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4 Contact details

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

ENROLMENT OFFICE

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 5250 or

0800 VICTORIA (Option 1) or 0800 842 867

Outside NZ +64-4-463 5250

Fax 04-463 5427

Email enrolment-enquiries@vuw.ac.nz

Web www.victoria.ac.nz/enrol

PAYMENTS OFFICE AND STUDENT FEES ADVISERS

Enrolment Counter, Level 1, Hunter Building, Kelburn Campus

PO Box 2389, Wellington 6140

Phone 04-463 5484

Fax 04-463 5427

Email student-finance@vuw.ac.nz

Web www.victoria.ac.nz/payment

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

Faculties

FACULTY OF ARCHITECTURE AND DESIGN

139 Vivian Street, Te Aro Campus

Phone 04-463 6200

Fax 04-463 6204

Email architecture@vuw.ac.nz; design@vuw.ac.nz

Web www.victoria.ac.nz/architecture

www.victoria.ac.nz/design

STUDENT ADVISERS:

Phone 04-463 6256 or 04-463 6276

FACULTY OF COMMERCE AND ADMINISTRATION

Student and Academic Services

Railway West Wing, Pipitea Campus

Phone 04-463 5376

Fax 04-463 5360

Web www.victoria.ac.nz/fca

STUDENT ADVISERS (BY STUDENT SURNAME):

A–H 04-463 5940

I–P 04-463 5378

Q–Z 04-463 5941

Email fca-sao@vuw.ac.nz

FACULTY OF EDUCATION

Donald Street, Karori Campus

Phone 04-463 9500

Fax 04-463 9649

Email education@vuw.ac.nz

Web www.victoria.ac.nz/education

SCHOOL OF EDUCATION POLICY AND IMPLEMENTATION

Phone 04-463 9682

SCHOOL OF EDUCATIONAL PSYCHOLOGY AND PEDAGOGY

Phone 04-463 9502

TE KURA MĀORI

Phone 04-463 5633

FACULTY OF ENGINEERING

Level 1, Cotton Building, Kelburn Campus

Phone 04-463 5341

Fax 04-463 5045

Email engineering-faculty@vuw.ac.nz

Web www.victoria.ac.nz/engineering

STUDENT ADVISERS (BY STUDENT SURNAME):

A–H 04-463 5982

I–Q 04-463 5983

R–Z 04-463 5981

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Level 4, Murphy Building, Kelburn Campus

Phone 04-463 5745
 Fax 04-463 5183
 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
 Fax 04-463 6365
 Email law-enquiries@vuw.ac.nz
 Web www.victoria.ac.nz/law

UNDERGRADUATE ADMINISTRATOR, ROOM 108

Phone 04-463 6433
 Email law-enquiries@vuw.ac.nz

KAITAKAWAENGA TURE/MĀORI LAW STUDENTS' COORDINATOR, ROOM G29

Phone 04-463 6305

PACIFIC LAW STUDENTS' COORDINATOR, ROOM G28

Phone 04-463 6303

FACULTY OF SCIENCE

Level 1, Cotton Building, Kelburn Campus

Phone 04-463 5101
 Fax 04-463 5122
 Email science-faculty@vuw.ac.nz
 Web www.victoria.ac.nz/science

STUDENT ADVISERS (BY STUDENT SURNAME):

A-H 04-463 5982
 I-Q 04-463 5983
 R-Z 04-463 5981

Services for students**ACCOMMODATION SERVICE**

42-44 Kelburn Parade, Kelburn Campus
 Phone 04-463 5896
 Fax 04-463 9974
 Email accommodation@vuw.ac.nz
 Web www.victoria.ac.nz/accommodation

CAMPUS COACHES

Phone 04-463 5233, ext 8966
 Email campus-coaches@vuw.ac.nz
 Web www.victoria.ac.nz/campuscoaches

CAREER DEVELOPMENT AND EMPLOYMENT/VIC CAREERS

14 Kelburn Parade, Kelburn Campus
 Phone 04-463 5393
 Fax 04-463 5252
 Email careers-service@vuw.ac.nz
 Web www.victoria.ac.nz/careers
<http://careerhub.vuw.ac.nz>

CHAPLAIN—ANGLICAN

8 Kelburn Parade, Kelburn Campus
 Phone 04-463 5499
 Email anglican@vuw.ac.nz
 Web www.victoria.ac.nz/chaplains

CHAPLAIN—CATHOLIC

4 Kelburn Parade, Kelburn Campus
 Phone 04-472 3325
 Email catholic@vuw.ac.nz
 Web www.victoria.ac.nz/chaplains

COUNSELLING SERVICE

Mauri Ora, Level 1, Student Union Building, Kelburn Campus
 Phone 04-463 5310
 Fax 04-463 6009
 Email counselling-service@vuw.ac.nz
 Web www.victoria.ac.nz/counselling

CRÈCHE—KELBURN CAMPUS

71 Fairlie Terrace, Kelburn Campus
 Phone 04-463 5151
 Email childcare@vuw.ac.nz
 Web www.victoria.ac.nz/creche

CRÈCHE—PIPITEA CAMPUS

Government Buildings
 Phone 04-463 6408
 Email childcare@vuw.ac.nz
 Web www.victoria.ac.nz/creche

DISABILITY SERVICES

Robert Stout Building, Kelburn Campus
 Phone 04-463 6070
 Fax 04-463 5104
 Email disability@vuw.ac.nz
 Web www.victoria.ac.nz/disability

FINANCIAL SUPPORT AND ADVICE

14 Kelburn Parade, Kelburn Campus

Phone 04-463 7474
 Fax 04-463 5252
 Email student-hardship@vuw.ac.nz
 Web www.victoria.ac.nz/finadvice

ITS SERVICE DESK

Phone 04-463 5050
 Email its-service@vuw.ac.nz
 Web www.victoria.ac.nz/its

KAITAKAWAENGA MĀORI/MĀORI LIAISON OFFICER

Level 1, Hunter Building, Kelburn Campus

Frances Rewharewha

Phone 04-463 6668
 Email frances.rewharewha@vuw.ac.nz
 Web www.victoria.ac.nz/futurestudents

LIBRARIES

Phone 04-463 5695 (Kelburn)
 04-463 6241 (Architecture & Design)
 04-463 7495 (Commerce)
 04-463 6372 (Law)
 04-463 9508 (W.J. Scott Education)
 Web www.victoria.ac.nz/library

PACIFIC LIAISON OFFICER

Level 1, Hunter Building, Kelburn Campus

Sera Gagau

Phone 04-463 6670
 Fax 04-463 5193
 Email sera.gagau@vuw.ac.nz
 Web www.victoria.ac.nz/futurestudents

RECREATION SERVICES

Phone 04-463 6614 (Kelburn)
 Phone 04-463 6994 (Pipitea)
 Email rec-cent@vuw.ac.nz
 Web www.victoria.ac.nz/reccentre

SCHOLARSHIPS OFFICE

10 Kelburn Parade, Kelburn Campus

Phone 04-463 5113
 Fax 04-463 6480
 Email scholarships-office@vuw.ac.nz
 Web www.victoria.ac.nz/scholarships

STUDENT HEALTH SERVICE

Mauri Ora, Level 1, Student Union Building, Kelburn Campus

Phone 04-463 5308
 Fax 04-463 5028
 Email student-health@vuw.ac.nz
 Web www.victoria.ac.nz/studenthealth

STUDENT JOB SEARCH

15 Mount Street, Kelburn

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
 Fax 04-463 5400
 Email student-learning@vuw.ac.nz
 Web www.victoria.ac.nz/slss

STUDYLINK

(Government agency administering Student Loans and Allowances)

Phone 0800 889 900
 Web www.studylink.govt.nz

TE HERENGA WAKA MARAE

46 Kelburn Parade, Kelburn Campus

Phone 04-463 9505
 Email kathy.samuel@vuw.ac.nz
 Web www.victoria.ac.nz/marae

TE PŪTAHI ATAWHAI

14 Kelburn Parade, Kelburn Campus

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 Web www.victoria.ac.nz/tpa

TE RŌPŪ ĀWHINA PŪTAIAO

Support for Māori and Pacific students in Faculties of Science, Engineering and Architecture and Design

Liz Richardson

Phone 04-463 5987
 Email liz.richardson@vuw.ac.nz
 Web www.victoria.ac.nz/science/awhina

VICBOOKS

Student Union Building, Kelburn Campus

Phone 04-463 5515
 Email enquiries@vicbooks.co.nz
 Web www.vicbooks.co.nz

VIC OE

Level 2, Easterfield Building, Kelburn Campus

Phone 04-463 5667 or 6794
 Email exchangestudents@vuw.ac.nz
 Web www.victoria.ac.nz/exchange

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS' ASSOCIATION (VUWSA)

Student Union Building, Kelburn Campus

Phone 04-463 6716
 Email admin@vuwsa.org.nz
 Web www.vuwsa.org.nz

Admission: The term 'admission' describes the process where your eligibility to attend Victoria University is assessed. There are different admission types depending on your previous qualifications. You still need to ensure you apply by the due dates and satisfy any other specific degree requirements.

Bachelor degree: A first or undergraduate degree. We also use the terms 'degree programme' or 'programme of study' to refer to the overall programme you are studying.

Certificate of Proficiency: You can enrol in a Certificate of Proficiency if you want to do a course without counting it towards a Victoria degree. You will still need to gain admission to Victoria University.

Conjoint degree/programme: A specialised programme in which you study courses for two Bachelor degrees at the same time. Students must maintain a B- grade average each year to remain in a conjoint programme.

Co-requisite (C): A course that must be taken at the same time as, or before, another course. Can be waived in certain cases.

Course: A block of work in a subject that carries a certain number of points. Sometimes referred to as a paper.

Course Reference Number (CRN): A number that identifies each course and stream, shown in Section 3 of this guide and on the online Course Catalogue. You need to indicate the CRN for each course you choose on your online enrolment form.

Cross-credit: A course is cross-credited when it counts towards more than one degree. Check carefully with your Faculty Student Administration Office about cross-crediting regulations.

Degree: A qualification gained by completing certain requirements, including number of points, level of study and subject combinations. Sometimes referred to as a programme. A Bachelor degree takes at least three years of full-time study.

Degree programme: See 'Programme of study'.

Discretionary Entrance: A form of admission for students wanting to enrol at university directly from Year 12, students making an application following an exchange to an overseas secondary school or students who wish to enrol in preparatory courses at the University during the summer trimester before their entrance results are available.

Enrolment: The process of applying (usually online) to study at Victoria. For key enrolment dates, see pages 8 and 9.

Faculty: Victoria has seven teaching faculties: Architecture and Design, Commerce and Administration, Education, Engineering, Humanities and Social Sciences, Law and Science. They each teach and administer a range of programmes.

First-year student: A student who has never studied at a New Zealand university before.

Full-time student: For Student Allowance purposes, a full-time student is studying at least 96 points over Trimesters One and Two. Most full-time students do around 120 points a year.

Guaranteed Entry Score (GES): Victoria offers a guarantee of entry into chosen programmes for most applicants. This is calculated based on academic merit. Those who don't achieve the Guaranteed Entry Score may still be accepted.

Limited Entry: A course or degree where there is a limited number of places available. Applications for all limited entry courses and degrees in 2012 are due before 10 December 2011.

Major: The subject you specialise in and take to 300 level. You can also do a double major, specialising in two subjects within the same degree.

Minor: A smaller concentration in one subject area than a major. You can do minors in the BA, BCA, BSc and BDI degrees.

NZSM: The New Zealand School of Music, a joint venture between Victoria and Massey Universities, offering the Bachelor of Music and the Foundation Certificate of Jazz.

Offer of Study: Victoria's response to your Enrolment Application, informing you of the qualification(s) and courses the University is offering you a place in, and how much this will cost you. Your Offer of Study is usually conditional on you meeting certain requirements, such as supplying documentation and meeting admission requirements (such as when your results are available). You must accept your Offer of Study by the due date in order to be fully enrolled.

Points: Every course is worth a certain number of points. Each course you pass gives you points towards the total required for your degree. Most courses are worth either 15 or 20 points.

Pre-requisite (P): A course that must be passed before you can take another particular course. Can be waived in certain cases.

Primary Enrolment Period: For 2012, this is from 1 October 2011 to 10 January 2012. All students intending to study during Trimester One, Two or Three in 2012 should apply during the Primary Enrolment Period.

Programme of study: The overall group of courses you enrol in for your degree—including the required courses for the major(s) or specialisation(s) you wish to complete. A programme is made up of courses, and completion of a programme results in a qualification.

Restricted course (X): A course that is so similar to another course that you cannot have both counted towards your degree.

Restricted Enrolment: The requirements under the Academic Progress Statute that restrict or limit students enrolling in further courses if they are not making adequate progress.

Returning student: A student whose most recent enrolment was at Victoria.

Special Admission: A form of admission, see page 14.

Subject code: Each course has a code of four letters and three numbers. The letters show the subject and the numbers show the level of the course, eg. LAWS 121 is a Law course at 100 level.

Transfer of credit: If you have already started a degree, or have done some study at degree level (either at Victoria or at another university) you may be able to transfer some of the points you have completed into a Victoria degree. Check carefully with your faculty Student Administration Office about regulations.

Transferring student: A student whose most recent enrolment was at another New Zealand university. Transferring students are subject to the Academic Progress Statute.

Trimester: Victoria has three trimesters. Trimester One is from March–June, Trimester Two is from July–October and Trimester Three (the summer trimester) is from November–February. These are often written as 1/3, 2/3 and 3/3.

Undergraduate degree: A Bachelor degree or first degree.

4 Notes