

SERVICES FOR STUDENTS



Use Victoria University's student services to get the most out of your study.

Accommodation Service

Assistance and advice about everything related to accommodation.

42-44 Kelburn Parade, Kelburn Campus

Phone 04-463 5896

Email accommodation@vuw.ac.nz

Web www.victoria.ac.nz/accommodation

Campus Coaches

A programme that links senior students with new students to help them settle into university life.

Phone 04-463 6863

Email campus-coaches@vuw.ac.nz

Web www.victoria.ac.nz/campuscoaches

Career Development and Employment

Also known as Vic Careers—find out what you need to know to get a job, what career options are open to you and what your ideal future might look like.

14 Kelburn Parade, Kelburn Campus

Phone 04-463 5393

Email careers-service@vuw.ac.nz

Web www.victoria.ac.nz/careers

Chaplains

Pastoral and practical support to anyone who needs it, regardless of background. Chaplains seek to share the Gospel of Jesus Christ with those who want to learn more.

Kohanga (Catholic)—4 Kelburn Parade

Ramsey House (Anglican/Ecumenical)—8 Kelburn Parade

Phone 04-472 3325 (Catholic)

04-463 5499 (Anglican/Ecumenical)

Web www.victoria.ac.nz/chaplains

Crèche

The provision of care and education for children aged 0–5 years, supporting students to continue their studies.

67-71 Fairlie Terrace and Law School, Lambton Quay

Phone 04-463 5151 (Manager) 04-463 5021 (Admin Assistant)

Email childcare@vuw.ac.nz

Web www.victoria.ac.nz/creche

Disability Services

Advice and services for students with temporary and ongoing impairments. Support includes planning help, liaison with academic staff, adaptive equipment, technology and training, sign language interpreting, note-taking assistance, mobility parking, ergonomic furniture and access to rest and study rooms.

Level 1, Robert Stout Building, Kelburn Campus

Phone 04-463 6070
Email disability@vuw.ac.nz
Web www.victoria.ac.nz/disability

Enrolment Office

Information, advice and support for prospective and current students to help with enrolment.

Level 1, Hunter Building, Kelburn Parade

Phone 04-463 5250 or 0800 VICTORIA (option 1)
Email enrolment-enquiries@vuw.ac.nz
Web www.victoria.ac.nz/enrol

Faculties

→ Faculty of Architecture and Design

139 Vivian Street, Te Aro Campus

Phone 04-463 6200
Email architecture@vuw.ac.nz or design@vuw.ac.nz
Web www.victoria.ac.nz/architecture or
www.victoria.ac.nz/design

→ Faculty of Commerce and Administration

Railway West Wing, Pipitea Campus

Phone 04-463 5376 (Pipitea)
04-463 6870 (Kelburn)
Email fca-sao@vuw.ac.nz
Web www.victoria.ac.nz/fca

→ Faculty of Education

Donald St, Karori Campus

Phone 04-463 9500
Email education@vuw.ac.nz
Web www.victoria.ac.nz/education

→ Faculty of Engineering

Cotton Building, Kelburn Campus

Phone 04-463 5101

Email engineering@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

Government Buildings, Pipitea Campus

Phone 04-463 6366

Email law-enquiries@vuw.ac.nz

Web www.victoria.ac.nz/law

→ Faculty of Science

Cotton Building, Kelburn Campus

Phone 04-463 5101

Email science-faculty@vuw.ac.nz

Web www.victoria.ac.nz/science

Fees and Payments

Information and advice related to fees, payments, student levies, scholarships and liaising with StudyLink on student issues.

Level 1, Hunter Building, Kelburn Parade

Phone 04-463 5484

Email student-finance@vuw.ac.nz

Web www.victoria.ac.nz/fees

Financial Support and Advice

Information on money matters as well as assisting students with help from the Hardship Fund.

14 Kelburn Parade, back courtyard

Phone 04-463 6644

Email student-hardship@vuw.ac.nz

Web www.victoria.ac.nz/finadvice

Information Technology Services

Support for student queries relating to ITS computers on all campuses, access to myVictoria (the student portal), standard software such as Microsoft Office, and other specialised software like SPSS and Endnote.

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

Jobs

→ Career Hub

24/7 access to part time jobs, graduate jobs, contract work, tutoring positions, internships, work experience opportunities and a CV building tool. Use your student computing account to log in.

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

→ Student Job Search

A not-for-profit employment agency that helps students find work while they study.

Phone 0800 757 562
Web www.sjs.co.nz

Language Learning Centre

Self-study and classroom facilities, resources, and people to facilitate your language learning.

Level 0, von Zedlitz Building, Kelburn Campus

Phone 04-463 5315
Email llc@vuw.ac.nz
Web www.victoria.ac.nz/llc

Leadership Programmes

→ Victoria International Leadership Programme

A distinctive internationalisation initiative. Self-paced, extra-curricular programme open to all students.

Level 2, Easterfield Building, Kelburn Campus

Phone 04-463 7459
Email vilp@vuw.ac.nz
Web www.victoria.ac.nz/vilp

→ Victoria Plus Award

Victoria's unique service and leadership award programme which develops leadership, social responsibility and employability skills. Open to all students and best started early in your studies.

14 Kelburn Parade

Phone 04-463 9462

Email victoriaplus@vuw.ac.nz

Web www.victoria.ac.nz/victoriaplus

Libraries

Information resources and people to support you in your research and learning; space to think and work.

Central Library 04-463 6186

Architecture and Design Library 04-463 6240

Commerce Library 04-463 7495

Law Library 04-463 6372

W. J. Scott Education Library 04-463 9508

Web www.victoria.ac.nz/library

Ask a Librarian

Web www.victoria.ac.nz/library/forms/ask-a-librarian.aspx

Māori & Pacific Student Support

→ Marae

The marae provides a tūrangawaewae—a standing place where Māori custom prevails—for students and staff and supports the teaching, learning and cultural needs of Māori at the University.

Te Herenga Waka Marae

46 Kelburn Parade, Kelburn Campus

Phone 04-463 5472

Email teripowai.higgins@vuw.ac.nz

Web www.victoria.ac.nz/marae

Ako Pai Marae

Campbell Street, Karori Campus

Phone 04-463 9553

Email peihana.ruhe@vuw.ac.nz

→ Law Student Coordinators

Support programmes for Māori and Pacific Island students studying law; including tutorials, mentoring and study skills sessions.

Government Buildings, 55 Lambton Quay

Phone 04-463 6305 (Māori) and 04-463 6303 (Pacific)

Email david.jones@vuw.ac.nz (Māori) and
ella.risati@vuw.ac.nz (Pacific)

→ Te Pūtahi Atawhai

Māori and Pacific undergraduate mentoring programme for FCA and FHSS and pastoral support for Māori and Pacific students.

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 6974

Email te-putahi-atawhai@vuw.ac.nz

Web www.victoria.ac.nz/tpa

→ Te Rōpū Āwhina

On-campus whānau for students studying Science, Engineering, Architecture or Design.

Room 148, Level 1 Cotton Building

Phone 04-463 5987

Email teropuawhina@gmail.com

Web www.victoria.ac.nz/science/awhina

Overseas Exchange (Vic OE)

Student exchange programme for current students to study part of their degree at one of our overseas exchange partners—travel grants available.

Level 2, Easterfield Building, Kelburn Campus

Phone 04-463 5667

Email exchangestudents@vuw.ac.nz

Web www.victoria.ac.nz/exchange

Recreation Services

Through the delivery of recreation, fitness and sports, Recreation Services is available to keep all Victoria students healthy and happy during their studies.

Kelburn	04-463 6614
Rutherford House	04-463 6994
Email	recreation-centre@vuw.ac.nz
Web	www.victoria.ac.nz/reccentre

Student Counselling Service

Professional, confidential counselling available at all campuses for any issue impacting on personal or academic success.

Mauri Ora, Level 1 Student Union Building

Phone	04-463 5310 for appointments at all campuses
Email	counselling-service@vuw.ac.nz
Web	www.victoria.ac.nz/counselling

Student Health Services

A full range of general practice medical services for currently enrolled students.

Mauri Ora, Level 1, Student Union Building

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

Pipitea Campus, Level 2, Railway West Wing

Phone	04-463 7474
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Victoria Physiotherapy Clinic

Mauri Ora, Level 1, Student Union Building

Phone	04-463 5257
Email	physiotherapy@vuw.ac.nz
Web	www.victoria.ac.nz/physio

Student Interest and Dispute Advisor

If you need support or guidance on any matter involving safety, conflict or misconduct, contact us to discuss what assistance is available to deal with the problem.

Phone	04-463 5023
Email	yvonne.oldfield@vuw.ac.nz
Web	www.victoria.ac.nz/disputes-advice

Student Learning Support Service

Group and one-to-one academic support for all students at any stage of their study.

Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus

Phone 04-463 5999
Email student-learning@vuw.ac.nz
Web www.victoria.ac.nz/slss

Student Recruitment, Admission and Orientation

Course advice for new students and admission enquiries.

Level 1, Hunter Building, Kelburn Campus

Phone 04-463 5374 or 0800 VICTORIA (option 2)
Email course-advice@vuw.ac.nz
Web www.victoria.ac.nz/futurestudents

Victoria International

International student support services, including insurance and student visa renewal, as well as admission, enrolment and orientation for new international students.

Level 2, Easterfield Building, Kelburn Campus

Phone 04-463 5350
Email victoria-international@vuw.ac.nz
Web www.victoria.ac.nz/international

Victoria University of Wellington Students' Association (VUWSA)

A Victoria student association providing advocacy, support and advice for all students. It also provides a range of other services—for more information visit their website.

Level 2, Student Union Building, Kelburn Campus

Kelburn 04-463 6716
Pipitea 04-463 9479
Karori 04-463 9781
Email kelburn@vuwsa.org.nz
Web www.vuwsa.org.nz

VUWSA Student Advocate

Phone 04-463 6984

