

# How to use this guide

## Section 1—Understand the enrolment process

---

Section 1 will guide you through the process involved in getting into Victoria University—gaining admission, planning your programme and enrolling.

## Section 2—Choose your degree

---

Section 2 has information on each degree, sorted by faculty. Work out what courses are required for your degree and majors.

## Section 3—Choose your courses

---

Section 3 contains descriptions of all the undergraduate courses offered at Victoria.

## Section 4—Subject index and contact details

---

Section 4 contains a full list of subjects and contact details for all areas of Victoria University.

## Contact us for help

---

If you are a first-year student wanting course advice or help with admission

### **STUDENT RECRUITMENT, ADMISSION AND ORIENTATION**

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 5374 or 0800 VICTORIA (842 867), option 2

Fax 04-463 5193

Email [course-advice@vuw.ac.nz](mailto:course-advice@vuw.ac.nz)

Website [www.victoria.ac.nz/futurestudents](http://www.victoria.ac.nz/futurestudents)

If you are an Auckland-based student

### **VICTORIA RECRUITMENT CENTRE**

Level 4, 369 Queen Street, Auckland 1010

Phone 09-306 8814

Fax 09-358 8100

Email [vicuni-auckland@vuw.ac.nz](mailto:vicuni-auckland@vuw.ac.nz)

For all enrolment enquiries

### **ENROLMENT OFFICE**

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 5250 or 0800 VICTORIA (842 867), Option 1

Outside NZ +64-4-463 5250

Fax 04-463 5427

Email [enrolment-enquiries@vuw.ac.nz](mailto:enrolment-enquiries@vuw.ac.nz)

If you are a new international student

### **VICTORIA INTERNATIONAL**

Phone 04-463 5350

Outside NZ +64-4-463 5350

Fax +64-4-463 5056

Email [victoria-international@vuw.ac.nz](mailto:victoria-international@vuw.ac.nz)

Website [www.victoria-international.ac.nz](http://www.victoria-international.ac.nz)

We have a team of liaison officers who are available to give advice on admission, your programme of study and many other issues to help you get started at Victoria.

## Important

Victoria University of Wellington exercises reasonable skill and care to ensure the information contained in this publication is accurate at the time of going to press. The University accepts no responsibility or liability for errors or omissions which may be contained in this publication, or any consequences arising therefrom. Further, matters covered by this publication are subject to continuous processes of review and to changing circumstances including student demand and resource availability. The information in this publication is therefore subject to change without notice and the University reserves the right to make such changes.

For the most up-to-date and accurate information, check the University's website [www.victoria.ac.nz](http://www.victoria.ac.nz), University prospectuses or seek advice from appropriate University staff.

Need help with career planning? Go to [www.victoria.ac.nz/careers](http://www.victoria.ac.nz/careers)

# PLANNING YOUR PROGRAMME

**Need help planning?** See page 1 of the *Guide to Enrolment* for where to get help. Keep this handy for your own reference.

1st Degree

Major(s)

2nd Degree

Major(s)

First Trimester (1/3) March–July			Second Trimester (2/3) July–November		
CRN	Course	Points	CRN	Course	Points
Summer Trimester (3/3) November–February			(optional for most students)		
CRN	Course	Points	CRN	Course	Points
				<b>Total Points</b>	

## THREE STEPS TO ENROL

### 1 PLAN YOUR PROGRAMME

Choose degree(s)  
 Select your major(s)  
 Choose your courses

### 2 CHECK YOUR PERSONAL TIMETABLE

Use  
[www.victoria.ac.nz/coursecatalogue](http://www.victoria.ac.nz/coursecatalogue)  
 and Form B to create a timetable free  
 of clashes

### 3 APPLY FOR ENROLMENT

Complete Enrolment Application  
 online [www.victoria.ac.nz/enrol](http://www.victoria.ac.nz/enrol)  
 See pages 8–9 of the *Guide to  
 Enrolment* for application deadlines.



# PERSONAL TIMETABLE

- Use this timetable and [www.victoria.ac.nz/coursecatalogue](http://www.victoria.ac.nz/coursecatalogue) to plan a balanced, clash-free programme of study.
- Keep this timetable handy for your own reference.**
- Once you have received your Confirmation of Study, see [www.myvictoria.ac.nz](http://www.myvictoria.ac.nz) to check your personal timetable.
- See reverse for timetable showing half-hour time slots for Karori, Pipitea and Te Aro Campuses.

## FIRST TRIMESTER (1/3)

	Monday	Tuesday	Wednesday	Thursday	Friday	CRN Course Reference Number
8am–9am						
9am–10am						
10am–11am						
11am–Noon						
Noon–1pm						
1pm–2pm						
2pm–3pm						
3pm–4pm						
4pm–5pm						
5pm–6pm						
6pm–7pm						

## SECOND TRIMESTER (2/3)

	Monday	Tuesday	Wednesday	Thursday	Friday	CRN Course Reference Number
8am–9am						
9am–10am						
10am–11am						
11am–Noon						
Noon–1pm						
1pm–2pm						
2pm–3pm						
3pm–4pm						
4pm–5pm						
5pm–6pm						
6pm–7pm						

See reverse for timetable showing half-hour time slots for Karori, Pipitea and Te Aro Campuses.

**TIMETABLE SHOWING HALF-HOUR TIME SLOTS FOR KARORI, PIPITEA AND TE ARO CAMPUSES**

	Monday	Tuesday	Wednesday	Thursday	Friday	CRN Course Reference Number
8.00am						
8.30am						
9.00am						
9.30am						
10.00am						
10.30am						
11.00am						
11.30am						
Noon						
12.30pm						
1.00pm						
1.30pm						
2.00pm						
2.30pm						
3.00pm						
3.30pm						
4.00pm						
4.30pm						
5.00pm						
5.30pm						
6.00pm						
6.30pm						

## 1. Understand the enrolment process

Important dates 2011/2012 .....	8
Gaining admission—new students to Victoria .....	10
Gaining admission—transferring and international students .....	15
A quick overview of the enrolment process .....	16
The enrolment process .....	17
Fees and finance .....	22

## 2. Choose your degree

<b>Undergraduate degree information .....</b>	<b>24</b>
<b>Faculty of Architecture and Design .....</b>	<b>25</b>
Bachelor of Architectural Studies (BAS) .....	26
Bachelor of Building Science (BBSc) .....	27
Bachelor of Design Innovation (BDI) .....	28
<b>Faculty of Commerce and Administration .....</b>	<b>30</b>
Bachelor of Commerce and Administration (BCA) .....	30
Bachelor of Business Information Systems (BBIS) .....	32
Bachelor of Tourism Management (BTM) .....	33
<b>Faculty of Education .....</b>	<b>35</b>
Bachelor of Teaching as part of a conjoint degree with BA or BSc (BA/BTeach, BSc/BTeach) .....	36
Bachelor of Teaching (Early Childhood Education) as part of a conjoint degree with BA majoring in Early Childhood (BA/BTeach(ECE)) .....	36
Bachelor of Education (Teaching) Early Childhood Upgrade (BEd(Tchg)EC Upgrade) .....	37
Graduate Diploma of Teaching programmes .....	37
<b>Faculty of Engineering .....</b>	<b>38</b>
Bachelor of Engineering (BE) .....	39

<b>Faculty of Humanities and Social Sciences .....</b>	<b>40</b>
Bachelor of Arts (BA) .....	42
Conjoint Bachelor of Arts and Bachelor of Teaching (BA/BTeach) .....	46
Conjoint Bachelor of Arts and Bachelor of Teaching (Early Childhood Education) (BA/BTeach(ECE)) .....	48
<b>Faculty of Law .....</b>	<b>49</b>
Bachelor of Laws (LLB) .....	51
Bachelor of Laws with Honours (LLB(Hons)) .....	51
<b>Faculty of Science .....</b>	<b>52</b>
Bachelor of Biomedical Science (BBmedSc) .....	54
Bachelor of Science (BSc) .....	55
Bachelor of Science and Technology (BScTech) .....	57
Conjoint Bachelor of Science and Bachelor of Teaching (BSc/BTeach) .....	58
<b>New Zealand School of Music .....</b>	<b>60</b>
Bachelor of Music (BMus) .....	61
<b>Pre-degree and other programmes .....</b>	<b>63</b>
Certificate in Foundation Studies (CFndS) .....	63
Certificate of Proficiency in English (CertEnglProf) .....	63
Foundation Certificate in Jazz (CJazz) .....	63
Tohu Māoritanga/Diploma in Māoritanga (Tohu Māori/DipMāori) .....	64
<b>Distance courses .....</b>	<b>64</b>

## 3. Choose your courses

Understanding prescription information .....	65
Pre-degree and foundation courses .....	66
Undergraduate courses .....	68

## 4. Subject index and contact details

Subject index .....	204
Contact details .....	206
Glossary .....	209

# Important dates 2011/2012

## 2011

### October

- 1 Halls of Residence applications due for consideration in the first selection round for 2012
- Enrolment for 2012 opens**
- 4 **Discretionary Entrance** and **Special Admission** applications for Trimester Three 2011 courses and programmes due
- Note:** School leavers who are still to achieve University Entrance and wish to apply for the summer trimester courses MATH 132, CHEM 191, MUSC 160 will need to apply for Discretionary Entrance.
- 14 Lectures cease for all courses
- 17 End-year study period begins
- 20 Application deadline for Trimester Three 2011. Applications received after this date will be waitlisted and may incur a late fee.
- 21 End-year examinations begin

### November

- 12 Examinations end
- 14 Summer trimester begins

### December

- 10 Applications due for
- ⊕ **Limited-entry degrees and courses starting** in 2012
  - ⊕ **Distance courses** starting in 2012
  - ⊕ **Discretionary Entrance** for summer courses starting January 2012
- 20 University closed

## 2012

### January

- 5 University re-opens
- 9 Trimester Three continues
- Summer trimester lectures resume
- 10 **Application deadline** for all other degrees and courses for 2012
- No Special Admission applications will be accepted** after this date
- Other applications received after this date will be waitlisted and will incur a late fee
- Documentation** due for first-year enrolment

### February

- 10 No late applications will be accepted after this date
- Deadline to return Offer of Study
- 20–25 Summer trimester examination week
- 20–24 International Students' Orientation
- 27 Feb New Students' Orientation
- 2 Mar

### March

- 2 Due date for payment of fees for the majority of courses
- 5 First trimester begins
- 16 No addition of first-trimester and full-year courses after this date for students who are already enrolled. Students giving notice of withdrawal from a first-trimester or full-year course after this date will not receive a full refund of tuition fees.
- Additional information about withdrawing after this date can be found at [www.victoria.ac.nz/withdrawalsrefunds](http://www.victoria.ac.nz/withdrawalsrefunds)

## April

---

- 6 Mid-trimester break begins
- 23 Trimester One resumes

## May

---

- 1 Halls of Residence applications due for consideration for new residents in the second trimester
- 18 Associate Dean's approval required for withdrawal from first-trimester courses after this date
- 28 **Application deadline** for Trimester Two enrolments

## June

---

- 8 Lectures cease for all courses
- 11 Mid-year study period begins
- 15 Mid-year examinations begin
- 22 No late applications will be accepted after this date for Trimester Two enrolments

## July

---

- 4 Mid-year examinations end  
Trimester One ends
- 13 New Students' Orientation  
Due date for payment of fees for the majority of second-trimester courses
- 16 Second trimester begins
- 27 No addition of second-trimester courses after this date.  
Students giving notice of withdrawal from a second-trimester course after this date will not receive a full refund of tuition fees.  
Additional information about withdrawing after this date can be found at [www.victoria.ac.nz/withdrawalsrefunds](http://www.victoria.ac.nz/withdrawalsrefunds)

## August

---

- 17 Associate Dean's approval required for withdrawal from full-year courses after this date
- 22-27 Mid-trimester break begins

## September

---

- 10 Lectures resume
- 28 Associate Dean's approval required for withdrawal from second-trimester courses after this date

## October

---

- 1 Halls of Residence applications due for consideration in the first selection round for 2013  
**Enrolment opens for 2013**
- 19 Lectures cease for all courses
- 22 End-of-year study period begins
- 26 End-of-year examinations begin

## November

---

- 17 Examinations end
- 19 Summer trimester begins

## December

---

- 22 University closed

# Gaining admission— new students to Victoria

## Admission to Victoria University for 2012

There are various ways you can gain admission to Victoria University of Wellington. The following admission types apply to New Zealand or Australian citizens and New Zealand permanent residents.

### Select only one admission type for your Enrolment Application:

#### 1. New Zealand University Entrance Qualification (see right)

For applicants with NCEA, Bursary (pre-2004) and University Entrance (pre-1986).

#### 2. Cambridge International Examinations (CIE) (see page 12)

For applicants with Cambridge International Examinations from New Zealand (CIE) qualification.

#### 3. International Baccalaureate (IB) (see page 12)

For applicants with an International Baccalaureate from New Zealand (IB) qualification.

#### 4. Qualification Assessment at Entrance Level (see page 13)

For applicants with:

- ☒ combinations of the CIE or IB from New Zealand with NCEA, or
- ☒ university entrance qualifications from overseas, or
- ☒ completed relevant Level 4 qualifications from New Zealand.

#### 5. Qualification Assessment above Entrance Level (see page 13)

For applicants with any tertiary study at Level 5 or above from another institution.

#### 6. Victoria Entrance Qualification (see page 13)

For applicants with the Certificate of University Preparation, the Certificate in Foundation Studies or the Tohu Māoritanga from Victoria University.

#### 7. Discretionary Entrance (see page 13)

For applicants completing Year 12, or those who have been on an exchange to an overseas secondary school, or those who wish to enrol in preparatory courses at the University during the summer trimester before their entrance results are available.

#### 8. Special Admission (see page 14)

For applicants who are New Zealand or Australian citizens, permanent residents or diplomatic passport holders who are over 20 years of age and do not hold a recognised university entrance qualification.

### International students

If you are a new international student (meaning you are, or will be, studying on a Student Visa) you will need to apply for admission through Victoria International. See page 15 for more information.

### Māori and Pacific students

Victoria is committed to providing pathways to university for under-represented groups. If you are a Māori or Pacific applicant and achieve University Entrance but do not achieve the Guaranteed Entry Score (see page 11), you will be admitted to your degree with the following conditions:

- ☒ You must attend study and course planning interviews.
- ☒ You must attend Māori or Pacific orientation.
- ☒ You must participate in a faculty support programme for Māori and Pacific students.

Students need to apply online by the closing date.

### Students with disabilities

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.

Students need to apply online by the closing date.

### Need help?

If none of the above apply to you, or if you are unsure what admission type you should choose, contact Student Recruitment, Admission and Orientation (see page 206).

## 1. New Zealand University Entrance Qualification

For applicants with

- ☒ NCEA (see below)
- ☒ Bursary (pre-2004) and University Entrance (pre-1986). See page 11.

## NCEA (National Certificate of Educational Achievement)

To be automatically accepted into any degree at Victoria University you will need to:

- ☒ achieve University Entrance, and
- ☒ achieve the Guaranteed Entry Score (GES) (see right), and
- ☒ fulfil any other degree-specific requirements, eg. performance audition, and
- ☒ apply before **10 December 2011** for limited-entry degrees and courses, and **10 January 2012** for all other degrees and courses.

2011 NCEA Level 3 candidates: Your Candidate Code/NSN number will enable us to match your personal information with the correct NCEA results. Victoria University receives the results directly from the New Zealand Qualifications Authority (NZQA), so please ensure you authorise NZQA to release your results to us. Delays can occur in processing your enrolment if this authorisation is not given.

## University Entrance

University Entrance through NCEA consists of:

- ☒ A minimum of 42 credits at Level 3 or higher, made up of a minimum of 14 credits in each of two approved subjects (see below), with a further 14 credits at Level 3 or higher taken from no more than two additional domains or approved subjects.
- ☒ Meeting literacy standards with a minimum of eight credits at Level 2 or higher in English or Te Reo Māori—four credits must be in reading and four credits must be in writing.
- ☒ Meeting numeracy standards with a minimum of 14 credits at Level 1 or higher in Mathematics or Pāngarau.

### NCEA approved subjects for University Entrance

Accounting	Indonesian
Agriculture and Horticulture	Japanese
Biology	Korean
Chemistry	Latin
Chinese	Mathematics with Calculus
Classical Studies	Media Studies
Computing	Music Studies
Cook Islands Māori	Painting (Practical Art)
Dance	Photography (Practical Art)
Design (Practical Art)	Physical Education
Drama	Physics
Economics	Printmaking (Practical Art)
English	Samoan
French	Science
Geography	Sculpture (Practical Art)
German	Social Studies
Graphics	Spanish
Health Education	Statistics and Modelling
History	Te Reo Māori or Te Reo Rangatira
History of Art	Technology

### Guaranteed Entry Score (GES)

**The GES from NCEA is 150 points for all undergraduate degrees, except the Bachelor of Architectural Studies (BAS) and Bachelor of Building Science (BBSc), which have a GES of 180 points.**

Your score will be automatically calculated and ranked by the University once your results are available.

### How to calculate your score

- ☒ Your score is calculated by counting your 80 best credits in University Entrance approved subjects at Level 3 or higher.
- ☒ You can count both achievement standards and unit standards.
- ☒ All Level 3 or higher approved subjects can be counted.
- ☒ A maximum of 24 credits in each subject may be counted.

- ☒ If you have achieved fewer than 80 credits at Level 3 or higher, the score will be based on those you have achieved.
- ☒ You are advised to take approved subjects and achievement standards wherever possible in your school programme both for entrance purposes and as the best preparation for university study.

### Your score will be calculated by awarding points as follows

Excellence	4 points
Merit	3 points
Achieved	2 points

### An example of a score for a student studying for NCEA

Approved subject (best 24 credits per subject)	Excellence credits	Merit credits	Achieved credits
English	8	6	6
History	-	6	10
Statistics and Modelling	4	4	16
Geography	-	10	10
French	-	-	24
SUBTOTAL	12	26	66
Best 80 credits	12	26	42
<b>Calculate points</b>	<b>48 pts</b>	<b>78 pts</b>	<b>84 pts</b>
	<b>(12 x 4)</b>	<b>(26 x 3)</b>	<b>(42 x 2)</b>
		<b>Score</b>	<b>210 points</b>

**Note:** Count up all your Excellence and Merit credits first, then count as many Achieved credits as you need up to a maximum of 80 credits. In this example, the student can only count 42 of their Achieved credits.

If you achieve University Entrance but do not achieve the GES, you will be waitlisted according to your rank score and application date. We will offer you a place in your programme if there are sufficient places.

## Pre-2004 New Zealand University Entrance qualification

You will be admitted to Victoria if you have a New Zealand University Entrance qualification gained prior to 2004, consisting of one of:

- a) from 1993 to 2004: Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B Bursary
- b) from 1986 to 1992: a D grade or higher in each of four NZUEBS subjects
- c) before 1986: the University Entrance qualification (by accreditation or examination).

## 2. Cambridge International Examinations from New Zealand (CIE)

To be automatically accepted into any degree at Victoria University you will need to:

- ☒ achieve University Entrance, and
- ☒ achieve the Guaranteed Entry Score (GES), and
- ☒ fulfil any other degree-specific requirements, eg. performance audition, and
- ☒ apply before **10 December 2011** for limited-entry degrees and courses, and **10 January 2012** for all other degrees and courses.

### University Entrance

University Entrance through CIE consists of a minimum of 120 points on the UCAS Tariff, including a minimum of grade D in each of at least two subjects equivalent to those on the approved list for NCEA at A or AS level, plus a minimum grade of D in one further subject either from the approved list or related to a domain on the NQF at AS or A level.

For the literacy and numeracy requirements you will need an E pass or better in AS English and a D pass or higher in IGCSE mathematics.

### Guaranteed Entry Score

**The GES from CIE is 160 points for all undergraduate degrees, except the Bachelor of Architectural Studies (BAS) and Bachelor of Building Science (BBSc), which have a GES of 170 points.**

### How you calculate your score

- ☒ The score will be calculated according to your UCAS Tariff score.
- ☒ You can count a maximum of six subject units over the last two years of study, in subjects at AS, A2 or A level from subjects that match the NCEA University Entrance approved subjects.
- ☒ A CIE score may differ from the UCAS Tariff used for University Entrance because only subjects equivalent to NCEA approved subjects are used for ranking.
- ☒ An A level counts as two subject units. If you have studied more than six subject units the best six scores will be counted.

The score will be calculated by awarding points as follows

Level	A	B	C	D	E
A	120 points	100 points	80 points	60 points	40 points
AS	60 points	50 points	40 points	30 points	20 points

### Example of a score for CIE

Subject	Level	Subject units	Grade	Tariff points	Rank score
English	A	2	D	60	60
Mathematics	A	2	C	80	80
Geography	AS	1	C	40	40
French	AS	1	D	30	30
History*	AS	1	D	30	nil
				<b>Rank score</b>	<b>210</b>

\*Not counted as only six subject units are included.

If you achieve University Entrance but do not achieve the GES, you will be waitlisted according to your score and application date. We will offer you a place in your programme if there are places available.

## 3. International Baccalaureate from New Zealand (IB)

To be automatically accepted into any degree at Victoria University you will need to:

- ☒ achieve University Entrance, and
- ☒ achieve the Guaranteed Entry Score (GES), and
- ☒ fulfil any other degree-specific requirements, eg. performance audition, and
- ☒ apply by **10 December 2011** for limited-entry degrees and courses, and **10 January 2012** for all other degrees and courses.

### University Entrance

University Entrance through IB consists of the full IB diploma (24 points minimum).

### Guaranteed Entry Score

**The GES from IB is 28 points for all undergraduate degrees, except for the Bachelor of Architectural Studies (BAS) and Bachelor of Building Science (BBSc), which have a GES of 29 points.**

You will be ranked according to your IB score. If you achieve 28 points for IB your score will also be 28 points.

If you achieve University Entrance but do not achieve the GES, you will be waitlisted according to your score and application date. We will offer you a place in your programme if there are places available.

## 4. Qualification assessment at entrance level

You can apply to be admitted to Victoria if you have one of the following:

- ☒ a recognised University Entrance qualification from outside of New Zealand
- ☒ for Australian students, an ATAR rank of 74.00 or better, or for Queensland an OP rank of 12 or better
- ☒ a combination of NCEA and CIE or IB results from New Zealand
- ☒ a completed relevant Level 4 qualification from another New Zealand tertiary institution, which must be relevant to your proposed area of study
- ☒ a Certificate of University Preparation from another New Zealand university with a B grade average or better. A grade average of B+ is required for guaranteed entry to the Bachelor of Architectural Studies and the Bachelor of Building Science
- ☒ a Certificate of Foundation Studies from another New Zealand university.

You will need to supply an official academic transcript with your enrolment application. Ensure you forward your official results/transcripts to the Enrolment Office as soon as you receive them.

## 5. Qualification assessment above entrance level

You can apply to be admitted to Victoria University if you have studied overseas or at a New Zealand tertiary institution at degree level (Level 5 or above).

Students applying with graduate status for postgraduate programmes should also select this admission type.

You will need to supply an official academic transcript with your enrolment application and you are also subject to admission on the basis of your previous academic performance. If your transcript is not in English, please provide an authorised translation. Contact the Translation Service, Department of Internal Affairs, for more information (phone 0800 872 675).

If you wish to apply for credit from an overseas institution, you will also need to provide course prescriptions and specific course information, like those given in this guide. For more advice about applications for transfer of credit, contact the relevant Faculty Student Administration Office. (Contact details are at the back of this guide.) Such applications take extra time to complete; to avoid delays in processing your application, we urge you to supply accurate and detailed documentation and to submit your application as early as possible and no later than **10 January 2012**.

## 6. Victoria entrance qualification

### Certificate of University Preparation (CUP)

If you have a CUP from Victoria University with a B grade average or better you will be admitted to Victoria University. To be accepted into a Bachelor of Architectural Studies or a Bachelor of Building Sciences, you will need to have a B+ grade average.

If you have a CUP with a lower average, you will be waitlisted and admitted if there is a place available in your programme.

### Certification of Foundation Studies

If you have a Certificate of Foundation Studies from Victoria University you will be admitted to Victoria University.

### Tohu Māoritanga

If you have successfully completed the Tohu Māoritanga you will be admitted to Victoria University.

## 7. Discretionary Entrance

This type of admission is for school students who wish to apply to university prior to gaining a University Entrance qualification.

To be considered for Discretionary Entrance to Victoria University you must have achieved the University Entrance literacy and numeracy standards described in the NCEA section above, or the equivalent from Cambridge International Examinations or International Baccalaureate.

You will normally need to have an NCEA Level 2 Certificate endorsed with Merit or better.

- ☒ **If you are applying directly from Year 12**, you will need to have strong support from an adviser at your school (usually your school principal or dean). Your adviser's confidential recommendation will support your maturity, motivation, capability and readiness to undertake degree-level study.
- ☒ **If you are applying after an overseas exchange** you will need to provide written evidence of your study overseas, and an adviser's confidential recommendation as above. You will need to complete Year 12/NCEA Level 2 before you go overseas.
- ☒ **If you are planning an overseas exchange** you will need to complete Year 12 and gain an NCEA Level 2 Certificate before you go overseas.
- ☒ **If you are applying for summer trimester preparatory courses** (CHEM 191, MATH 132 or MUSC 160) before your NCEA results are available, your admission for 2012 will still depend on your getting University Entrance and meeting the GES (see NCEA section on page 10).

### Notes

- ☒ If you have missed out on achieving University Entrance from Year 13 or on gaining a place at Victoria, you may not apply for Discretionary Entrance.
- ☒ Discretionary Entrance is not available to international students.

## Application process

- ☒ Discretionary Entrance applicants must submit the normal online Enrolment Application along with the Discretionary Entrance form, and other documents outlined on this form.
- ☒ The Discretionary Entrance form is available from Student Recruitment, Admission and Orientation, or from the Online Enrolment System.
- ☒ Each Discretionary Entrance application is considered on its own merits.
- ☒ More information and advice on Discretionary Entrance is available from the Student Recruitment, Admission and Orientation team.

## 8. Special Admission

You should apply for Special Admission if:

- ☒ you are a New Zealand or Australian citizen or permanent resident, and
- ☒ you are 20 years of age or over, and
- ☒ you do not hold a recognised University Entrance qualification.

### You must provide

1. A CV (up to three pages) of your work and life experience to date. This is an opportunity to tell us about your achievements.
2. A one-page personal statement, which must be written by you, explaining your goals and objectives for university study.
3. Academic transcripts of any secondary- or tertiary-level qualifications you have achieved.

We may also ask you to come in to the University to complete an assessment of your English and mathematics skills.

## Application process

1. Apply online by **10 December 2011** for limited-entry courses or **10 January 2012** for all others.
2. Submit your CV, personal statement and academic transcripts.
3. Come into the University to sit follow-up English and mathematics assessments (if we ask you to). These assessments will take place each Friday in Wellington and Auckland.

**Note:** No Special Admission applications will be accepted after **10 January 2012**, due to the amount of processing involved in each application.

Applicants assessed as being ready for degree-level study will be accepted into their chosen programme. Others will be prioritised and waitlisted or advised of alternative tertiary study options.

## What criteria will be used to assess my application?

**We will seek evidence of the following qualities:**

- ☒ work experience that has prepared you for university study by requiring you to use higher-order thinking skills and high-level written communication and numeracy skills
- ☒ clear goals and objectives for degree-level study
- ☒ qualifications that are relevant to your proposed programme of study
- ☒ demonstrated literacy and numeracy skills (if we have asked you to come in for a follow-up assessment).

## Māori and Pacific students

Victoria is committed to providing pathways to university for under-represented groups. If you are a Māori or Pacific applicant who applies under Special Admission, and we assess you as degree-ready, you will be admitted to your programme(s) with the following conditions:

- ☒ You must attend study and course planning interviews.
- ☒ You must attend Māori or Pacific orientation.
- ☒ You must participate in a faculty support programme for Māori and Pacific students.

## Students with disabilities

Applications from students with disabilities who achieve University Entrance but do not achieve the GES will be assessed on a case-by-case basis.

# Gaining admission—transferring and international students

## If you are a transferring student

All students transferring from another New Zealand university will need to provide certified academic transcripts when they apply, and will also be subject to admission on the basis of previous academic performance. Contact the relevant Faculty Student Administration Office for course advice or information on credit transfer. (See contact details at the back of this guide.) To find out which faculty administers your degree or programme, see Section 2 of this guide.

## International students

### New international students

All international students who wish to enrol at Victoria for the first time must contact Victoria International to receive an International Application for Admission form (see below for contact details).

### Returning international students

If you are a returning international student who has studied most recently at Victoria you must complete a general Enrolment Application online. Returning international students must apply by the same deadlines as returning domestic students.

#### VICTORIA INTERNATIONAL

Phone 04-463 5350  
Outside NZ +64-4-463 5350  
Fax +64-4-463 5056  
Email [victoria-international@vuw.ac.nz](mailto:victoria-international@vuw.ac.nz)  
Website [www.victoria-international.ac.nz](http://www.victoria-international.ac.nz)

## Are you from a non-English-speaking background?

Teaching at Victoria is normally in the English language. You need to be sure that your level of English is sufficient to cope with university study.

International students who need English preparation before starting degree-level study are offered the following two programmes:

### 1. Intensive English for Academic Purposes

Twelve-week courses (English Proficiency Programme (EPP)). See page 63 for details.

### 2. Foundation Studies Programme

A two-trimester programme that prepares students for university study. See page 63 for details.

If you need advice about the required level of English needed to succeed at degree-level study, we encourage you to contact the ESOL Assessment and Access Specialist Service or Student Recruitment, Admission and Orientation. The ESOL Assessment and Access Specialist Service is a free service, where an ESOL specialist will discuss your goals and language needs with you, assess your speaking and writing skills and give you information about the most appropriate classes and services available. Go to [www.esolservices.co.nz](http://www.esolservices.co.nz) or email [esol.specialist@xtra.co.nz](mailto:esol.specialist@xtra.co.nz)

All students from non-English-speaking backgrounds (both international and domestic) whose English proficiency is sufficient for university study and who have a university entrance qualification, but who wish to develop their ability further, may include the following degree-level courses in their programme of study:

**WRIT 151 Writing in English as a Second Language**—this course aims to develop the writing, reading and study skills of non-native speakers of English.

**WRIT 251 Academic Writing in English as a Second Language**—this course helps students develop an awareness of what constitutes effective writing and reading in academic contexts.

# A quick overview of the enrolment process

After you have determined your admission type, these are the five key steps when enrolling to study at Victoria University. These steps are covered in more detail in the next section.

## Step 1: Plan your programme

- ☒ Phone Student Recruitment, Admission and Orientation, 0800 VICTORIA (842 867), press option 2.
- ☒ Use Form A at the front of this guide.
- ☒ Choose your degree(s).
- ☒ Select your major(s).
- ☒ Choose your courses.

## Step 2: Check your personal timetable

- ☒ Check for clashes using the Online Course Catalogue at [www.victoria.ac.nz/coursecatalogue](http://www.victoria.ac.nz/coursecatalogue)
- ☒ Use Form B at the front of this guide.

## Step 3: Apply for enrolment

- ☒ Check the application closing dates on pages 8 and 9.
- ☒ Complete your Enrolment Application online at [www.victoria.ac.nz/enrol](http://www.victoria.ac.nz/enrol)
- ☒ If you are unable to enrol online, phone Student Recruitment, Admission and Orientation, 0800 VICTORIA (842 867), press option 2.
- ☒ Submit application and supporting certified copies of documentation:
  - birth certificate or passport
  - academic transcripts
  - ID photo
  - additional application forms (if applicable).

## Step 4: Receive your Offer of Study

- ☒ You receive an Offer of Study and a Fees Assessment.
- ☒ Check conditions and messages.
- ☒ Accept as soon as possible and no later than 10 February 2012.
- ☒ Apply to StudyLink if planning to pay fees by loan (may take four to six weeks to process).

### Enrolment pending NCEA or other results

- ☒ A Conditional Offer of Study will be processed. If you are an NCEA candidate, the University receives NCEA results from NZQA and confirms admission in mid-January. Students with University Entrance but without the Guaranteed Entry Score will be waitlisted and admitted if there are places in their chosen degree programme.

## Step 5: Finalise your enrolment

- ☒ You receive a Confirmation of Study.
- ☒ Congratulations—you are now a Victoria University student!
- ☒ Fees are due and are to be paid in full by 5pm on the Friday prior to commencement of your first course. To pick up or renew your ID card your fees must be paid or your Student Loan confirmed.

# The enrolment process

## Step 1: Plan your programme

### Not sure what you want to study?

There are lots of ways to choose what you want to study:

- ☒ **Career paths**—Think about what kind of job you'd like to do and work backwards. Use our Vic Careers website for some ideas [www.victoria.ac.nz/careers](http://www.victoria.ac.nz/careers)
- ☒ **Strengths**—Are you really good at maths? Or are you a natural with languages or design? Look through Section 3 to get some ideas about what courses you can study at Victoria.
- ☒ **Interests**—Are you fascinated by marketing, crime rates in New Zealand or want to understand global poverty better? Check out our degrees and subjects in Section 2 to see what you can start researching or visit faculty websites and check out their handbooks at [www.victoria.ac.nz/publications](http://www.victoria.ac.nz/publications) for more in-depth information about degrees.
- ☒ **Still need help?** Not a problem. Contact our Student Recruitment, Admission and Orientation team to talk through your options [www.victoria.ac.nz/futurestudents](http://www.victoria.ac.nz/futurestudents)

### Work out your degree/major requirements

- ☒ Section 2 contains information on what courses are required for each degree/major/minor. Put them into Form A at the front of this guide.
- ☒ Choose only 100-level courses (unless you have special permission, for example, in languages).
- ☒ Ensure your courses meet the prerequisites for 200-level courses, so you can advance your studies in that subject in second year. If you are applying for a course with a prerequisite you must enrol in the prerequisite in a previous trimester. Page 65, Understanding prescription information, will show you how to work out what prerequisites courses have.
- ☒ Some of the more specialist degrees have a set first-year programme with a choice of one or maybe two electives. These are all outlined in Section 2.
- ☒ If you are seeking exemptions from prerequisite/corequisite/statute/regulation, discuss with your Faculty Student Administration Office. Contact details are at the back of this guide.
- ☒ Information on Honours and postgraduate degree requirements can be found in the *Calendar*, available at [www.victoria.ac.nz/calendar](http://www.victoria.ac.nz/calendar) and vicbooks.

### Plan your workload

- ☒ Aim for about 120 points in your first year—between six and eight courses. First-year courses are generally worth either 15 or 20 points.
- ☒ Balance these out across the two trimesters, with at least three courses in each. As some courses are offered in both the first and second trimesters, pay close attention when selecting Course Reference Numbers (CRNs) for enrolment.

- ☒ The current definition of a minimum full-time workload is 96 or more points over two trimesters (eg. seven 15-point or five 20-point courses) or at least 48 points in one trimester.
- ☒ If you are doing a conjoint degree, you'll probably take four courses in each trimester.
- ☒ Though very able students could manage up to 85 points in a trimester, we advise most students to enrol in no more than 60 points (eg. three 20-point or four 15-point courses) in their first trimester. Students in need of a gentle introduction to university study should enrol in 40–50 points (eg. two 20-point courses or three 15-point courses) in Trimester One and add an extra course in Trimester Two. You need to enrol for both trimesters to be eligible for a Student Loan.
- ☒ Any two Victoria degrees can be done together as a conjoint degree programme. Generally, students may cross credit up to 180 points between the two degrees. Conjoint students may wish to consider doing more than 120 points in their first year in order to make a good start in both degree components. Students must maintain a B- average to stay in a conjoint programme.
- ☒ Don't take on too much—the golden rule is that for every hour you spend in class, you should spend around two hours working on your own. If you have other commitments such as family or paid employment, you should factor that into your overall workload. We suggest a maximum of 15 hours a week of paid employment for full-time students.
- ☒ Part-time students in particular should note that the expected workload required for a 15-point course is 10 hours per week for 15 weeks; for a 20-point course the figure is 13 hours per week.

### For personal assistance with planning your programme

- ☒ Attend a course planning visit at your school with a Victoria Liaison Officer.
- ☒ Come to Course Planning Weeks, Kelburn Campus and Victoria Recruitment Centre, Auckland, 21 November–9 December 2011, 9am–5pm.
- ☒ Make an appointment to see a Liaison Officer between Monday to Friday, 8.30am–5pm.
- ☒ Contact Student Recruitment, Admission and Orientation for help. You can also contact the relevant Faculty Student Administration Office for further information and advice, especially relating to entry to particular courses. Contact details are at the back of this guide.
- ☒ If you are a returning/transferring/postgraduate student, contact the relevant Faculty Student Administration Office for further information and advice.
- ☒ If you are unsure of what you want to study, make an appointment with a Vic Careers Adviser to discuss how your personal interests can match a possible career path and course of study. Contact details are at the back of this guide.

## Step 2: Check your personal timetable

- ☒ Use Form B at the front of this guide.
- ☒ All timetable information is available in the online Course Catalogue [www.victoria.ac.nz/coursecatalogue](http://www.victoria.ac.nz/coursecatalogue)
- ☒ You must ensure that there are no timetable clashes. If you do have a clash, you will need to choose again. If you need further advice about your programme, contact Student Recruitment, Admission and Orientation.
- ☒ All courses have a Course Reference Number (CRN), which you will need to check on your Enrolment Application.
- ☒ Some courses with larger numbers have several streams offered. Check the CRNs to ensure you are in the stream you prefer.
- ☒ Tutorial and lab times will be allocated in the first week of lectures.
- ☒ For architecture and design studios, sign-up lists are posted the week before the trimester begins.

## Step 3: Apply for enrolment

Apply online at [www.victoria.ac.nz/enrol](http://www.victoria.ac.nz/enrol)

Once you submit your Enrolment Application:

- ☒ it is checked
- ☒ your admission is assessed
- ☒ your programme of study is assessed
- ☒ Victoria sends you an Offer of Study, which outlines the qualifications and courses in which you have been offered a place as a result of selection and approval processes, and how much it will cost to take up the Offer. For NCEA candidates, and those whose admission is pending, the Offer of Study will be conditional.

### What can delay your application?

We will not be able to process your enrolment if:

- ☒ your Enrolment Application is incorrect, incomplete or unclear
- ☒ required documents are missing or copies are not certified correctly
- ☒ you fail to gain admission
- ☒ you owe any fees or fines to Victoria University.

As a result of the above you may not get into the qualification or courses for which you have applied. It is vital that you supply the correct certified documentation with your enrolment.

To be eligible to enrol, you must submit your Enrolment Application by the correct dates. Try to submit your application as early as possible to ensure a smooth enrolment process.

### Academic performance

Victoria has an Academic Progress Statute which aims to identify students who would benefit from careful control of the number of courses they can attempt, or who may be excluded from enrolling at Victoria, based on past academic performance in their university study. Returning and transferring students will be subject to the Academic Progress Statute, full details of which are set out in the *Calendar*, available online at [www.victoria.ac.nz/calendar](http://www.victoria.ac.nz/calendar)

### Returning international students

Victoria University is bound by the Code of Practice for Pastoral Care of International Students. The Code requires Victoria to ensure that all international students have a valid visa and the appropriate travel and health insurance while studying at Victoria. All international students must submit these documents with their Enrolment Application form.

### Privacy of personal information

Personal information provided by you to Victoria University will be held and used in accordance with the Privacy Act 1993. All information is stored in the University's student enrolment database, known as Banner. A student ID number will be assigned to you at the time of your admission to the University. It is used to uniquely identify your personal information recorded on our database. Relevant personal information will be available to staff of the University who are responsible for your enrolment; establishing and maintaining your records; providing tuition, academic advice and learning support; providing student services; maintaining order and discipline; and marketing of the University and its courses.

From time to time, for the purpose of academic research, the University may also provide academic staff with student names and addresses. Participation by a student in any such research will always be on a voluntary basis, and any published research will be in the form of statistical analysis and not identify individual students. Victoria University is required by law and regulations to provide certain personal information to government organisations. The agencies that may require the University to provide this information include: the Ministry of Education; Immigration New Zealand; Ministry of Foreign Affairs and Trade (which supports particular students through scholarships or other awards); Work and Income New Zealand; and StudyLink (where a Student Loan is involved).

The University provides its Development Office with the names and addresses of all its students. Contact details are used for bona fide alumni and University purposes. The University may also provide certain information to other educational institutions in accordance with established protocols.

If you do not supply the information required, your application will not be processed. All personal information that the University collects is available to you on request. Contact your Faculty Student Administration Office if you wish to see your personal information.

## Essential documentation

All documents are due before 10 January 2012. All first-year students must supply:

- ☒ a birth certificate or passport as proof of identity. A marriage certificate or deed poll is also required if you are using a different name from that on your birth certificate or passport
- ☒ proof of citizenship or permanent residency status if applying as a domestic student
- ☒ official transcripts of previous academic records where necessary. Results notifications or provisional results are not accepted.

Copies of documents supplied can only be accepted if they have been witnessed and certified by one of the following:

- ☒ the institution that issued the documents
- ☒ a solicitor
- ☒ a notary public
- ☒ a Justice of the Peace
- ☒ your school principal (secondary school students only).

Students may also bring original documents and copies to be certified by Victoria University staff in the Enrolment Office, Faculty Student Administration Offices, Student Recruitment, Admission and Orientation or Victoria International.

If the original is not in English, a certified translation must also be provided.

A document that is photocopied, downloaded from the internet or faxed is not considered a certified document and you will be asked to resubmit the documentation required.

## Step 4: Receive your Offer of Study

Accept and return your Offer of Study as soon as possible. If it is not returned to us before 10 February 2012, your place at Victoria may be given to another student on the waitlist.

What do I do with my Offer when I receive it?

### When you receive your Offer of Study:

- ☒ Read it carefully. Are there any messages?
- ☒ Read the instructions on how to make changes and methods of payment.
- ☒ Accept your Offer of Study as soon as possible. You must accept and submit your Offer of Study by the due date to accept your enrolment.

### What if I don't receive an Offer of Study?

- ☒ You can expect to receive your Offer within four weeks of applying to enrol, sometimes longer depending on the programme. Applications to limited-entry programmes and courses are held until 10 December and some may not receive an offer until the new year. If you have applied for another course and have not received an Offer of Study within four weeks of enrolling, then call 0800 VICTORIA (842 867) (Option 1) for the Enrolment Office.

## What is the enrolment completion period?

If your programme of study requires further discussion, you will be asked to finalise your programme in person. You will be advised on your Offer of Study which School, Faculty Student Administration Office or person to see. In order to avoid unnecessary queues, ensure you come in and finalise your programme as soon as possible.

## What if I want to make changes?

You can make changes to your Offer up until 10 January 2012 online by accepting it with changes. After that point, you will need to wait until after 24 January 2012 if you wish to make any other changes (subject to there still being places available in any courses you wish to change to). Changes may affect the cost of your programme and your eligibility for Student Loans and Allowances and may delay your becoming fully enrolled.

## What if I'm not sure where to go or what to do?

If you are unsure about what to do or have any queries about enrolling, check at the Enrolment Office, or call 0800 VICTORIA (842 867) and press Option 1.

## What if I decide not to study at Victoria?

You can cancel your Offer of Study by:

- ☒ writing to the Enrolment Office (you can send an email to [enrolment-enquiries@vuw.ac.nz](mailto:enrolment-enquiries@vuw.ac.nz)), or
- ☒ returning your Offer of Study, crossed out and signed, or
- ☒ declining the online Offer of Study.

## Step 5: Finalise your enrolment

By accepting your Offer of Study you indicate you have formally agreed to abide by the statutes and policies of Victoria University and you have accepted a place in the courses or programme offered to you, and are therefore liable for the required fees. Once your Offer of Study is submitted, it will then be processed and (after any conditions and requirements have been met) you will receive a Confirmation of Study from Victoria. This will confirm the details of your programme of study, showing any changes you may have made to your Offer of Study. The Confirmation of Study will also include details of your timetable and lecture rooms.

Once you have completed the enrolment process, you become a Victoria University student. The *New Student Guide 2012* outlines the things you need to know to enjoy life as a student and will be sent to you automatically.

## Once you are enrolled

### Help with courses and academic issues

Once you are fully enrolled, your Faculty Student Administration Office is the place to go for any administrative services you may require. For example:

- ☒ adding or withdrawing from courses (try this online first through myVictoria)
- ☒ changing the records of your personal information
- ☒ academic and course planning advice
- ☒ assistance with degree audits, if you want to know what you need to do to complete your degree
- ☒ information about postgraduate study.

If you have already signed and returned your Offer of Study and subsequently wish to withdraw from any or all of your courses, you must do so in writing to your Faculty Student Administration Office by certain dates to be eligible for a refund—see Important dates on pages 8 and 9. Some teacher education courses have different start dates from University courses. Students who want to withdraw from these courses must do so up to a maximum of two weeks from the date of commencement of the course to be eligible for a refund. For contact details for the faculties, refer to the contacts list at the back of this guide.

### Student ID card

All Victoria University students will receive a student ID card. To collect your ID card you must:

- ☒ be fully enrolled
- ☒ have paid your fees or had your Student Loan confirmed.

Your first ID card is free, but there is a replacement cost for lost or damaged cards. First-year students can collect their ID cards from the Enrolment Office, Level 1 Hunter Building. Distance students will be sent their student ID card. Returning students can get their ID cards updated with an update sticker; this can be done at Faculty Student Administration Offices or the Enrolment Office.

You must have a current student ID to:

- ☒ use the Library
- ☒ enter streamed classes
- ☒ enrol with student computing services
- ☒ access discounts
- ☒ access after-hours computer labs
- ☒ enter examinations.

### View and update student records online

The myVictoria portal is a gateway to information about Victoria University, the library system, student email, support services and general information about the student community. Information on how to access and use the portal will be included in your Confirmation of Study pack. myVictoria also allows you to:

- ☒ update your contact details
- ☒ view your courses
- ☒ check your timetable
- ☒ add and drop courses (some courses are restricted)
- ☒ view your grades
- ☒ check and pay your fees.

### New Students' Orientation

#### 27 February–2 March 2012 at Kelburn Campus

New Students' Orientation is a transition programme the week before classes start, consisting of a variety of faculty and specific orientations, tours, workshops and events where you can meet other students. You are welcome to attend as many events as you wish. Whether you are a Wellington student or joining one of our Halls of Residence, New Students' Orientation is a very practical way to welcome you to Victoria, to help you 'get your bearings', gain a feel for what Victoria offers you, alert you to the support services available to you—and have fun too! There are lots of activities you can participate in during this week. For example:

- ☒ Campus Coach programme
- ☒ campus tours guided by current students
- ☒ library tours
- ☒ study skills workshops
- ☒ info desks and displays
- ☒ computing workshops on how to use Victoria's IT services
- ☒ welcome sessions to hear about facilities, support and services for students
- ☒ sausage sizzle lunches.

### Faculty and specialised orientations

Each faculty holds its own orientation for new students. You will be offered an introduction to the faculty and your first year, hints on getting the most out of lectures, the opportunity to talk with academics and senior students and ask any niggling questions. Seven specialised sessions are held for different student groups including non-English-speaking background, Māori students, Pacific students, graduate students, mature students and students in Halls of Residence.

For an overview of these events and for a timetable, check out the website [www.victoria.ac.nz/orientation](http://www.victoria.ac.nz/orientation) from December to get an idea of the programme.

## International Students' Orientation

An orientation programme for international students will be held from 22–24 February 2012.

## Services for students—what help is there?

Victoria provides a range of services to help you make the most of your time here. The individual services are available at most campuses and offer you assistance with a wide range of issues such as:

- ▣ finding a place to live
- ▣ health concerns
- ▣ any queries or uncertainties you may have about what degree you are studying, plus general career matters
- ▣ wanting to confidentially talk over any personal or academic issues affecting your university life
- ▣ needing childcare while you are studying
- ▣ additional help with your studies
- ▣ impairments, injuries or chronic illnesses that require special provisions and resources
- ▣ budget advice, assistance with Student Loan and Allowance applications and emergency help from the Student Assistance Scheme
- ▣ difficulties with your studies—wanting to access extra study skills programmes or language support.

A full description of services is found at [www.victoria.ac.nz/student-services](http://www.victoria.ac.nz/student-services) and in the *New Student Guide 2012*. If you wish to know more about any of these services, contact details for each are listed under the heading Services for students at the back of this guide.

## Campus Coaches

If you are a first-year student, you can:

- ▣ have a Campus Coach for your first few weeks at university from your faculty
- ▣ know more about Victoria—what it offers you and how it works
- ▣ meet other new students in your faculty
- ▣ familiarise yourself with the campus.

Our Campus Coaches programme will help ease you into the Victoria environment during New Students' Orientation Week and the early weeks of Trimester One. For more information, email [campus-coaches@vuw.ac.nz](mailto:campus-coaches@vuw.ac.nz)

# 1 Fees and finance

Full details of your fees for 2012 will be shown on your Fees Assessment issued with your Offer of Study. Tuition fees are calculated on a per-point basis, so the amount charged will vary depending on your choice of courses. Some courses have additional charges for items such as study materials, equipment or field trips. These charges are detailed in the relevant prospectus.

Fees for 2012 had not been set at the time of printing. In 2011, undergraduate fees were as follows:

## 2011 tuition fees for domestic students

Average full time (120 points=1 EFTS)

Undergraduate	Per point (\$)	120 points (\$)
	Per point cost	Average full-time cost
Architecture	\$50.50	\$6,060
Chemical, Physical, Biological and Earth Sciences	\$45.85	\$5,502
Commerce, Law	\$42.70	\$5,124
Design, Psychology and Computer Science	\$45.40	\$5,448
Engineering*	\$53.15	\$6,378
Humanities and Social Sciences, Education	\$36.30	\$4,356
Mathematics and Statistics	\$39.90	\$4,788
Music	\$45.95	\$5,514

\*Engineering students take a mixture of Engineering, Mathematics, Physics and Computer Science courses.

In 2011 students were also required to pay:

- ☐ Student Services Levy
- ☐ Student Assistance Levy
- ☐ Students' Association Subscription.

The total cost of these levies in 2011 was around \$690 for full-time students. See [www.victoria.ac.nz/fees](http://www.victoria.ac.nz/fees) after 1 October for 2012 fees and levy details.

You can calculate your fees at [www.victoria.ac.nz/feescalculator](http://www.victoria.ac.nz/feescalculator)

2012 fees are expected to be available from October.

## NZSM students

Students enrolling in New Zealand School of Music programmes should refer to the website [www.nzsm.ac.nz/study/fees.aspx](http://www.nzsm.ac.nz/study/fees.aspx)

## International students

Students studying on a Student Visa should contact Victoria International for details. (Contact details are at the back of this guide.)

## Extramural study while living outside New Zealand

New Zealand permanent residents and Australian citizens who study extramurally while living outside New Zealand will be treated as international students for the purpose of charging fees.

## When to pay

Your fees are due by 5pm on the Friday prior to commencement of your course, or immediately upon enrolment during the year.

## Payment options

### Student Loan

Provided that you apply on time, StudyLink will pay the University directly.

### STUDYLINK

Phone 0800 88 99 00

Fax 0800 88 33 88

Website [www.studentloans.studylink.govt.nz](http://www.studentloans.studylink.govt.nz)

### Phone/Internet banking

Use your student ID number and names as reference and pay into National Bank account number 06-0606-0100241-00.

- ☐ ANZ 0800 103 123 [www.anz.co.nz](http://www.anz.co.nz)
- ☐ ASB 0800 803 804 [www.asb.co.nz](http://www.asb.co.nz)
- ☐ BNZ 0800 240 000 [www.bnz.co.nz](http://www.bnz.co.nz)
- ☐ National Bank 0800 282 828 [www.nationalbank.co.nz](http://www.nationalbank.co.nz)
- ☐ Westpac 0800 400 600 [www.westpac.co.nz](http://www.westpac.co.nz)
- ☐ Kiwibank 0800 113 355 [www.kiwibank.co.nz](http://www.kiwibank.co.nz)

### International transfers

Contact Payments Office on 04-463 5484.

### By Visa or MasterCard

Pay online on the 'My Study' tab at <https://my.vuw.ac.nz/cp/home/displaylogin> or pay in person (see below).

Call the Payments Office on 04-463 5484. You will need your card number, expiry date, type of card, cardholder name, student ID number and amount to be paid.

### In person

Visit the Payments Office, Enrolments Counter, Level One, Hunter Building, Kelburn Parade, Wellington. EFTPOS, cheque (payable to Victoria University of Wellington), credit card (Visa or MasterCard).

For security reasons students are advised not to pay their tuition fees in cash. However, a National Bank branch is available on campus should you wish to do so. Present your invoice (and cash) at this facility and they will provide you with a receipt.

### By post

Send a cheque (payable to Victoria University of Wellington) or your credit card details (Visa or MasterCard) to:

### PAYMENTS OFFICE

Victoria University of Wellington

PO Box 2389

Wellington 6140

Include your Student ID number and full name.

## Further information

The Fees Statute contains full information about the charging of fees, payment obligations and the implications of non-payment, and is available on the University's website at [www.victoria.ac.nz/fees](http://www.victoria.ac.nz/fees)

Domestic students enrolled in a course of study longer than one trimester may apply to pay their fees by instalments. The number of instalments will not normally exceed one per trimester of enrolment.

### STUDENT FEES ADVISORS

Phone 04-463 5484  
Email [student-finance@vuw.ac.nz](mailto:student-finance@vuw.ac.nz)

## Email address

One of our primary methods of advising you of outstanding fees (including all invoicing) is by email. We will send all such messages to the email address provided on your Enrolment Application. Note also that a correct email address is vital for students completing their qualifications, as advice on graduation will be sent by email.

## Withdrawals and refunds

To withdraw from a course, you must contact your Faculty Student Administration Office. (Contact details are at the back of this guide.) Dates for full refund withdrawals from courses during the 2012 academic year will be available from October 2011 online at [www.victoria.ac.nz/withdrawalsrefunds](http://www.victoria.ac.nz/withdrawalsrefunds)

Withdrawing from courses may affect your eligibility for Student Loans and Allowances. For more information, visit [www.victoria.ac.nz/home/admisenrol/payments/loansandallowances.aspx](http://www.victoria.ac.nz/home/admisenrol/payments/loansandallowances.aspx)

## Financial support Scholarships and prizes

Full details of undergraduate and graduate awards are available online at [www.victoria.ac.nz/scholarships](http://www.victoria.ac.nz/scholarships)

For information about scholarships for early childhood, primary or secondary teacher education, refer to the *Faculty of Education 2012 Handbook*.

## Student Assistance Scheme

The Student Finance Advisers in Student Services are always willing to help with applications to the scheme or to discuss an emergency loan. (Contact details are at the back of this guide.)

## Student Allowances and Loans

StudyLink administers Student Allowances, Student Loans and some scholarships. For all information, application forms and enquiries regarding entitlements, contact StudyLink on 0800 889 900 or [www.studentloans.studylink.govt.nz](http://www.studentloans.studylink.govt.nz)

To be eligible for a Student Loan, all students who have studied at least 1.6 EFTS\* (about two years of full-time study) will need to have passed and completed at least 50 percent of their courses. The assessment of performance includes courses of study that ended in 2009 or later.

There is also a lifetime limit for Student Loans, which equates to seven EFTS. All study from 1 January 2010 is included in your EFTS count.

Extensions of up to an additional 1 EFTS may be available to complete postgraduate study, or 3 EFTS to undertake doctoral study. Generally, students will not be able to receive more than 10 EFTS of Student Loan entitlement including these extensions.

Study results also have an impact on a student's ability to continue to access a Student Loan.

In addition, permanent residents and Australian citizens will be subject to a two-year stand down period before they can receive a Student Loan.

For more information on these eligibility requirements and changes to student support, visit [www.studentloans.studylink.govt.nz](http://www.studentloans.studylink.govt.nz)

\*Equivalent Full-time Student (EFTS) is a measure of the amount of study involved in a course or programme. Generally speaking a full-time workload is equivalent to between 0.8 and 1.2 EFTS.