

VICTORIA
UNIVERSITY
WELLINGTON

TE WHARE WĀNANGA
O TE ŪPOKO O TE IKA A MĀUI



Services for Students

2019



VICTORIA UNIVERSITY OF WELLINGTON HAS A RANGE OF SERVICES TO ENSURE YOUR UNIVERSITY EXPERIENCE IS POSITIVE.

www.victoria.ac.nz/student-support

VICTORIA INFO IHONU

Victoria Info Ihonui are places around campus you can go for general university advice, information, and assistance.

- Level 2 Library entrance, the Hub, Kelburn Campus
- Level 1, Hunter Building, Kelburn Campus
- Level 4, Murphy Building, Kelburn Campus
- Ground floor, Rutherford House, Pipitea Campus
- Ground floor, Faculty of Architecture and Design, Te Aro Campus
- Level 1, Miramar Creative Centre
- Level 4, 50 Kitchener Street, Auckland premises.

www.victoria.ac.nz/info-ihonui

ACCOMMODATION

Apply for a hall of residence, find a flat, or learn more about other accommodation options.

- 📍 2 Waiteata Road, Kelburn Campus
- 📞 04 463 5896
- ✉ accommodation@vuw.ac.nz
- www.victoria.ac.nz/accommodation**

CAMPUS SAFETY

Get help in emergencies.

- 📞 8888 (if calling from within the University)
- 📞 04 463 9999 (if calling from outside the University)
- 📞 or 0800 842 8888

CAREERS AND EMPLOYMENT

Get connected with employers and the community. Develop your skills and experiences through employability programmes and launch your career with confidence.

- 📍 Room HU120, Hunter Building, Kelburn Campus
- 📞 04 463 5393
- ✉ careers-service@vuw.ac.nz
- www.victoria.ac.nz/careers**

Jobs on CareerHub

Search for internships and graduate jobs, part-time positions and work experience opportunities.


- www.victoria.ac.nz/careerhub**

CHAPLAINCIES


The University's chaplains offer pastoral and practical support for all, regardless of belief. The chaplaincy is a place for connection, prayer, and spirituality, and is a home base for the Christian community on campus.

 www.victoria.ac.nz/chaplains

Anglican


 Ramsey House, 8 Kelburn Parade, Kelburn Campus


 04 463 5499


 anglican@vuw.ac.nz

 john.dennison@vuw.ac.nz

Catholic


 Berrigan House, 4 Kelburn Parade, Kelburn Campus


 021 0252 8003

 japleason@gmail.com

Ecumenical


 Ramsey House, 8 Kelburn Parade, Kelburn Campus

 022 085 7852

 mmrideout@gmail.com

Pipitea Campus Chaplaincy

 Room RH112, Level 1, Rutherford House

 john.dennison@vuw.ac.nz

CLUBS

Join a sporting, cultural, social, or political club, group, or association, from more than 170 clubs and societies.


 04 463 5538


 victorioclubs@vuw.ac.nz

 www.victoria.ac.nz/clubs

DISABILITY SERVICES

If you have a temporary or ongoing impairment, get advice and support, including coaching, academic liaison, note-taking assistance, exam support, and access to rest and study rooms.

 Level 1, Robert Stout Building, Kelburn Campus

 04 463 6070


 disability@vuw.ac.nz

 www.victoria.ac.nz/disability

EARLY CHILDHOOD SERVICES

There are two early childhood services for students to use at the Kelburn campus. Places are available throughout the year.

 04 463 5151

 victoriakids@vuw.ac.nz

 www.victoria.ac.nz/victoria-kids

ENROLMENT OFFICE

Prospective and current students can visit the Enrolment Office to get enrolment information, advice, and support.

- 📍 Level 1, Hunter Building, Kelburn Campus
- 📞 0800 VICTORIA (842 867)
- ✉️ enrolments@vuw.ac.nz
- 🌐 www.victoria.ac.nz/apply

FEES AND PAYMENTS

Get information about fees, payments, and student levies, as well as advice on dealing with StudyLink for loans and allowances.

- 📍 Level 1, Hunter Building, Kelburn Campus
- 📞 04 463 5484
- ✉️ student-finance@vuw.ac.nz
- 🌐 www.victoria.ac.nz/fees

FINANCIAL ADVICE

Get information on money matters as well as how to apply for help from the Hardship Fund.

- 📍 Level 1, Hunter Building, Kelburn Campus
- 📞 0800 VICTORIA (842 867)
- ✉️ student-hardship@vuw.ac.nz
- 🌐 www.victoria.ac.nz/financial-advice

GRADUATION OFFICE

Get information about graduation ceremonies: how to apply to graduate, hire academic dress, or graduate *in absentia*.

- 📍 Room HU319, Hunter Building, Kelburn Campus
- 📞 04 463 5389
- ✉️ graduation@vuw.ac.nz
- 🌐 www.victoria.ac.nz/graduation

INFORMATION TECHNOLOGY SERVICES

Get help with ITS computers, printing, and access to your digital tools, as well as basic support and diagnosis for personal laptop issues.

- 📞 04 463 5050
- ✉️ its-service@vuw.ac.nz
- 🌐 www.victoria.ac.nz/its

JUSTICES OF THE PEACE

Justices of the Peace are available at the Kelburn campus (Thursdays, noon to 1 pm) to certify copies of documents and take statutory declarations.

- 📍 Victoria Info Ihonui, Level 2, Kelburn Library entrance, Kelburn Campus

LANGUAGE LEARNING CENTRE

Access language learning resources, including audio, DVDs, print, software, and online resources for more than 70 languages. A Language Buddy Programme is available at the start of Trimesters 1 and 2.

📍 Level 0, von Zedlitz Building, Kelburn Campus

☎ 04 463 5315

✉ llc@vuw.ac.nz

🌐 www.victoria.ac.nz/llc

LEADERSHIP PROGRAMMES

Victoria International Leadership Programme

This free, award-winning programme offers you the opportunity to learn alongside globally minded students, strengthen your professional networks, and make a difference.

📍 Room EA210, Easterfield Building, Kelburn Campus

☎ 04 463 6799

✉ vilp@vuw.ac.nz

🌐 www.victoria.ac.nz/vilp

Victoria Plus Programme

This service and leadership programme develops leadership, social responsibility, and employability skills and can be completed at certificate or award level. Get involved early in your studies.

📍 Room HU120, Hunter Building, Kelburn Campus

☎ 04 463 9462

✉ victoriaplus@vuw.ac.nz

🌐 www.victoria.ac.nz/victoria-plus

Other leadership and mentoring opportunities are available.

🌐 www.victoria.ac.nz/get-involved

LIBRARY

The University has four libraries with resources and facilities to support your study, and knowledgeable staff to provide expert advice and support.

☎ 04 463 6186 (Kelburn Library)

☎ 04 463 6241 (Architecture and Design Library)

☎ 04 463 7495 (Commerce Library)

☎ 04 463 6372 (Law Library)



✉ library@vuw.ac.nz

🌐 www.victoria.ac.nz/library



🌐 www.victoria.ac.nz/askalibrarian

Māori and Pasifika library support

Specialist support is available to help you with your research and improve your search skills.

-  www.victoria.ac.nz/maori-subject-librarian
-  www.victoria.ac.nz/pasifika-subject-librarian

The Pasifika Student Liaison provides study and library support for Pasifika students.

-  04 463 6202
-  eseta.malua-faafia@vuw.ac.nz

MĀORI STUDENTS' SUPPORT





Āwhina

Āwhina is the on-campus whānau for Māori students at the University. We provide holistic support and academic mentoring, and work collectively to share knowledge, achieve academic success, and build strong communities and leaders.

-  awhina@vuw.ac.nz
-  www.victoria.ac.nz/awhina

Te Herenga Waka

The marae is a gathering place as well as a teaching space. Resources, support, and activities include Te Whanake Mauri Tū computer suite, lunches in the wharekai, and Whānau Housing.

-  46 Kelburn Parade, Kelburn Campus
-  04 463 7423
-  marae-bookings@vuw.ac.nz
-  www.victoria.ac.nz/marae





PASIFIKA STUDENTS' SUPPORT

The Pasifika Student Support team works with Pasifika students to navigate the journey into tertiary study and success by providing holistic support and academic mentoring.

-  pasifika@vuw.ac.nz
-  www.victoria.ac.nz/pasifika

Pasifika Haos

Visit Pasifika Haos and use the various study and social spaces, including computer rooms, meeting rooms, and a kitchenette.

-  15 Mount Street, Kelburn Campus
-  04 463 6242
-  pasifikavuw@outlook.com
-  www.victoria.ac.nz/pasifika-haos

POLICE LIAISON

The University has its own police liaison officer who is available to give advice and speak to students who have anything they would like to discuss with the Police.

📞 04 381 2000

✉️ benjamin.hopkins@police.govt.nz

POSTGRADUATE STUDENTS' ASSOCIATION

All postgraduate students can access services including advocacy, advice, representation, seminars, training, and social events. Sign up online to stay up to date with events and activities.

📍 Room SU404, Student Union Building, Kelburn Campus

📞 04 463 6973

✉️ pgsa@vuw.ac.nz

🌐 www.vuwpgsa.ac.nz

RAINBOW STUDENT SUPPORT

We offer a range of services and resources for students who identify with diverse sexual orientations and sex and gender identities. Contact the rainbow and inclusion adviser for advice and guidance.

✉️ rainbow@vuw.ac.nz

🌐 www.victoria.ac.nz/rainbow

SCHOLARSHIPS OFFICE

Contact us for information on scholarships available for students at Victoria University of Wellington.

📍 10 Kelburn Parade, Kelburn Campus

📞 04 463 9598 (school leaver and undergraduate)

📞 04 463 5557 (postgraduate)

✉️ scholarships-office@vuw.ac.nz






🌐 www.victoria.ac.nz/scholarships

STUDENT HEALTH AND STUDENT COUNSELLING (MAURI ORA)

Student Health





Access a full range of healthcare services from our team of friendly professional nurses and doctors. Consultations are available at the Kelburn and Pipitea campuses and are free or low cost.

Appointments are available with our outreach nurses for gender diverse, international, Māori, and Pasifika students.

-  Mauri Ora, Level 1, Student Union Building, Kelburn Campus
-  04 463 5308
-  Te Taunaki, Mezzanine Floor, Rutherford House, Pipitea Campus
-  04 463 7474
-  [**www.victoria.ac.nz/student-health**](http://www.victoria.ac.nz/student-health)

Student Counselling

Make an appointment for professional, confidential counselling for any issue affecting personal or academic success. Available at all campuses.

-  Mauri Ora, Level 1, Student Union Building, Kelburn Campus
-  04 463 5308
-  [**counselling-service@vuw.ac.nz**](mailto:counselling-service@vuw.ac.nz)
-  [**www.victoria.ac.nz/counselling**](http://www.victoria.ac.nz/counselling)

STUDENT INTEREST AND CONFLICT RESOLUTION

Get support or guidance on any matter involving conflict, misconduct, and your safety. Discuss your options if you feel harassed, or unsafe, or want to raise concerns about other students' welfare or report concerning behaviour on campus.

-  Level 1, Robert Stout Building, Kelburn Campus
-  04 463 5023
-  [**studentinterest@vuw.ac.nz**](mailto:studentinterest@vuw.ac.nz)
-  [**www.victoria.ac.nz/disputes-advice**](http://www.victoria.ac.nz/disputes-advice)

STUDENT LEARNING

Student Learning works with all students, from first year to postgraduate level, on academic writing, study management, and mathematics skills. Resources are available on StudyHub.

- 📍 Hunter Courtyard, Level 0, Kirk Building, Kelburn Campus
- 📍 Mezzanine Floor, Rutherford House, Pipitea Campus
- ☎ 04 463 5999
- ✉ student-learning@vuw.ac.nz
- 🌐 www.victoria.ac.nz/student-learning
- 🌐 www.victoria.ac.nz/studyhub

VICTORIA ABROAD

Study for a trimester or a full year of your degree at one of 140 universities around the world. Travel grants are available.

- 📍 Level 2, Easterfield Building, Kelburn Campus
- ☎ 04 463 5667
- ✉ victoriaabroad@vuw.ac.nz
- 🌐 www.victoria.ac.nz/victoria-abroad

VICTORIA INTERNATIONAL

International students can get information, support, and advice about anything relating to their studies at the University. Student visa renewal and insurance claim support is also available.

- 📍 Level 2, Easterfield Building, Kelburn Campus
- ☎ 04 463 5350
- ✉ vi-support@vuw.ac.nz
- 🌐 www.victoria.ac.nz/international-student-support

VICTORIA RECREATION

Get access to recreation, fitness, clubs, and sports to stay healthy and happy during your studies.

- ☎ 04 463 6614 (Kelburn)
- ☎ 04 463 6994 (Pipitea)
- ✉ victoria-recreation@vuw.ac.nz
- 🌐 www.victoria.ac.nz/recreation

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS' ASSOCIATION

Victoria University of Wellington Students' Association (VUWSA) is a student-run, student-led organisation, independent from the University. From representing students' interests at all levels of university, through to providing services, events, and support, we help make sure our students' experience is the best it can be.

- ☎ 04 463 6716
- ✉ kelburn@vuwsa.org.nz
- 🌐 www.vuwsa.org.nz

FACULTIES

Get information, support, and advice about your degree or courses.

FACULTY OF ARCHITECTURE AND DESIGN

- 📞 04 463 6200
- ✉ architecture@vuw.ac.nz
- ✉ design@vuw.ac.nz
- 🌐 www.victoria.ac.nz/fad

FACULTY OF EDUCATION

- 📞 04 463 9500
- ✉ education@vuw.ac.nz
- 🌐 www.victoria.ac.nz/education

FACULTY OF ENGINEERING

- 📞 04 463 5101
- ✉ engineering@vuw.ac.nz
- 🌐 www.victoria.ac.nz/engineering

FACULTY OF GRADUATE RESEARCH

- 📞 04 463 5890
- ✉ pg-research@vuw.ac.nz
- 🌐 www.victoria.ac.nz/fgr

FACULTY OF HEALTH

- 📞 04 463 4750
- ✉ health@vuw.ac.nz
- 🌐 www.victoria.ac.nz/health

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

- 📞 04 463 5745
- ✉ fhss-enquiries@vuw.ac.nz
- 🌐 www.victoria.ac.nz/fhss

FACULTY OF LAW

- 📞 04 463 6366
- ✉ law-enquiries@vuw.ac.nz
- 🌐 www.victoria.ac.nz/law

FACULTY OF SCIENCE

- 📞 04 463 5101
- ✉ science-faculty@vuw.ac.nz
- 🌐 www.victoria.ac.nz/science

VICTORIA BUSINESS SCHOOL

- 📞 04 463 6870 (Kelburn)
- 📞 04 463 5376 (Pipitea)
- ✉ fcom-sas@vuw.ac.nz
- 🌐 www.victoria.ac.nz/vbs