

PLAN YOUR DEGREE AND MAJOR

We encourage students to research the Victoria degrees and majors they plan to study at the University.

For a full list of degrees and subject areas offered, see www.victoria.ac.nz/international/study

PhD applicants: Do NOT use this application form. There is a separate application process for the PhD degree, managed by the Faculty of Graduate Research – see www.victoria.ac.nz/fgf

SUBMIT YOUR APPLICATION

Complete all sections on the attached Application Form, sign it and courier (preferably using a tracked worldwide courier service) or mail your form and supporting documents to the address on the application form so it arrives by the closing dates listed on the right.

As a minimum, you must include:

- A completed International Student Application Form
- Official documentation of your academic results
- A certified copy of your passport personal details page

Note that some Victoria programmes have additional requirements.

If your first language is not English you must also include supporting evidence of your English proficiency – see page 2 of this form for details.

Postgraduate students must also include the items listed in the Entry Requirements for Postgraduate Study and Research on page 2 of this form.

APPLICATION CLOSING DATES

For study beginning in:

Trimester 1 (March): **1 December**

Trimester 2 (July): **1 May**

Trimester 3 (November): **1 September**

Some programmes have an earlier application closing date. Applications received after the above dates are considered on a case-by-case basis.

RECEIVE OFFER OF PLACE

When we receive your application we will acknowledge it with an email. After an assessment is made, successful applicants will receive an offer of place and pre-arrival information by email, including your offer status, offered programme and start date.

VISIT THE PRE-ARRIVAL WEBSITE

It is important to review the pre-arrival information at www.victoria.ac.nz/pre-arrival, which includes important advice on the accommodation application process, your student visa, and medical and travel insurance.

APPLICATION TO STUDY AS AN INTERNATIONAL STUDENT ENTRY REQUIREMENTS

TO STUDY AT VICTORIA UNIVERSITY OF WELLINGTON AS AN INTERNATIONAL STUDENT YOU WILL NEED A GOOD COMMAND OF THE ENGLISH LANGUAGE AND A GOOD RECORD OF ACADEMIC ACHIEVEMENT.

IMPORTANT: *These are the **minimum** English language and academic requirements for admission to Victoria. Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of the University.*

UNDERGRADUATE STUDY

ENGLISH LANGUAGE REQUIREMENTS

- IELTS overall band of 6.0 with no sub-score below 5.5; or
- TOEFL 80 on the internet-based test; or
- A minimum of three ratings of 4 and one rating of 3 in the Victoria University English Proficiency Programme test – see Pathways Programmes in the Victoria International Prospectus, page 30; or
- Pearson Test of English: A score of 58 (with a ‘Communicative’ score of not less than 50).

The following programmes have specific English language requirements:

- Undergraduate teaching degree programmes may require a minimum IELTS overall band of 7.0 with no sub-score below 7.0.

ACADEMIC REQUIREMENTS

See the academic entry requirements on page 5.

If you have studied a university foundation programme outside of New Zealand, it must be recognised by Victoria and you will need to have successfully completed the programme with at least a 75% average or equivalent. Applications are assessed on a case-by-case basis.

ACADEMIC CREDIT TRANSFER AND EXEMPTIONS

Academic credit transfer recognises previous study at another recognised institution and transfers university points (credit) to a degree at Victoria University of Wellington. Credit transfer can reduce the number of courses required to complete a degree. In some cases, it may be possible to complete a degree in two years, instead of three.

Please note that academic credit transfer is not applicable for postgraduate study.

Any undergraduate applicant who has more than the minimum entrance requirements for an undergraduate degree can apply for credit transfer on their application form. Full official documentation from previous studies must be provided, including an original academic transcript, signed and dated by the issuing institution, or a certified copy of the original. Detailed course outlines/syllabi of previous study are also required.

If you have already completed a course that is equivalent to one required at Victoria for a prerequisite, major or degree, you may be considered for an exemption so that you do not have to take it again. An exemption does not necessarily transfer credit or points. You may be considered for an exemption as part of the credit transfer assessment.

The assessment process usually takes up to six weeks, so you are strongly encouraged to apply for this with your initial International Student Application to study at Victoria.

POSTGRADUATE STUDY + RESEARCH

ENGLISH LANGUAGE REQUIREMENTS

- IELTS overall band of 6.5, no sub-score below 6.0; or
- TOEFL 90 on the internet-based test with at least 20 in writing; or
- A minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme test – see Pathways Programmes in the Victoria International Prospectus, page 30; or
- Pearson Test of English: A score of 65 (with a ‘Communicative’ score of not less than 58).

The following programmes have specific English language requirements:

- Postgraduate teaching degree programmes and all Graduate School of Nursing, Midwifery and Health programmes require a minimum IELTS overall band of 7.0 with no sub-score below 7.0.
- Master of Laws and Master of International Trade requires a minimum IELTS overall band of 7.0 with writing score of 7.0 with no sub-score below 6.5; or TOEFL or Victoria University English Proficiency Programme equivalent.
- Master of Information Management requires a minimum IELTS overall band of 6.5, with writing score of 7.0 with no sub-score below 6.0; or TOEFL or Victoria University English Proficiency Programme equivalent.
- Master of e-Government requires a minimum IELTS overall band of 6.5 with writing score of 7.0 with no sub-score below 6.0; or TOEFL or Victoria University English Proficiency Programme equivalent.

ACADEMIC REQUIREMENTS

Academic entry requirements for Victoria’s postgraduate programmes vary. You will need to have successfully completed a New Zealand Bachelor’s degree or its overseas equivalent from a recognised tertiary institution; and, for some programmes, evidence of relevant work/research experience may be necessary.

In general, for applicants who have a Bachelor’s degree graded in a GPA system, the GPA should be at least 3.0 out of 4.0. For applicants with a Bachelor’s degree graded in the British system, including India, the Bachelor’s degree must be in the first or upper second class. Please note some programmes may require a higher entry requirement.

PROOF OF ENGLISH LANGUAGE PROFICIENCY

When applying for admission, please provide a copy of your latest test score, if available. Please note that test results are only valid for two years.

You may be exempt from the English language requirements if your previous studies were undertaken in a native English speaking country. However, this still may not guarantee entry to the University without an IELTS or TOEFL test score.

APPLICATION TO STUDY AS AN INTERNATIONAL STUDENT

MINIMUM ACADEMIC REQUIREMENTS FOR UNDERGRADUATE ADMISSION

NEW ZEALAND

Entry from NCEA:

- Attained NCEA Level 3; and
- Achieved 14 credits at NCEA Level 3 in each of three subjects from the list of approved subjects; and
- Achieved University Entrance Literacy requirements: 10 credits at Level 2 or higher, made up of 5 credits in reading and 5 credits in writing from specific standards; and
- Achieved University Entrance Numeracy requirements: 10 credits at Level 1 or higher from specific achievement standards, or three specific numeracy unit standards.

For more information visit: www.nzqa.govt.nz/qualifications-standards/awards/university-entrance

Successful completion of the NZ Diploma in Business; or Successful completion of one year of full-time study toward the NZ Diploma in Business with a B- average

Successful completion of a New Zealand university foundation programme – for grade requirements contact the Admissions team

Successful completion of a one year qualification rated Level 4 or higher by NZQA and taught by a NZ polytechnic or university; or Successful completion of one year of full-time study towards such a qualification, with at least a B- average

AUSTRALIA Completion of Year 12 with an ATAR of at least 75

BRAZIL Successful completion of one year of Bachelor degree level study at a recognised institution*

CANADA High School Diploma with an average of 65% or higher across 5 subjects in Grade 12. Requirements vary from Province to Province. For Province-specific requirements, please contact Victoria International Admissions, email victoria-international@vuw.ac.nz

CHINA PRC Senior High School Graduation minimum 75% overall, plus one year of Bachelor degree level study at a recognised institution; or Senior High School Graduation minimum 75% overall, plus a completed 2 or 3 year Diploma from a recognised institution; or Achieved a Tier 1 score in the National University Entrance Examination (Gaokao) at a recognised institution

DENMARK Successful completion of Højere Handelseksamen; or Successful completion of Højere Forberedelseeksamen. A grade of 7 or higher in English fulfils the English language requirement

FIJI See South Pacific Nations

FINLAND Successful completion of Ylioppilastutkinto / Studentexamen. A grade of 8 or higher in English fulfils the English language requirement

FRANCE Successful completion of Diplôme du Baccalauréat

GERMANY Successful completion of Zeugnis der Allgemeinen Hochschulreife (Abitur). A grade of 13 or higher in English fulfils the English language requirement

HONG KONG Successful completion of the Hong Kong Diploma of Secondary Education (HKDSE) with at least 3 subjects achieved at Level 4 or higher, including English and 2 elective subjects; or

Three Advanced Level passes at C grade or higher

INDIA All-India Senior School Certificate (AISSC) minimum 75% overall; or India School Certificate (ISC) minimum 75% overall. A grade of 65% or higher in English fulfils the English language requirement

INDONESIA SMA 3 with a final grade of 86 or higher, plus one year of study at a recognised institution; or

SMA 3 with a GPA of 8.0 or higher at a recognised institution

INTERNATIONAL BACCALAUREATE Achievement of the Diploma

IRAN High School Diploma in Grade 15 or higher, plus one year of Bachelor degree level study at a recognised institution

JAPAN High School Diploma with an average of 3.5 or higher

KOREA Korean University Entrance Examination minimum mark of 80%, or score of 250; or

High School Diploma, plus one year of Bachelor degree level study at a recognised institution

MALAYSIA STPM with 3 passes at C grade or higher; or Maximum score of 18 points over 6 academic subjects in the UEC; or

Three Advanced Level passes at C grade or higher; or Successful completion of an Australian Matriculation programme with an ATAR of at least 75; or

Successful completion of the Ontario Secondary School Diploma (Canadian Pre-U) with an average of at least 65% across six subjects in Grade 12.

A grade of A, A+, A- in SPM English; or B4 or higher in GCE O-level English 1119; or

B or higher in STPM English; or B4 or higher in UEC English fulfils the English language requirement

NETHERLANDS VWO Gymnasium A or B

NORWAY Vitnemål for Videregående. A grade of 4/VG or higher in English fulfils the English language requirement

PHILIPPINES Successful completion of one year of Bachelor degree level study at a recognised institution

SAMOA See South Pacific Nations

SAUDI ARABIA One year of Bachelor degree level study at a recognised institution; or

Successful completion of a 2 or 3 year Diploma from a recognised institution

SINGAPORE Three H2 Level passes at grade C or higher; or 18 points where A=10, B=8, C=6 etc

SOUTH AFRICA Senior Matriculation Certificate (National Senior Certificate) with an aggregate score of C or 3. A grade of D or 4 or higher in English fulfils the English language requirement

SOUTH PACIFIC NATIONS South Pacific Senior Secondary Certificate with 3 B/Merit grades plus a minimum grade of 5 in PSSC English and 6 in PSSC Maths; or University of the South Pacific Foundation year with a minimum of C in Communication; or

National University of Samoa Foundation Certificate with an average grade B3; or

A score of 250 or higher in the Fiji 7th Form Certificate with passes in 4 subjects; or

Tonga National Form 7 Certificate with 3 B grades plus a minimum grade of 5 in PSSC English and 6 in PSSC Maths

SRI LANKA Three Advanced Level passes at grade C or better

SWEDEN Avgångsbetyg or Slutbetyg. A grade of 4/VG or higher in English fulfils the English language requirement

TAIWAN Senior High School Diploma with an average grade of 'B+', plus one year of bachelor degree level study at a recognised institution

THAILAND Matayom 6 with a GPA of 3.2 or higher; or

Successful completion of one year of bachelor degree level study at a recognised institution with a GPA of 2.5 or higher

TONGA See South Pacific Nations

UNITED KINGDOM Three Advanced Level passes at grade C or higher

USA High School Diploma, plus SAT score higher than 1650 with at least 500 in each of Critical Reading, Math, Writing (if taken before March 2016), or SAT score higher than 1200 (if taken after March 2016); or High School Diploma, plus ACT score of 24 or higher.

VIETNAM Grade 12 with a GPA of 8.0 or higher (when 'High School Graduation Certificate' attained in 2016 and onwards); or

'High School Graduation Examination' with a GPA of 7.0 or higher, plus one year of Bachelor degree level study at a recognised institution (when 'High School Graduation Certificate' awarded up to and including 2015); or

'High School Graduation Examination' with a GPA of 8.0 or higher (when 'High School Graduation Certificate' awarded up to and including 2015) at a recognised institution

*To find out if yours is a recognised institution, please contact Victoria International Admissions, email victoria-international@vuw.ac.nz

INTERNATIONAL STUDENT FULL DEGREE APPLICATION FORM

This application form is to be used by all international students applying to study for a degree programme at Victoria, with the exception of PhD.

There is a separate application process for PhD applicants, managed by the Faculty of Graduate Research – see www.victoria.ac.nz/fgf

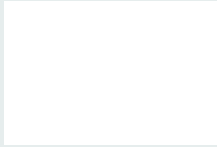
ALL sections must be completed. Please print clearly in block letters. Enclose one set of supporting documents with this application – all documents must be originals or certified copies. This application will not be processed unless full documentation is attached.

Please mail your completed form – emailed applications are NOT accepted.

SUBMISSION DETAILS

This application is submitted by

- Self (direct applicant)
Representative



E-MAIL ADDRESS FOR CORRESPONDENCE (representative or student)

POSTAL ADDRESS FOR CORRESPONDENCE (representative or student)

**Please note that we cannot courier/FedEx to PO Box numbers. If a PO Box number is provided this may delay postage time.*

Are you studying at an institution which has a special arrangement with Victoria (e.g., Partner University Programmes, Tuition Fees Discount Agreement)? If so, please specify:

STUDENT PERSONAL DETAILS

FAMILY NAME (as shown on student passport)

GIVEN NAME(S) (as shown on student passport)

FULL NAME (in an order you want your legal name to be shown in official university records)

GENDER Male Female Gender X (gender diverse)

DATE OF BIRTH

NATIONALITY (as shown on student passport)

Are you also a New Zealand citizen/Permanent Resident?
Yes No

STUDENT TELEPHONE

STUDENT E-MAIL ADDRESS (if not already given above)

DISABILITY SUPPORT QUESTIONS

Do you have a disability, impairment, long-term injury or chronic medical condition? Yes No
Are you deaf? Yes No
Some additional costs may apply, so it is important that you contact us at victoria-international@vuw.ac.nz to discuss your needs

FUNDING OF STUDY

How do you intend to pay for your studies?

- Private funds
Home government scholarship (please specify scholarship type)

Pacific, Development or Commonwealth Scholarship (please specify scholarship type)

Other (please specify below)

PROFICIENCY IN ENGLISH

To study at Victoria you MUST be proficient in English. For details of requirements, see www.victoria.ac.nz/international. Documentary evidence of the following information is required.

- English was the language of instruction in previous studies completed in a native English speaking country.
I will study/am studying in the Victoria University English Proficiency Programme
I will sit/have sat an English proficiency test

Date taken/to be taken

English test name

Results (if known)

PREFERRED PROGRAMME OF STUDY AT VICTORIA (IN ORDER OF PREFERENCE)

What degree/qualification is this application for?

Degree/Qualification Major(s)

1st Choice:

2nd Choice:

Masters by Research Applicants

Masters by research applicants are advised to contact an academic in the relevant School/Department to ensure that the area of proposed research can be supervised at Victoria University of Wellington.

When do you intend to begin study at Victoria? February July November Year:

What is your intended career?

Do you think your chosen qualification will help you fulfil this career aspiration? Yes No

QUALIFICATIONS AND ACADEMIC RECORDS

Please provide details and official documentation of your academic results for all university qualifications. Include complete and incomplete qualifications.

Pre-university study

Name of qualification Institution and country

Date commenced Date completed

Undergraduate

Name of qualification Institution and country

Date commenced Date completed

Postgraduate

Name of qualification Institution and country

Date commenced Date completed

Are you CURRENTLY awaiting results of any studies undertaken this year?

NO YES – Please indicate below when these results will be available

Degree/Qualification Institution and country

Date results available

Are you seeking a credit transfer (undergraduate applicants only)

NO YES Please provide official academic transcripts and course descriptions for all tertiary study. If you are awaiting results, please provide these documents as soon as possible.

Relevant work history/experience

If you have work experience relevant to this application, please supply a copy of your C.V. (work experience is not taken into account for admission to undergraduate programmes).

I HAVE INCLUDED:

Certified copy of my passport personal details page
Evidence of my English proficiency (where required)

Official documentation of my academic results
Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

IMPORTANT NOTES:

Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be certified by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington reserves the right to inform all other New Zealand Universities of such cases, including the student's name and date of birth.

Immigration New Zealand and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of Victoria University of Wellington.

PLEASE RETURN THIS FORM AND ALL CERTIFIED/ ATTESTED DOCUMENTATION TO:

Victoria International

Victoria University of Wellington
Level 2, Easterfield Building, Kelburn Campus
PO Box 600
Wellington, NEW ZEALAND

DECLARATION AND SIGNATURE

- The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information my enrolment may be declined or terminated.
- I understand that I will not be admitted into the course or programme for which I have applied:
 - unless my application complies with the Admission and Enrolment Statute (www.victoria.ac.nz/admission-enrolment-statute) and relevant Qualification and Degree Statutes; and
 - until any conditions advised by the University have been satisfied.
- I understand that the University may amend course and programme offerings, fees, levies, statutes, policies and procedures without notice.
- I understand that the University will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website www.victoria.ac.nz/privacy. I acknowledge that I have the right to access and seek correction of personal information about me.
- I have read and understand the refund policy which is included in the Victoria University of Wellington Fees Statute (www.victoria.ac.nz/documents/policy/finance/fees-statute-2018.pdf).
- I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.
- I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.
- I further agree that the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.
- I understand that I must notify the University of any change in my contact details, accommodation type, residential address or immigration status.
- I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical expenses) for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

POLICIES TO PROTECT YOU

CODE OF PRACTICE

The Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student.

Victoria University of Wellington has agreed to observe and be bound by The Code. Copies of The Code are available from Victoria International or from the NZQA website at www.nzqa.govt.nz/the-code Students or parents of students who feel an area of The Code has been breached should document the breach in writing to the Assistant Vice-Chancellor (International), who will take all steps to ensure that the grievance is settled. If a favorable result is not reached, the case will be referred to the Code Administrator. The University agrees to be bound by the Code procedures and will offer any information and cooperate with NZQA while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

FEES, LEVIES AND CHARGES

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, student services levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges see the Victoria University Fees Statute ('the Fees Statute'). Please refer to the most recent Fees Statute at www.victoria.ac.nz/fees

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees will be refunded to the students affected. In this case the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

Refund statement

1. REFUNDS

Refunds of Fees to Students are made in accordance with the current Fees Statute www.victoria.ac.nz/fees. Refunds for International Students are only processed once the Student has applied to the Student Fee Advisor in writing.

- 1.1 A student is entitled to a full refund of all money that remains in their account after all fees for the current academic year and any outstanding debt to the university have been paid. The refund will be granted after the end of the free withdrawal period for the student's earliest enrolled course(s). Money will be refunded to the originating bank account, and an administration fee will be applicable.
If a student is fully enrolled, currently studying, and holds a valid student visa for the period of study, money up to a value of \$15,000 per academic year can be paid directly to the student's nominated bank account.
- 1.2 An International Student who withdraws from the University and transfers to another institution must inform Victoria International and their Student Fee Advisor in writing and provide copies of their new Offer documents. Any refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.
- 1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.
- 1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro-rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.

- 1.5 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning the programme shall receive a full refund of fees less the admission fee if applicable.
- 1.6 A student enrolled in a PhD or Masters by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
- 1.7 A student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.
- 1.8 Victoria University may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances. If a full fee reconsideration is approved, the University will reverse the full tuition and non-tuition fees liable to the student, less \$100.
- 1.9 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.
- 1.10 Subject to clauses 1.2 to 1.9, all refunds will be paid by bank transfer (on production of appropriate photo ID).

2. FULL REFUNDS

- 2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:
 - a) The Student is unable to take up the offer of admission;
 - b) Immigration New Zealand has refused a Student a visa for study in New Zealand;
 - c) A Student's application for a visa extension is refused by the Immigration New Zealand; or
 - d) Victoria University is unable to proceed with the course(s) offered.
- 2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University student visa before their refund will be actioned.

Subject to subsections 1.2 and 2.1, international students that have prepaid tuition fees who travel to New Zealand and do not complete their enrolment or who have given notice of withdrawal from all of their courses on or before the dates outlined in www.victoria.ac.nz/withdrawals will receive a 100% refund of pre-paid tuition fees less an administration fee. The monies will be refunded to the originating bank account.

Withdrawal from courses

A student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at www.victoria.ac.nz/fees

GRIEVANCE PROCEDURES

Victoria University seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair.

Students, who feel that they have not been treated fairly at the University, should take note of the Statute on Academic Grievances – see www.victoria.ac.nz/academic-grievance-policy

Any international student who has a grievance against the University in any capacity should contact a Victoria International staff member. If the grievance cannot be solved, Victoria International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a Student can contact NZQA, www.victoria.ac.nz/students/support/international/code-of-practice

Note that all policies are subject to change, so please refer to www.victoria.ac.nz/students/study/academic-policies