult a course adviser to ensure that their programme and workload are appropriate. As part of studying for a degree they will also need to participate in the support programmes offered. Applications from students with disabilities who achieve University Entrance but do not achieve the Guaranteed Entry Score will be assessed on a case-by-case basis.

For more information, visit www.victoria.ac.nz/admission, read *Introduction to Victoria 2013*, or talk to our Student Recruitment, Admission and Orientation team (see page 26 for contact details).

Admission for international students

International students have separate procedures for admission and first-year enrolment.

- International students at school in New Zealand studying for NCEA, CIE or IB will need to gain University Entrance.
- If they do not gain University Entrance, they may consider either staying on at school to gain University Entrance or enrolling in Victoria's Certificate of Foundation Studies programme. Successful completion of this programme will give them admission to any of Victoria's undergraduate degrees.
- International students who have not studied at a New Zealand secondary school will need to meet Victoria's academic and English language requirements.
- Further details are in the *International Prospectus* or on the Victoria International website www.victoria-international.ac.nz
- All international students should contact Victoria International.

Admission checklist

Find out about the degrees and subject areas Victoria offers

- Check out www.victoria.ac.nz
- Refer to page 28 for a list of publications.
- Contact Student Recruitment, Admission and Orientation to request information or for one-on-one help with course planning.

Decide on which degree or degrees and which subject areas and majors to study

- Are they subjects that the student is interested in?
- Do they fit well with career goals?

Decide on full-time or part-time study

- To be full time, students must enrol in a minimum of 96 points over two trimesters, which usually means three or four courses per trimester, depending on how many points each course is worth. Most full-time students will enrol for 120 points per year.
- Part-time students enrol in fewer than 96 points over two trimesters, or one or two courses per trimester.

Find out degree and major requirements

- Check out the Online Course Catalogue at www.victoria.ac.nz/coursecatalogue or read *Guide to Study*.
- Work out what courses need to be taken to meet degree requirements.

- Look ahead to 200 level and beyond to check if any courses have 100-level prerequisites.

Plan the year

- Remember that students can choose courses from different subject areas; for example, a student can include language courses in a science degree.
- For conjoint programmes, students will need to take seven or eight courses over two trimesters, depending on points, and maintain at least a B- average each year.
- Create a timetable and make sure there are no lecture clashes.
- Balance courses as evenly as possible over the two trimesters, and balance the workload throughout the degree.
- Check that the limit of 81 points per trimester (for 100-level courses) isn't exceeded.

Apply for admission

- Applications open on **1 October** and close on **10 January 2013**. We advise applying as early as possible.

Our liaison officers are here to help with this process. It's easy to make mistakes, so it's best to run the programme past us before the student submits an application. We will be able to ensure that your son or daughter has chosen the right courses for their majors.

Accommodation

Finding the right place to live will help your son or daughter make the most of their time at Victoria.

Halls of Residence

The *Accommodation Guide* has information about all Halls of Residence. *Accommodation Guides* are sent to all schools in June each year or you can email us to receive a copy.

Halls of Residence are both catered and self-catered. They provide a supportive and fun environment, facilities for study and recreation and an opportunity to meet new people from a variety of backgrounds. They are a good option for first-year students from out of town.

Applications for hall accommodation in 2013 are accepted from 1 August through to 1 October for the first selection round. There is a non-refundable application fee of \$75 for first-time applicants to Victoria Halls of Residence. Students can apply and pay the application fee online.

Applicants who achieved NCEA Level 2 endorsed with Merit or Excellence in 2011 and those who have been awarded one of our first-year scholarships are guaranteed an offer of place in a hall for 2013 (provided they apply by 1 October).

Each application requires a confidential reference from an appropriate person such as the school principal or Year 13 Dean.

All students will be given the opportunity to be on the waiting list for vacancies if we are not able to make an offer in the first selection round.

When your son or daughter is offered a place in a Hall they will have to pay a deposit of approximately \$500 and return their signed contract to confirm their place.

Accommodation charges must be paid in advance in 9- or 10-week instalments. StudyLink assistance is not paid in time to meet the first instalment of \$2,000–\$3,000 and is not sufficient to cover the full cost of hall charges for an academic year—careful budgeting is necessary. Hall payment schedules can be found on the Financial Support and Advice website www.victoria.ac.nz/finadvice

A limited number of scholarships are available to assist students with accommodation costs. For more information, see www.victoria.ac.nz/scholarships

You are more than welcome to visit any of the Halls of Residence, but please make an appointment before your arrival so someone is available to show you around and answer your questions.

Other accommodation options

The Accommodation Service can also help students find a place to live if they do not want to stay in a Hall of Residence. For information about accommodation options (such as flatting or private board), and to see accommodation listings, contact the Accommodation Service (see Contacts, page 26).

www.victoria.ac.nz/accommodation



Costs

Fees

Tuition fees are charged per point according to the area of study. Most first years will take 120 points, which means six or eight courses.

Fees are set annually, usually in late September. Details are published online at www.victoria.ac.nz/fees

This website also has links to access the online fees calculator for both domestic and international student fees.

Information about tuition fees for international students is also available in the *International Prospectus*—visit www.victoria-international.ac.nz to view it online.

In addition to the tuition fees there are other compulsory fees of about \$674 due at enrolment. These cover student support services, such as counselling, health services, financial support and advice, careers guidance, student advocacy, student publications and student representation.

How to pay

Fee payments are due by 5pm on the Friday prior to the start of the course, or, if students enrol during the year, immediately upon enrolment.

Any domestic student enrolled in a programme of study longer than one trimester may elect to pay their fees by instalments. The number of instalments, amounts and payment dates will be set by the University. Contact the Student Fees Advisors to set up an instalment or to discuss payment. Fees paid by Student Loan cannot be paid in instalments.

Other costs

Course costs (text books, materials and field trips) are additional to fees, as well as accommodation and travel costs.

STUDENT FEES ADVISORS

Phone 04-463 5484

Email student-finance@vuw.ac.nz

2012 TUITION FEES FOR DOMESTIC STUDENTS based on taking 120 points	PER POINT COST	AVERAGE FIRST-YEAR COST
Architecture	\$52.55	\$6,306
Chemical, Physical, Biological and Earth Sciences	\$47.70	\$5,724
Commerce	\$44.45	\$5,334
Design	\$47.25	\$5,670
Education	\$37.75	\$4,530
Engineering	\$55.30	\$6,636
Humanities and Social Sciences	\$37.75	\$4,530
Law	\$44.45	\$5,334
Mathematics and Statistics	\$41.50	\$4,980
Music	\$47.80	\$5,736
Psychology and Computer Science	\$47.25	\$5,670

Income

Scholarships

Victoria offers a range of scholarships, including many for school leavers. Our two main school-leaver scholarships—Victoria Excellence and Victoria Achiever Scholarships—are both worth \$5,000. Applications are due by **1 October 2012**. For more information, full regulations and application forms see www.victoria.ac.nz/scholarships

Student Loans

StudyLink administers Student Loans—students should contact StudyLink directly for more information.

Student Loans can help finance your son or daughter's study. Loans are made up of three parts, and you can choose one, two or all three options:

- ☒ payment for tuition fees made directly to the University
- ☒ course-related costs
- ☒ a weekly amount for living costs if studying full time.

At time of print, the Student Loan is interest-free while studying and after graduation, if the student remains in New Zealand. We would recommend your son or daughter consider using the Student Loan to cover tuition fees, as the degree is an asset in which they are investing. They can then use their personal savings, help from you where possible or wages to manage their day-to-day living expenses.

Any financial assistance you are able to provide can help your son or daughter to manage their living costs (rent/hostel fees, transport, text books and course materials) as wisely as possible. This will mean the student minimises the amount borrowed from the Student Loan. For more advice, see www.victoria.ac.nz/finadvice

Student Allowances

StudyLink administers Student Allowances—students should contact StudyLink directly for more information.

The Student Allowance is a weekly payment to help with living costs while studying full time and is based on parental income. Unlike the Student Loan, the Student Allowance is a benefit that does not need to be repaid.

To qualify for a Student Allowance a student must be:

- ☒ 18 years or over (some 16- and 17-year-olds may qualify)
- ☒ a full-time student, or attending an approved limited full-time course
- ☒ on a recognised programme at an approved institution
- ☒ a New Zealand permanent resident for at least two years
- ☒ within the combined parental income thresholds shown here (see table below).

Both parents' incomes are taken into account, even if the parents are separated. StudyLink has a calculator on their website that allows students to determine their eligibility. Go to www.studylink.govt.nz/financing-study (and note that if students live at home the payments are lower).

STUDYLINK

Phone 0800 889 900

Website www.studylink.govt.nz

PARENTAL INCOME THRESHOLDS AS OF 7 MARCH 2012*

Gross income	Student Allowance (net)
up to \$55,027	Eligible for a full Student Allowance. The living away from home rate is \$167.83* p/w.
\$68,000	Eligible for a partial Student Allowance. The living away from home rate is \$105.46* p/w.
\$85,000	Eligible for a partial Student Allowance. The living away from home rate is \$23.73* p/w.
The rate decreases until parental income is \$89,600* when no allowance is available. Students living away from home are eligible for an accommodation benefit that is added to their allowance. In 2011 this was \$40 a week for the Wellington region.	

*These amounts were correct as of 7 March 2012 and are likely to change in April 2012. Check the StudyLink website for exact entitlements.

Budget

It is vital to have a realistic understanding of the living costs in Wellington for halls and flatting. Minimum costs work out to about \$365 per week—see the sample weekly budgets opposite.

As well as working out a weekly budget, students will need to take into account the one-off additional costs that they will need to pay—course costs, trips home, clothing, etc. Students going flatting will also need to put aside approximately \$1,500 for bond and setting up their flat.

Students will need to budget particularly carefully in the first six weeks of the first trimester as many will not receive their first Student Allowance or Student Loan living costs payment until mid- to late-March. However, their Halls of Residence payments will be due immediately upon arrival.

To minimise financial pressure at the beginning of the year, students should apply for allowances and loans early. We recommend applying at least six weeks before the course start date, preferably by November 2012. Their university enrolment does not have to be complete in order to apply for the Student Loan and/or Allowance.

The Student Allowance and/or Loan living costs are not enough to cover all expenses. Students will have to work out a way to make up the difference.

Some options are:

- ☒ part-time work
- ☒ scholarships
- ☒ savings from summer work
- ☒ family help
- ☒ Student Loan course costs
- ☒ interest-free overdraft.

The University's student finance advisers are happy to discuss study costs. They provide a personalised budget and advice service for free.

A copy of the *Financial Survival Guide* is available on request, or at www.victoria.ac.nz/finadvice

Community Services Card

Your son or daughter should apply for a Community Services Card to access discounts on healthcare and other services. Up to 90 percent of students qualify, as eligibility is based on their personal income (limit of \$24,461 per annum), not their parents' income. Application forms are available from www.workandincome.govt.nz, or call the Community Services Card Centre on **0800 999 999**.

Sample Hall budget—based on 2012 rates

Te Puni—The Edge and The Tower

Total cost of hostel fees (standard single, catered)	\$11,894
Student Loan living costs*	Total \$6,271
	Shortfall \$5,623

OR

Student Allowance*	Total \$7,689
	Shortfall \$4,205

Weir House

Total cost of hostel fees (based on single room)	\$11,780
Student Loan living costs*	Total \$6,271
	Shortfall \$5,509

OR

Student Allowance*	Total \$7,689
	Shortfall \$4,091

* Maximum available, paid weekly over 37 weeks.

- ☒ Personal toiletries, laundry, cellphone and entertainment will also have to be budgeted for—\$60 per week on average, a total of \$2,280 over 38 weeks.
- ☒ See page 25 for further information.

Sample flatting budget—flat of 3–4 people

Costs	Weekly (\$)
Essentials	
Rent	\$155
Power	\$25
Phone/internet	\$10
Groceries	\$70
Toiletries	\$6
Transport	\$36*
Appliance rental	\$4
Bank fees	\$2
Contents/liability insurance	\$6
Total	\$314
Extras	
Snacks/lunches	\$20
Entertainment	\$30
Total	\$50
Grand total	\$364
* Based on a Go Wellington pass (bus).	
Income	Weekly (\$)
Student Loan living costs	
Total	\$169.51
OR	
Student Allowance full entitlement net (under 24)	\$167.83
Accommodation benefit	\$40
Total	\$207.83
Shortfall	\$156–\$194

An example of student finances

“Martin” is a first-year student living in a Hall of Residence. His parents are helping him with the costs.

Martin has come from New Plymouth and is studying full time. He got a room at Cumberland House—a hostel on Willis Street in central Wellington. It’s within walking distance to university and is fully catered. Committing to a hall was a bit tricky because he has to pay by advance instalments. His parents can help out but he has to contribute too. He is going to use his wages and the Student Loan living costs for this.

- ☒ The first hall payment was due one week before the trimester began. The payment was \$3,100. He contributed \$1,600 from his summer wages and his parents paid the balance of \$1,500.
- ☒ The second payment of \$2,790 is due on 30 April. Martin is saving each week’s Student Loan living costs payment of \$169 so that he has \$1,186 to contribute towards the instalment when April rolls around. His parents will pay the balance of \$1,604. He got a part-time job for 10 hours a week and uses his wages for his personal spending: cellphone, laundry, snacks, going out.

- ☒ He plans to handle the third and fourth payments due in July and September in the same way. Martin will be careful to save each week’s Student Loan payment so that he can contribute as much as possible to each instalment. Each time his parents will pay the balance.
- ☒ After the last instalment is paid in September, Martin can still receive the Student Loan living costs (\$169 a week). As he plans to keep his part-time job, and his wages will pay for his personal costs, he will stop claiming the Student Loan living costs. This will reduce his Student Loan debt.

Martin has a tertiary account with his bank. He set up an automatic payment that transfers his Student Loan payment directly to his parents’ savings account. This makes it easier for them to pay the instalments by the due date.

It also means that only his wages are left in his account for his personal spending.

For other student stories, go to www.victoria.ac.nz/finadvice

FINANCIAL SUPPORT AND ADVICE

Phone 04-463 6644
 Email student-hardship@vuw.ac.nz
 Website www.victoria.ac.nz/finadvice

Contacts

VICTORIA UNIVERSITY OF WELLINGTON

Level 1, Hunter Building, Kelburn Campus
PO Box 600, Wellington 6140
Phone 04-472 1000
Fax 04-499 4601
Email info-desk@vuw.ac.nz
Web www.victoria.ac.nz

STUDENT RECRUITMENT, ADMISSION AND ORIENTATION

Level 1, Hunter Building, Kelburn Campus
Phone 04-463 5374 or
0800 VICTORIA (Option 2)
Fax 04-463 5193
Email course-advice@vuw.ac.nz
Web www.victoria.ac.nz/futurestudents

VICTORIA RECRUITMENT CENTRE—AUCKLAND

Level 4, 369 Queen Street, Auckland 1010
PO Box 5636, Wellesley Street, Auckland 1141
Phone 09-306 8814
Fax 09-388 8100
Email vicuni-auckland@vuw.ac.nz
Web www.victoria.ac.nz/futurestudents

VICTORIA INTERNATIONAL

Level 2, Easterfield Building,
Kelburn Campus
Phone 04-463 5350
Fax 04-463 5056
Email victoria-international@vuw.ac.nz
Web www.victoria-international.ac.nz

ACCOMMODATION SERVICE

42-44 Kelburn Parade, Kelburn Campus
Phone 04-463 5896
Email accommodation@vuw.ac.nz
Web www.victoria.ac.nz/accommodation

CAREER DEVELOPMENT AND EMPLOYMENT/VIC CAREERS

14 Kelburn Parade, Kelburn Campus
Phone 04-463 5393
Email careers-service@vuw.ac.nz
Web www.victoria.ac.nz/careers
<http://careerhub.vuw.ac.nz>

DISABILITY SERVICES

Robert Stout Building, Kelburn Campus
Phone 04-463 6070
Email disability@vuw.ac.nz
Web www.victoria.ac.nz/disability

ENROLMENT OFFICE

Level 1, Hunter Building, Kelburn Campus
Phone 04-463 5250 or
0800 VICTORIA (Option 1)
Email enrolment-enquiries@vuw.ac.nz
Web www.victoria.ac.nz/enrol

FACULTY OF ARCHITECTURE AND DESIGN

139 Vivian Street, Te Aro Campus
Phone 04-463 6200
Email architecture@vuw.ac.nz
design@vuw.ac.nz
Web www.victoria.ac.nz/architecture
www.victoria.ac.nz/design

FACULTY OF COMMERCE AND ADMINISTRATION

Student and Academic Services
Railway West Wing, Pipitea Campus
Phone 04-463 5376
Email fca-sao@vuw.ac.nz
Web www.victoria.ac.nz/fca

FACULTY OF EDUCATION

Donald Street, Karori Campus
Phone 04-463 9500
Email education@vuw.ac.nz
Web www.victoria.ac.nz/education

FACULTY OF ENGINEERING

Level 1, Cotton Building, Kelburn Campus
Phone 04-463 5341
Email engineering-faculty@vuw.ac.nz
Web www.victoria.ac.nz/engineering

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Level 4, Murphy Building, Kelburn Campus

Phone 04-463 5745

Email fhss-enquiries@vuw.ac.nz

Web www.victoria.ac.nz/fhss

FACULTY OF LAW

G31, Government Building, 55 Lambton Quay,
Pipitea Campus

Phone 04-463 6366

Email law-enquiries@vuw.ac.nz

Web www.victoria.ac.nz/law

FACULTY OF SCIENCE

Level 1, Cotton Building, Kelburn Campus

Phone 04-463 5101

Email science-faculty@vuw.ac.nz

Web www.victoria.ac.nz/science

FINANCIAL SUPPORT AND ADVICE

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 7474

Email student-hardship@vuw.ac.nz

Web www.victoria.ac.nz/finadvice

KAITAKAWAENGA MĀORI (MĀORI LIAISON OFFICER)

Frances Rewharewha: Level 1, Hunter Building,

Kelburn Campus

Phone 04-463 6668

Email frances.rewharewha@vuw.ac.nz

Web www.victoria.ac.nz/futurestudents

NEW ZEALAND SCHOOL OF MUSIC

Email info@nzsm.ac.nz

Web www.nzsm.ac.nz

PACIFIC LIAISON OFFICER

Sera Gagau: Level 1, Hunter Building, Kelburn Campus

Phone 04-463 6670

Email sera.gagau@vuw.ac.nz

SCHOLARSHIPS OFFICE

10 Kelburn Parade, Kelburn Campus

Phone 04-463 5113

Email scholarships-office@vuw.ac.nz

Web www.victoria.ac.nz/scholarships

STUDENT FEES ADVISERS

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 5484

Email student-finance@vuw.ac.nz

Web www.victoria.ac.nz/fees

STUDENT JOB SEARCH

Phone 04-471 1967

Email jobs.wellington@sjs.co.nz

Web www.sjs.co.nz

STUDENT LEARNING SUPPORT SERVICE

Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus

Phone 04-463 5999

Email student-learning@vuw.ac.nz

Web www.victoria.ac.nz/slss

STUDYLINK

Phone 0800 889 900

Web www.studylink.govt.nz

VICTORIA OVERSEAS EXCHANGE

Level 2, Easterfield Building, Kelburn Campus

Phone 04-463 5667

Email exchangestudents@vuw.ac.nz

Web www.victoria.ac.nz/exchange



More resources

The following resources can be obtained from Student Recruitment, Admission and Orientation (for contact details, see page 26), and are available online at www.victoria.ac.nz

Introduction to Victoria

Available from March

This booklet is aimed at Year 12 and 13 students, introducing all undergraduate degrees offered at Victoria, and information on admission, contact details and important dates.

Guide to Study

Available from July

This full guide is for prospective first-year students, outlining undergraduate degree programmes and courses, and has detailed sections on admission, planning your studies, costs and finances, the student support network and Victoria's campus life.

Accommodation Guide

Available from June

This guide contains information on all accommodation options, plus advice on boarding, flatting and budgeting.

Faculty handbooks

Available in August

Each faculty at Victoria produces a handbook that gives detailed information about the faculty, its schools, research and student and staff profiles.

New Student Guide

Available in January

The *New Student Guide* is for all new students. It gives key information about campus life, facilities and services available at Victoria, and includes the full New Students' Orientation Programme.

Campus Connections

Available in February

This booklet is produced by Student Learning Support Service (SLSS) and outlines useful workshops and programmes for students.

Website

Our website contains information about all subjects and degrees taught at Victoria, services for students, the Victoria lifestyle and news and events. Students can start at the Future Students homepage, www.victoria.ac.nz/futurestudents

2012

MARCH

Liaison Officers begin visiting schools to introduce study at Victoria University

JUNE

Accommodation Guide available

14 June—Year 12 day on campus

JULY

Guide to Study first-year prospectus available

AUGUST

Liaison Officers visit schools for course planning (through to October)

1 August—Halls of Residence applications open for 2013

31 August—Study at Vic Open Day

OCTOBER

1 October—Online enrolment opens

1 October—Halls of Residence applications due

1 October—Victoria Excellence and Achiever Scholarship applications due

30 October—Application deadline for courses in 2012/13 Trimester Three

NOVEMBER

19 November—Course Planning Weeks for first-year students, Kelburn Campus and Auckland (through to 7 December)

DECEMBER

1 December—International students' first-year applications due for February 2013 intake

10 December—Application due date for limited-entry programmes and courses starting in 2013

2013

JANUARY

10 January—Application due date for all other programmes

10 January—Application due date for Discretionary Entrance

FEBRUARY

27 February—New Students' Orientation Week begins (through to 2 March)

MARCH

4 March—First trimester begins

JULY

15 July—Second trimester begins

NOVEMBER

19 November—Summer trimester begins

Information Evenings

This year we are holding more information evenings than ever before.

Parents and students can come along to meet members of the University. Talk to Liaison Officers and, at some evenings, faculty staff members. We will also bring a current Victoria student from your region to talk about their experiences at Victoria University.

Regional Information Evenings

Wellington

Tuesday 8 May

Palmerston North

Wednesday 23 May

Whanganui

Thursday 24 May

Dunedin

Wednesday 30 May

Taranaki/New Plymouth

Wednesday 6 June

Nelson

Tuesday 19 June

Tauranga

Tuesday 26 June

Hamilton

Wednesday 27 June

Rotorua

Tuesday 24 July

Hawke's Bay/Napier

Wednesday 25 July

Auckland

Thursday 26 July

Christchurch

Wednesday 1 August

Wellington (second)

Wednesday 24 October

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