2019

Student Guide

Hei ārahi i te tauira
“Embrace change—there are so many opportunities at Victoria University of Wellington and in the city, so make the most of them.”

Tabitha Lorck
Student, Bachelor of Laws and Bachelor of Arts
CONTENTS

3 INTRODUCTION
4 STRATEGIES FOR LEARNING SUCCESS
6 LEARNING WORKSHOPS AND SEMINARS
16 ENSURING YOUR SUCCESS
30 GETTING INVOLVED
32 COMMUNITIES ON CAMPUS
40 STAYING SAFE
44 LOOKING AHEAD
48 GETTING HELP
51 CONTACTS
58 INDEX
INTRODUCTION

This publication is to help you find what you need to study successfully, become an active part of the university community, and have a meaningful student experience while studying at Victoria University of Wellington.

There is much on offer during your time at university and we encourage you to make the most of your time here.

Throughout this publication, you will see quotes and pieces of advice from fellow students, as well as information on who you can contact if you need help or support.

Check the colour key to identify sections relevant for you.

**ALL STUDENTS**

**INTERNATIONAL STUDENTS**

**MĀORI STUDENTS**

**PASIFIKA STUDENTS**

**POSTGRADUATE STUDENTS**

Cover: The poutama (step-like pattern) symbolises levels of attainment and advancement, and represents steps in learning.

Victoria University of Wellington has been awarded five stars overall in the QS global university ratings. In addition, the University received five stars in each of the eight categories.

**Important notice:** Victoria University of Wellington uses all reasonable skill and care to ensure the information contained in this document is accurate at the time of being made available. However, matters covered by this document are subject to change due to a continuous process of review, and to unanticipated circumstances. The University therefore reserves the right to make any changes without notice. So far as the law permits, the University accepts no responsibility for any loss suffered by any person due to reliance (either whole or in part) on the information contained in this document, whether direct or indirect, and whether foreseeable or not.
STRATEGIES FOR LEARNING SUCCESS

Follow these steps to make the most of your university experience.

DO IT!
- Go to lectures.
- Do your reading.
- Use the Library.
- Participate.
- Talk about your classes.

BE ORGANISED
- Follow a study routine.
- Use a wall planner with assignment due dates.

KEEP A BALANCE IN LIFE
- Connect with people.
- Look after yourself.
- Manage your money.

KNOW WHY YOU ARE STUDYING
- Make goals to help your motivation and resilience when things get hard.

ASK WHEN YOU NEED TO
University is about asking questions, so:
- Ask sooner, rather than later.
- Build on what you know.
- Access the services that are available to you.
WHAT RESEARCH SAYS

- Work ethic is the number-one important skill in the top 10 rated by employers.
- Regular lecture attendance increases your chances of passing and getting good grades.
- Sleep-deprived people have 19 percent less memory than those who sleep well.
- Managing money is a skill you can learn and practise.
- Students who have university goals that relate to who they are and their values, beliefs, and interests are more likely to be engaged and motivated.
- Students who seek help early experience better outcomes.

“Look through the course outline carefully at the start of the trimester, especially the compulsory requirements.”

“Take time out every day—don’t wait till you feel bogged down.”
LEARNING WORKSHOPS
AND SEMINARS

Student Learning at Victoria University of Wellington provides many useful workshops and seminars. The workshops include study, writing, and exam skills as well as specialised workshops for international and postgraduate students. All students are welcome, and you don’t need to book in advance for most workshops.

The team at Student Learning is a group of professional, experienced learning advisers who specialise in helping you achieve academic success. As well as running workshops, staff can meet you on a one-to-one basis to provide general help with your studies.

All workshops are held at Student Learning, Hunter Courtyard, Level 0, Kirk Building, Kelburn Campus. The full schedule of Student Learning workshops can be found online.

📞 04 463 5999

🌐 www.victoria.ac.nz/student-learning
MAKING THE TRANSITION TO UNIVERSITY

University has a different set of expectations from those at school. Student Learning will run two Saturday sessions to explore some of the most important differences to help you to adapt to the academic expectations at the University.

You must register online to attend this workshop.

www.victoria.ac.nz/student-learning

STUDY AND PRESENTATION SKILLS

Student Learning offers a range of workshops to support your introduction to academic life at university. Learn strategies to stay on top of your studies and schedule, get the most out of your readings and notes, and confidently present your ideas.

Learning to learn
Have you ever thought about how you approach your study? These workshops will build on your strengths and improve your motivation and study habits.

Managing your time
Do you feel daunted by your busy schedule? Reduce the pressure of a heavy workload with a planned approach. Bring your timetable and assignment due dates to develop a personalised plan to use limited time effectively.

Reading effectively
You can learn some techniques to cope effectively with the quantity of reading you are required to do for your studies.

Taking notes
Taking notes from lectures, tutorials, and textbooks is one of the most important forms of writing you will use while you are at university. Learn some tips to produce effective notes to assist your learning.

Creating mind maps
Mind maps are an innovative way to take notes. They are useful for accelerating learning and improving recall. Explore the possibilities of this study technique.

Giving presentations
Do you have to give an oral presentation or take part in a speaking activity in your undergraduate course? Come to this workshop to learn how you can improve your presentation skills and become more confident.

“The University provides me with the opportunities to learn from excellent lecturers, gain academic support from the Library and services, and meet lots of other students.”

You can find information online, including when and where the Student Learning workshops are held.

www.victoria.ac.nz/student-learning
ACADEMIC WRITING SKILLS

You will be expected to complete different types of university assessments. Although you may also be asked to write reports, literature reviews, journal articles, and research proposals, the academic essay is the most common written assessment. With knowledge of key writing skills, you will begin to see how to write your academic essays and identify what academic staff are looking for when they grade your essays. You will be able to apply these skills to other forms of written assessment. Student Learning offers a range of workshops to help you improve your academic writing skills.

Writing your essay

These two-hour sessions are useful for getting started with your essays. They include an overview of the essay-writing process, including analysis, thinking, planning, and essay structure.

Starting and planning essays

Learn strategies to understand what is being asked in an essay assignment. This session focuses on thinking and planning so you can develop your argument clearly for a successful university essay.

Referencing and editing

Learn strategies for referencing correctly and appropriately and for proofreading and editing your essays. This workshop covers the final details you need to think about before submitting assignments.

Thinking critically

What do your lecturers mean when they ask you to analyse critically, discuss, or assess something? ‘Thinking critically’ is a series of three to four two-hour workshops to develop your analytical skills by exploring what it means to be a critical thinker and how to analyse a text critically. Register for the undergraduate and postgraduate series online.

TEST AND EXAM SKILLS

Regular revision (within 24 hours) of your lecture notes, doing the readings, and keeping up with your workload during the trimester will help you do well in your exams. Exams require strong course content knowledge and effective exam and test skills. These workshops aim to help you fine-tune your performance for exams and tests.

Revising for tests and exams

Get ready for exams or your end-of-trimester tests. Learn ways to make revision part of your study routine and improve your understanding of how to revise effectively.

Exam techniques

Anxious about exams? Attend these sessions to learn useful strategies for tests and exams.

You can find information online, including when and where the Student Learning workshops are held.

www.victoria.ac.nz/student-learning
INTERNATIONAL STUDENTS’ SUPPORT AND WORKSHOPS

At Victoria University of Wellington, we want to ensure our international students have all the skills and knowledge they need to be successful in their study.

Education environments differ and some international students can face new study challenges and opportunities. Student Learning offers a range of programmes to help you understand the expectations of the University’s teaching staff, as well as ways to meet those expectations. You will get the opportunity to meet new people and have some fun on campus.

Preparation for academic life and study

The preparation for academic life and study (PALS) programme offers two-hour, weekly sessions that will help you become familiar with academic requirements. These sessions are:

- Getting started with academic life and study
- Researching, writing, and using the Library
- Referencing
- Summarising and paraphrasing
- Improving your English

Academic speaking

This five-week programme will help you gain skills and confidence in academic speaking. We offer separate sessions for undergraduate and postgraduate students. There are limited spaces for these sessions, so sign up quickly.

Conversation

Meet Kiwi students for weekly conversation groups, on Tuesdays at 3.10 pm in the Student Learning Seminar Room, KK001 (starting Week 2). You do not need to book—just come along.

Polish your grammar

At these weekly grammar sessions, we will answer your questions and teach those tricky aspects of grammar that can be confusing. The core grammar sessions are run on Thursdays from noon until 2 pm. The advanced grammar sessions are run on Thursdays from 3 pm until 4 pm.

Excel on campus

Learn how to communicate well with University staff and how to make Kiwi friends. You will become a multicultural communicator and receive a certificate for your CV. There is a $10 fee for materials. Sign up online.

www.victoria.ac.nz/student-learning
SUPPORT FOR POSTGRADUATE STUDENTS
Postgraduate study and individual and guided research projects call for advanced critical thinking, argumentation, and writing and research skills that build on your undergraduate degree. Student Learning offers workshops, seminars, and one-to-one appointments to help you through your research journey.

There are more resources available online to help you with your postgraduate study.

World victoria.ac.nz/student-learning

Thesis workshops
These two workshops are designed to help you on your research journey. Places are limited—register online.

Writing to think
This interactive session introduces techniques to help generate ideas and organise an extended writing project.

Keeping on track
This interactive session focuses on the ‘big picture’ and motivational strategies for working on your thesis.

Research skills seminars
These seminars are intended as a general introduction, suitable for all levels (Honours, Master’s, and PhD), and are run from Week 2 to Week 7 of each trimester. A full schedule is available online.

Sessions will cover topics such as:
• ethical approval
• interview techniques
• literature reviews
• oral presentations
• qualitative research
• quantitative research
• research proposals
• thesis structure.
MATHS AND STATISTICS WORKSHOPS

Student Learning provides mathematics and statistics support for students taking first-year applied statistics (STAT 193, QUAN 102) and mathematics (QUAN 111) and for students whose courses have some mathematical content but who are not studying mathematics. All workshops are student-centred and problem-based. Students are encouraged to bring problems to work through. No booking is needed—just turn up.

Course-specific workshops

These workshops are specifically for STAT 193, QUAN 102, and QUAN 111 students and will loosely follow the teaching programme for these courses as listed in the course outlines.

Maths drop-in sessions

Drop-in sessions are offered across Trimesters 1 and 2 for students requiring support in any course containing statistics or mathematics. Bring examples of problems to work through.

Exam revision workshops

Additional STAT 193, QUAN 102, and QUAN 111 exam revision workshops will be arranged when the end-of-trimester examination timetable is confirmed. Check the Student Learning website closer to the time.

Individual/group appointments

Appointments with the maths and statistics learning adviser can be made for individuals or small study groups.

You can find information online, including when and where the Student Learning workshops are held.

www.victoria.ac.nz/student-learning
“In order for you to excel in what you do, use all opportunities given to you and never take them for granted.”
MĀORI AND PASIFIKA LEARNING ADVISERS

E te iti, e te rahi, nau mai, haere mai ra.

Māori learning adviser
Would you like someone who is familiar with your cultural background to support, develop, and encourage you in your learning journey? Our Māori learning adviser is here to guide you through your university work. If you would like to talk about your studies, drop in and see us at Student Learning.

Pasifika learning adviser
Would you like someone who is familiar with your cultural background to support, develop, and encourage you in your learning journey? Drop in to see our Pasifika learning adviser at Student Learning.

Workshops
Our Māori and Pasifika learning advisers run customised workshops for Māori and Pasifika students. These workshops will provide you with tools and tips to prepare you for lectures, tutorials, assignments, and exams.

You can find information online, including when and where the Student Learning workshops are held.

“Be brave—don’t be afraid to ask for help.”
WELLBEING WORKSHOPS

Do you want to improve the way you manage stress, find balance in life, and reach your full potential while studying? Need support to identify unhelpful habits and behaviours, find inner calm, and enhance your mental, emotional, and physical wellbeing? Our free wellbeing workshops are here to guide you.

Skilled and experienced facilitators hold a variety of sessions and support groups to assist you in navigating your way through the academic year. These workshops run across Trimesters 1 and 2 and are open to all students.

The following workshops range from one-hour single sessions to short courses run over a few weeks. For full workshop times and details, visit the wellbeing workshop website and register online.

www.victoria.ac.nz/wellbeing

Managing anxiety
Learn how to reduce and manage anxiety using simple and effective strategies.

Stop procrastinating
A helpful discussion-style workshop around tools to combat procrastination to help you complete assignments on time and make your overall study skills more effective.

Sleep—integrating science with practice
Learn the science behind sleep and proven strategies to improve your sleep. You will be provided with examples of how to put these strategies into practice and reduce sleeping difficulties.

The art of being more assertive
Do you find it hard to say no? Develop skills in assertiveness, negotiation, and giving critical feedback.

Mindfulness and grounding
Learn mindfulness techniques on how to keep your focus and engagement in the present. Find calm and inner understanding to become less reactive by exploring what drives your reactions to certain events throughout your day.

Giving great presentations
Build confidence to speak well in front of others in a variety of contexts, from participating in tutorial discussions to delivering presentations.

Meditation and mindfulness
Discover how to tap into your inner peace and meet day-to-day challenges with ease and clarity. Free yourself from anxiety, stress, and worry using meditation and mindfulness techniques. Learn how to break negative thought patterns, live in the moment, and build self-confidence.

Food flexibility
Learn how to be more flexible with food, health, and nutrition. Use awareness and reflection to rediscover ways to maintain a positive relationship with food and your body.

Wisemind group
A nine-week evidence-based behaviour group that focuses on acquiring practical skills to help regulate emotions, tolerate distress, improve interpersonal relationships, and become more mindful. Participants need to be referred by staff at the University’s Student Health and Student Counselling services.

Other groups
Other wellbeing workshops, events, and activities are held regularly throughout the year in the Bubble, the Hub, and other spaces on campus.
Today is a GOOD day to have a GOOD day.
ENSURING YOUR SUCCESS

A range of services and support is available across the University to help you settle in to academic life, enhance your learning experience, and achieve your study goals.

CAREERS AND EMPLOYMENT

The Careers and Employment team assists students with the exploration of career ideas and the career implications of subject choices. They help prepare students for future employment, providing details of specific jobs, employers, and postgraduate courses. Their active employer engagement team has strong collaborative relationships with local, national, and international employers and communities.

The Careers and Employment team runs workshops and seminars on a range of career topics, including CV writing and interview preparation. Students have access to employability development programmes, plus comprehensive resources, job vacancies, and events.

www.victoria.ac.nz/careers

DISABILITY SERVICES

Disability Services works in partnership with students to strengthen the University’s culture of inclusion, celebrate disability, and ensure students can fully participate and achieve their aspirations. At Victoria University of Wellington, disability includes those who have physical, mental, learning, or sensory impairments.

The team provides individual coaching, liaison with academic staff, adaptive technology, sign-language interpreting, note-taking assistance, mobility parking, exam support, ergonomic furniture, and quiet places to rest and study.

www.victoria.ac.nz/disability
Get involved—become a volunteer
More than 200 Disability Services’ volunteer note takers, van drivers, walkers, and team leaders supplement the efforts of staff. Make connections, gain new perspectives, and be a change-maker—find out the different ways that you can get involved at Disability Services.

www.victoria.ac.nz/volunteers
Each campus has an accessible route, which is indicated on the map for each campus.

www.victoria.ac.nz/maps
Increase your understanding of disability with disability and inclusion training. Disability Services runs sessions through Victoria Plus.

www.victoria.ac.nz/victoria-plus

O le ala i le pule o le tautua.
The pathway to leadership is through service.
(Samoan proverb)

LANGUAGE LEARNING CENTRE
Haere mai ki Te Pūtahi Reo! If you are taking a language course, want to improve your English skills, or want to meet other language students from around the world, the Language Learning Centre (LLC) is the place for you!
The LLC offers:
- friendly language learning advice and resource recommendations
- a welcoming space and multilingual atmosphere
- a Language Buddy programme at the start of Trimesters 1 and 2 aimed at matching you with a native speaker of the language you are learning
- self-access language learning resources (both physical and digital) for 70 languages, which can be used on campus or at home
- online resources
- board games and subtitled movies in many languages
- bookable study rooms for group work, interviews, language club meetings, and movie viewing
- self-access computers with headsets and microphones for listening and voice recording
- printing, copying, and scanning
- troubleshooting help throughout the day.

www.victoria.ac.nz/llc
LIBRARY

The four campus libraries have resources, services, and facilities tailored to support your study as well as staff who can help you access the information you need. Help is available from front-line service staff at Victoria Info Ihonui and service points in the campus libraries. Subject librarians can help you research and improve your search skills.

You can search all the resources in the Library using Te Waharoa and you can also find information on the libraries, including opening hours, on the website. Remember to bring your Student ID card with you when you visit the libraries for printing, copying, and borrowing.

Māori and Pasifika support
Specialist support is available from the Library to help you with your research and improve your search skills.

“Ask for help every time you need it. Sometimes it can be hard to know who to ask, but just ask and you’ll be directed to the right person or service.”

Explore the Library

There are library tours, specialist training sessions, and workshops to help you get the most out of using the Library. These include workshops on finding the right resources for your assignments and using referencing software such as EndNote or Zotero. Library tours are run during New Students’ Orientation Week and the first week of Trimester 1, and then by arrangement at your campus library’s Service Point.

www.victoria.ac.nz/library-workshops
MĀORI STUDENTS’ SUPPORT
Āwhina

At Āwhina, our kaupapa (goal) is to provide academic and holistic support for Māori students enrolled in any degree or course. Our experienced staff offer one-on-one advising and mentoring sessions, tutorials, study wānanga, and a range of workshops to help you achieve your study goals. Our culturally inclusive environment includes whānau rooms with computer facilities, study areas, free tea and coffee, a small kitchenette to prepare food, and space to meet with peers or tuākana (older students). We can help you transition successfully from secondary education or work into tertiary education. Nau mai, haere mai—come and visit us at the Kelburn, Pipitea and Te Aro campus spaces listed on our webpage.

✉ awhina@vuw.ac.nz
🌐 www.victoria.ac.nz/awhina

PASIFIKA STUDENTS’ SUPPORT

The Pasifika Student Support team fosters Pasifika learning and teaching communities in an environment that is welcoming, safe, and focused on academic excellence, personal growth, and wellbeing. Our students have access to a mentoring programme, course-specific study sessions, exam-oriented preparation, and workshops that support learning and development as well as meeting cultural needs. Holistic support can take the form of a chat over a cup of tea, devising time-management strategies, and discussing learning objectives. We are here to help you navigate the crossing into tertiary study and look forward to welcoming you on board. We have Pasifika spaces at the Kelburn, Pipitea, and Te Aro campuses.

✉ pasifika@vuw.ac.nz
🌐 www.victoria.ac.nz/pasifika
PEER-ASSISTED STUDY SUPPORT

Join a Peer-Assisted Study Support (PASS) group. These study sessions are led by successful students and are offered in a number of courses. Your PASS leader will help you develop effective learning strategies to reinforce subject knowledge in an informal environment. The leaders encourage the proactive, independent learning required at university.

Research shows that students who attend PASS regularly have a 93 percent success rate in exams. The PASS groups begin in Week 3 of Trimesters 1 and 2. Look for information in lectures and on Blackboard. Sign up online.

www.victoria.ac.nz/pass

POSTGRADUATE SUPPORT

The Postgraduate Students’ Association runs Research Roundtables, an opportunity for students to present research at any stage to an enthusiastic non-expert audience, and Kickstart Your Thesis!, a day-long communal writing workshop broken up with opportunities to meet fellow students. Events are held throughout the year across the University’s three campuses.

www.vuwpgsa.ac.nz

The Faculty of Graduate Research holds targeted sessions for PhD candidates on the third Wednesday of the month, between 10.30 am and noon. In addition to these regular workshops, the Faculty runs a range of workshops offered by visiting speakers throughout the year for PhD students.

www.victoria.ac.nz/phd-workshops

The Faculty of Graduate Research also facilitates weekly Shut up and Write sessions, where students can bring along their own writing tasks to work on alongside others in a relaxed, friendly environment that can increase motivation and productivity. Sessions are held on Tuesdays between 1.30 pm and 2.30 pm and Wednesdays between 9 am and 10 am at Milk and Honey.

www.victoria.ac.nz/phd-writing-sessions
“If I don’t understand what I’m studying, I always email questions to my lecturer or tutor, or I visit Student Learning. University staff have been so kind to me and have helped me a lot in my first year.”
“The multicultural environment here gives me more opportunities to meet and get to know people from other countries.”
INTERNATIONAL STUDENTS

Victoria International provides support and services to international students. The international student advisers can provide personal, academic, or cultural information, support, and advice during your time at the University. They can assist you to renew your student visa and to make insurance claims through the University’s preferred insurer, Studentsafe. The team works closely with the University’s student services, faculties, and academic staff to provide you with the support you need to succeed.

To meet with an international student adviser, you are welcome to visit Level 2, Easterfield Building, Kelburn Campus, 9 am to 5 pm, Monday to Friday, or contact us to make an appointment.

📞 04 463 5350
✉️ vi-support@vuw.ac.nz
🌐 [www.victoria.ac.nz/international-student-support](http://www.victoria.ac.nz/international-student-support)
MANAGING YOUR MONEY

Money management is a life skill that you are best to start learning and practising now.

For most students, money is a scarce resource and, though it is never easy, developing money management skills can contribute greatly to your chances of enjoying and succeeding at university.

The student financial guides help you with realistic information about the cost of living, managing a limited income, controlling spending, and budgeting.

Financial advice

The student finance advisers can help you:

- get control of your money and take the stress out of coping financially
- get emergency help when you need it (through the Hardship Fund)
- sort out StudyLink issues.

Staff are available for appointments at the Kelburn and Pipitea campuses on different days during the week. Appointments can be booked through 0800 842 867 (0800 VICTORIA), online, or in person in the foyer of Hunter building, Kelburn campus.

“Living away from family gives me the chance to learn lots of things on my own.”

“As a new student, I had to get used to a changed lifestyle and budgeting.”
HEALTH AND WELLBEING

Every student has the ability to thrive at university. Students who thrive are interested in what they are studying and lead balanced lives. They are engaged with others, their studies, and the University and determined to reach their goals. They possess skills that help them live a good life at university, even in difficult and pressured times.

Looking after your mind and body is an important part of study stamina as it helps avoid burnout. Prioritise your health and wellbeing at all times, not just during down times or highly pressured times. By doing so, you will learn better and enjoy a higher quality of life.

Sometimes, you'll need support and guidance from health professionals to help you through tough times. The University has excellent counselling, health, physiotherapy, and recreation services for students.

Go to our website for more wellbeing resources and advice.

■ www.victoria.ac.nz/wellbeing

“Success is the feeling of just getting things done! Celebrate the little victories, relax, and do something you like when you finish a piece of work.”

Student Counselling

Appointments for professional and confidential counselling are available at all campuses, for any issue affecting personal or academic success.

You can make an initial counselling appointment by phone or by visiting Student Counselling at Mauri Ora reception at Kelburn or Pipitea campuses during opening hours. You will be asked to complete a brief counselling intake form at reception, and will then be offered an appointment for an initial counselling session. This will be an opportunity for you to discuss your concerns with a counsellor who will help resolve any immediate issues and work with you to develop a plan to get you back on track with your life and studies. The plan could include follow-up counselling, linking you with our range of wellbeing workshops, or a referral to other support services.

Student Counselling has some brief appointments, for academic or other concerns, available each day with a duty counsellor, as well as emergency sessions for those with serious concerns regarding their own safety or that of others.

Appointments are also available at Te Herenga Waka marae each week during the trimesters.

■ 04 463 5308

■ www.victoria.ac.nz/counselling
Student Health
Student Health offers confidential healthcare consultations. Our doctors and nurses provide a full range of health services, including care if you have had an accident, are unwell, or are managing an ongoing health condition. Appointments for contraception, sexual health checks, and preventative healthcare such as immunisations are also available.
Routine appointments with either a doctor or a nurse are free for students who are registered with Student Health.

Outreach nurse service
Appointments with our outreach nurses for Māori, Pasifika, gender diverse, and international students are available. If you have any questions about your health or would like to make an appointment, contact Student Health.

Student Wellbeing Awareness Team
The Student Wellbeing Awareness Team (SWAT) comprises current students who help empower other students about their own health by raising awareness and providing education about health and wellbeing.
The SWAT leaders have designed and established a range of ongoing, open peer support groups, run by students for students, in partnership with Peer Tree and the University’s Student Counselling Services.
Go online to find out more about SWAT, our leaders, and the peer support groups running across the year, or send us an email.

The Bubble
The Bubble is a comfortable place for students to study, relax, and connect with others. Students will find regular support from the Bubble leaders, who are students trained in peer support and who can help connect students with relevant services around campus. The Bubble is located on Level 2, Student Union building, Kelburn campus.

The Physio Spot
Make an appointment at the Physio Spot for assessment of general strains and sprains, back and neck pain, sports injuries, and breathing disorders.
We run student clinics at three locations in Wellington:
- Room 203, 14 Waiteata Road, Kelburn Campus, Victoria University of Wellington
- Kelburn Northland Medical, 1 Upland Road, Kelburn, Wellington
- Level 9, Crowe Horwath House, 57 Willis Street, Wellington
You can book an appointment either over the phone or by email.

Student Health offers confidential healthcare consultations. Our doctors and nurses provide a full range of health services, including care if you have had an accident, are unwell, or are managing an ongoing health condition. Appointments for contraception, sexual health checks, and preventative healthcare such as immunisations are also available.
Routine appointments with either a doctor or a nurse are free for students who are registered with Student Health.

Outreach nurse service
Appointments with our outreach nurses for Māori, Pasifika, gender diverse, and international students are available. If you have any questions about your health or would like to make an appointment, contact Student Health.

Student Wellbeing Awareness Team
The Student Wellbeing Awareness Team (SWAT) comprises current students who help empower other students about their own health by raising awareness and providing education about health and wellbeing.
The SWAT leaders have designed and established a range of ongoing, open peer support groups, run by students for students, in partnership with Peer Tree and the University’s Student Counselling Services.
Go online to find out more about SWAT, our leaders, and the peer support groups running across the year, or send us an email.

The Bubble
The Bubble is a comfortable place for students to study, relax, and connect with others. Students will find regular support from the Bubble leaders, who are students trained in peer support and who can help connect students with relevant services around campus. The Bubble is located on Level 2, Student Union building, Kelburn campus.

The Physio Spot
Make an appointment at the Physio Spot for assessment of general strains and sprains, back and neck pain, sports injuries, and breathing disorders.
We run student clinics at three locations in Wellington:
- Room 203, 14 Waiteata Road, Kelburn Campus, Victoria University of Wellington
- Kelburn Northland Medical, 1 Upland Road, Kelburn, Wellington
- Level 9, Crowe Horwath House, 57 Willis Street, Wellington
You can book an appointment either over the phone or by email.

Student Health offers confidential healthcare consultations. Our doctors and nurses provide a full range of health services, including care if you have had an accident, are unwell, or are managing an ongoing health condition. Appointments for contraception, sexual health checks, and preventative healthcare such as immunisations are also available.
Routine appointments with either a doctor or a nurse are free for students who are registered with Student Health.

Outreach nurse service
Appointments with our outreach nurses for Māori, Pasifika, gender diverse, and international students are available. If you have any questions about your health or would like to make an appointment, contact Student Health.

Student Wellbeing Awareness Team
The Student Wellbeing Awareness Team (SWAT) comprises current students who help empower other students about their own health by raising awareness and providing education about health and wellbeing.
The SWAT leaders have designed and established a range of ongoing, open peer support groups, run by students for students, in partnership with Peer Tree and the University’s Student Counselling Services.
Go online to find out more about SWAT, our leaders, and the peer support groups running across the year, or send us an email.

The Bubble
The Bubble is a comfortable place for students to study, relax, and connect with others. Students will find regular support from the Bubble leaders, who are students trained in peer support and who can help connect students with relevant services around campus. The Bubble is located on Level 2, Student Union building, Kelburn campus.

The Physio Spot
Make an appointment at the Physio Spot for assessment of general strains and sprains, back and neck pain, sports injuries, and breathing disorders.
We run student clinics at three locations in Wellington:
- Room 203, 14 Waiteata Road, Kelburn Campus, Victoria University of Wellington
- Kelburn Northland Medical, 1 Upland Road, Kelburn, Wellington
- Level 9, Crowe Horwath House, 57 Willis Street, Wellington
You can book an appointment either over the phone or by email.
Health information for international students

Unless you are here on a special government scholarship, international students are not eligible for free healthcare under New Zealand’s public health system. You can access all health services, but you will have to pay for them. Because you must have insurance to study at the University, the cost will be covered in most instances. Without insurance, medical treatment for international visitors can be extremely expensive.

www.victoria.ac.nz/international-student-health

Victoria Recreation

Give your student experience a boost by getting involved with Victoria Recreation. Keeping healthy, active, and social will support your academic aspirations.

04 463 6614
victoria-recreation@vuw.ac.nz
www.facebook.com/vicrecreation
www.victoria.ac.nz/recreation

Fitness memberships

While many of our spaces and equipment are free for student use, signing up for a fitness membership can give you access to machines and free weights, a comprehensive selection of cardio equipment, and our popular group exercise classes.

Sports leagues

Victoria Recreation’s social sports leagues are a great way to get active in a fun and friendly environment. Enter a team with your mates or join as an individual and make new friends.

“Allocating time for regular exercise has helped keep me motivated and focused on my study.”

Just Play

Just Play sessions are free, flexible, and open to everyone. There are designated times for a variety of sports throughout the week. Come along and get active with like-minded people. No cost, no commitment, Just Play!

Events

The Victoria Recreation team delivers a variety of events and programmes, ranging from Glow Yoga classes, fun runs, healthy lifestyle and self-defence courses, and Zumba parties.

Athletes’ support

Victoria University of Wellington is committed to supporting its students competing in sports at a high level while they study. As a committed member of the Athlete Friendly Tertiary Network, the University helps student athletes balance the many challenges they face while juggling study and sport commitments. If you are an athlete competing at a national or international level, contact the Victoria Recreation team to discuss the support available.

Tertiary sport competitions

Do you have what it takes to represent the University at the next level? Test yourself against the best students from around the country in a range of inter-tertiary sporting competitions. Register your interest by email.

Female-only self-defence courses

Victoria Recreation regularly holds female-only self-defence courses throughout the year. These courses are open to all self-identifying women and non-binary people.
KEEPING IN TOUCH

Connect with us to stay up to date with the latest information about your courses, important dates, and student services as well as what’s happening across the University.

Blackboard

Blackboard is an online tool that supports the delivery of your courses. It provides course information and materials, including course administration, course outlines, communications, electronic course submissions, assessment, and evaluations. You can log into Blackboard using myTools.

🔗 www.victoria.ac.nz/mytools

Email

A university email address will be sent to you when you enrol. To access your email account, click on the email link in myTools. You will need to sign into the mail system with your username and password. Note that the University’s main channel of communication is through your university email address.

🔗 www.victoria.ac.nz/student-email

Information screens

Large screens on all campuses are updated regularly with student services information, upcoming events, important dates, and promotions.

myView

myView is a student blog about anything and everything to do with learning and living here at the University and in the capital city—from study tips and life on campus to what’s happening in our halls in Wellington.

🔗 www.myview.co.nz

myTools

myTools is the place online where you can access and manage a number of the University’s web services, including add/drop courses, Blackboard, CareerHub, emails, fees, grades, myAllocator, and myDegree.

🔗 www.victoria.ac.nz/mytools

Keep your contact details up to date.

🔗 www.victoria.ac.nz/myTools
Social media
The University has multiple social media channels, including Facebook, Instagram, LinkedIn, Twitter, and YouTube. Follow us to keep up with news, events, competitions, information, and acknowledgements.

Be sure to share your student experience with us—tag us on Instagram and Twitter.

www.victoria.ac.nz/social-media

Victoria Info Ihonui
Victoria Info Ihonui are places you can go for general university advice, information, and assistance. There are seven locations:
- 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
- Level 0, 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
GETTING INVOLVED

University isn’t just essays and assessments. Extracurricular activities are a great way to give to others, improve your skills, increase your employability, enhance your global competence, and make friends.

“Volunteer and student service roles have given me a diverse skill set that I can apply to a range of situations.”
CLUBS AND RECREATION
Connect with others through a club, sports team, or association.

- [www.victoria.ac.nz/clubs](http://www.victoria.ac.nz/clubs)
- [www.victoria.ac.nz/recreation](http://www.victoria.ac.nz/recreation)

INTERNATIONAL CONNECTIONS
All students can link in and help international students settle into our university.

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

LEADERSHIP PROGRAMMES
Challenge yourself, develop confidence, and gain valuable learning. Students who complete the University’s extracurricular programmes receive awards recognising their outstanding achievement.

- [www.victoria.ac.nz/vilp](http://www.victoria.ac.nz/vilp)
- [www.victoria.ac.nz/victoria-plus](http://www.victoria.ac.nz/victoria-plus)

MENTORING
Take the opportunity to mentor and support other students.

- [www.victoria.ac.nz/leadership-programmes](http://www.victoria.ac.nz/leadership-programmes)

REPRESENTATION
Be the voice of other students and represent them and their concerns and ideas with lecturers, faculties, and the University as a whole.

- [www.victoria.ac.nz/become-representative](http://www.victoria.ac.nz/become-representative)

STUDY HELP ROLES
Help your fellow students by becoming a mentor or a PASS leader, volunteering, running drop-in sessions, and more.

- [www.victoria.ac.nz/give-study-support](http://www.victoria.ac.nz/give-study-support)
COMMUNITIES ON CAMPUS

There are a number of communities and spaces open to you on campus. You’re invited to make the most of their services and join in on their social interactions, events, and activities.

CLUBS

Joining a club is a great way for students to make new friends, learn new skills, and make their experience at Victoria University of Wellington a rich and rewarding one. The clubs directory boasts more than 170 clubs on campus, including cultural, performing arts, political, religious, social, and sporting groups.

www.victoria.ac.nz/clubs

Clubs Expo

The University’s Clubs Expo provides all students with a great chance to find and connect with their club of choice.

<table>
<thead>
<tr>
<th>Trimester 1 Clubs Expo</th>
<th>Trimester 2 Clubs Expo</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When</strong></td>
<td>10 am to 2 pm, Tuesday 5 to Thursday 7 March</td>
</tr>
<tr>
<td><strong>Where</strong></td>
<td>The Hub, Kelburn Campus</td>
</tr>
<tr>
<td><strong>When</strong></td>
<td>10 am to 2 pm, Tuesday 16 to Wednesday 17 July</td>
</tr>
<tr>
<td><strong>Where</strong></td>
<td>The Hub, Kelburn Campus</td>
</tr>
</tbody>
</table>

Student sponsorship

Clubs and individuals can apply for sponsorship funding to assist with events, activities, and trips for students.

Visit the clubs website for criteria and the application process.

www.victoria.ac.nz/clubs
MĀORI STUDENTS

Te Herenga Waka marae

Te Herenga Waka—the University marae on our Kelburn campus—is a multipurpose teaching, learning, and research hub for all staff and students on campus. Resources and activities include:

- cultural support
- Te Tumu Herenga Waka (meeting house)
- Te Whanake Mauri Tū (computer suite)
- lunches in the wharekai (dining hall) Monday to Friday at a minimal cost
- tutorial mentoring
- bookable study and meeting spaces
- whānau housing.

www.victoria.ac.nz/marae

Ngāi Tauira / Māori students’ association

Ngāi Tauira represents the interests of tauira Māori studying at the University. Ngāi Tauira provides services including advocacy and support, information about scholarships and funding, student representation on academic boards and councils, national representation, social networking, and pastoral support.

i www.facebook.com/ngaitauriruvuw
i www.victoria.ac.nz/maori-student-groups
PASIFIKA STUDENTS

Pasifika Haos

Pasifika Haos is a place of belonging for all Pasifika students at the University. It is looked after by the Pasifika student leaders who represent their student community, and it is maintained by the Office of the Assistant Vice-Chancellor (Pasifika). Located at 15 Mount Street, Pasifika Haos has study and social spaces, dedicated computer suites, bookable meeting spaces, and an audiovisual, sound-equipped common space. Pasifika Haos is also the location of the Pasifika Students’ Council office. Pasifika Haos is available for events and practices, celebrations, committee meetings, launches, and presentations.

✉ pasifikavuw@outlook.com

ℹ www.victoria.ac.nz/pasifika-haos

Pasifika Students’ Council

The Pasifika Students’ Council is committed to success, equity, and equality for Pasifika students by advocating for, and promoting, a Pasifika voice at the University. One of its goals is to be a critic and conscience of the University, by encouraging discussion and action and ensuring Pasifika students’ issues are recognised and taken into account.

✉ pasifikavuw@outlook.com

ℹ www.victoria.ac.nz/pasifika-support
RAINBOW STUDENTS

At Victoria University of Wellington, our lesbian, gay, bisexual, transgender, queer, intersex, asexual/agender (LGBTQIA+), and takatāpui communities are known as the rainbow community.

We offer a range of services and resources for students who identify with diverse sexual orientations and sex and gender identities.

Our rainbow and inclusion adviser connects students with appropriate services and works with our community to ensure that the University is a safe and inclusive environment for students of all gender and sexual identities. Students can contact them for advice and guidance.

An outreach nurse for rainbow students is available for appointments at the Kelburn and Te Aro campuses and provides support for any health-related questions (see page 26).

Information for rainbow students, including the locations of all-gender bathrooms, is on our website.

✉ rainbow@vuw.ac.nz

🌐 www.victoria.ac.nz/rainbow

UniQ

UniQ provides safe spaces, support, and social events for queer and questioning university students of all gender and sexual identities. We are an inclusive and welcoming group, and we offer the following services: a discussion space, information and resources, movie nights, peer support, Pride festival events, queer advocacy, and queer mentoring.

✉ uniqvictoria@gmail.com

🌐 www.facebook.com/uniq.victoria.9

🌐 www.victoria.ac.nz/uniq

REFUGEE-BACKGROUND STUDENTS

The University has more than 160 students from diverse refugee backgrounds and they are supported by a network of academic and professional staff.

The group organises an annual welcome lunch as part of New Students’ Orientation Week, administers awards for promising students who are experiencing financial hardship, runs occasional workshops, and liaises with services across the University to ensure students are well supported.

For advice on academic skills and assignment writing, visit Student Learning’s drop-in hour on Wednesdays between 2.30 pm and 3.30 pm at Student Learning, Mezzanine floor, Rutherford House, Pipitea campus.

🌐 www.victoria.ac.nz/refugee-background-students
REPRESENTING YOU

Students’ Association

Victoria University of Wellington Students’ Association (VUWSA) makes sure you’re having the best experience possible during your years of study. The Association is independent from the University and free for all students of the University to join. Because it is student-led, student ideas shape everything it does.

The VUWSA executive consists of 10 elected students who are responsible for the direction and governance of VUWSA. The executive, and more than 1,400 class representatives and faculty delegates, is committed to making sure student voices and opinions are heard at all levels of the University.

The executive runs political campaigns, including lobbying for student discounts on public transport and asking for better mental health services and flatting conditions for students.

Throughout the year, VUWSA puts on events such as OWeek (the annual orientation festival) and Stress-Free Study Week, which has a range of activities to help you get fighting fit and prepared for conquering exams. The Association provides a weekly fruit and vegetable market and monthly food trucks up at the Kelburn campus.

The Association manages Salient, the weekly student magazine, as well as the student radio station, Salient FM.

Welfare services are available to help students in need. You can pick up a Community Pantry food parcel, an inter-campus bus pass for free bus travel, or some free bread from VUWSA’s office in the Student Union building on the Kelburn campus.

The Association also provides a professional, confidential, and independent student support and advocacy service that can help with academic issues, accommodation problems, and employment and legal disputes.

Postgraduate Students’ Association

The Postgraduate Students’ Association (PGSA) represents all postgraduate students at the University. Services include social events such as quiz nights and chats, professional development opportunities, advice, advocacy, lobbying on important issues, and representation on university boards and committees. The PGSA organises the Victoria Awards, the Postgraduate Research Excellence Awards, and the 3-Minute Thesis Competition, and publishes a postgraduate e-newsletter, the Postgraduate Informer.

[www.vuwpgsa.ac.nz](http://www.vuwpgsa.ac.nz)

Victoria International Students’ Association

Victoria International Students’ Association (V-ISA) represents the interests of international students at Victoria University of Wellington. They organise social events across the year to foster a community spirit among international students and promote an international student culture at the University. All students who have an interest in international student issues, or who would like to meet other students, are welcome.

[www.facebook.com/vuwvisa](http://www.facebook.com/vuwvisa)

[www.vuwsa.org.nz](http://www.vuwsa.org.nz)
SPIRITUAL
Chaplaincies
The University chaplains offer pastoral and practical support for all, regardless of belief. If you need someone to talk to in confidence about faith, God, study, or life, just drop them a line. They also seek to nurture the spirituality of students and staff at the University with regular events, hospitality, and Christian worship.

www.victoria.ac.nz/chaplains

Berrigan House
Berrigan House, 4 Kelburn Parade, is a welcoming Catholic house of hospitality in the radical tradition of the Catholic Worker Movement. Midday mass and lunch are held every Monday.

Ramsey House
Ramsey House, 8 Kelburn Parade, is the home of Koha Coffee, the University's not-for-profit, student-run café, where you can get top tea and coffee for a koha. Kick back in the Koha lounge, have a quiet muse in the retro-styled library, or come and explore the difference prayer makes to life. Ramsey House is also the home of the chaplains on campus.

Pipitea Chaplaincy
The chaplains are at Pipitea campus too—find them in Room RH112, Level 1, Rutherford House.

Muslim Students’ Association
The Muslim Students’ Association (VicMuslim) seeks to bring all Muslims together and closer to Allah. VicMuslim also aims to increase the community’s awareness and understanding of Muslims and Islam, working with clubs, associations, and institutions to host events and activities. They ensure the needs of all Muslim students are catered to at the University, including providing comfortable spaces for Muslims to perform prayer on campus.

Muslim prayer rooms are in the following locations:
- Kelburn campus—Rooms KK202A (males) and KK201 (females), Kirk Building
- Pipitea campus—Room RH501, Rutherford House
- Te Aro campus—Room VS324.

vicmuslimsclub@gmail.com

www.facebook.com/VicMuslimsClub

STUDENTS WITH FAMILIES
We welcome students with families to the University and understand the challenges of juggling family commitments with study. Access our spaces and services for students with families, including early childhood services, baby change facilities, and breastfeeding and bottle feeding space, available on campus to support you and your family while you study. Visit our website to find more information for students with families.

www.victoria.ac.nz/students-with-families

Childcare services
Students can use two early childhood education services on the Kelburn campus. High-quality services are available for children from zero to five years, part time or full time. Places are available throughout the year.

www.victoria.ac.nz/victoria-kids
SUSTAINABILITY
Across the University, staff and students are working together to develop solutions for a sustainable future. Victoria University of Wellington supports and promotes the United Nations Sustainable Development Goals (SDGs) through our research, education, and operations. The SDGs aim to tackle poverty, promote prosperity and wellbeing for all, protect the environment and address climate change, and encourage good governance, peace, and security.
Over the past decade, the University has improved its environmental footprint in these ways:

- 63 percent less paper
- 31 percent less water
- 20 percent decrease in carbon emissions
These improvements have taken place while the University continues to expand, but we still have work to do.

You can help by choosing low-carbon transport to get to campus, reducing your waste, using the recycling bins on campus, encouraging your friends to make sustainable choices, and getting involved in sustainability solutions.

Students are champions for a sustainable future at the University and beyond. You can get involved in sustainability through your study, clubs, leadership programmes, or working with the Sustainability Office or VUWSA on specific sustainability projects.

www.victoria.ac.nz/sustainability
While you are studying at Victoria University of Wellington, look after yourself in all aspects of your life.

COMMUNITY RESPONSIBILITY

We remind students who are in halls of residence or are flatting that they are part of the Wellington community, which brings benefits and responsibilities.

Relish the opportunities and have fun—but please treat neighbours respectfully. If you are flatting, help us keep Wellington clean and green by disposing of rubbish thoughtfully and recycling where possible.

The Wellington City Council website has information about rubbish and recycling collections in your suburb.

www.wellington.govt.nz

In New Zealand, it is illegal to buy, sell, use, import, or possess certain drugs. Possession of illegal drugs and misuse of prescription medicines may be punishable by large fines or prison. Some illegal drugs are marijuana, ‘magic mushrooms’, and ecstasy.

Alcohol can be bought or consumed only if you are 18 years or older. Photographic identification is required as proof of your age, such as driver’s licence, passport, or Hospitality NZ 18+ card. We encourage students to consume alcohol responsibly.

www.victoria.ac.nz/alcohol-and-drugs

LEGAL AND OFFICIAL ADVICE

Wellington Community Law Centre runs free legal advice sessions. You can get advice on general and specialist legal matters, including women’s, refugee and immigration, family, employment, and kaupapa Māori matters. Drop-in sessions are first come, first served.

www.wclc.org.nz

NATURAL DISASTERS

In an earthquake, the key advice is ‘drop, cover, hold’. Afterwards, check on those around you, and if it is necessary to evacuate, make your way to a large open space. Let your family know you are safe. It is advisable to talk to your family and your friends in Wellington, create a personal emergency kit, and know your emergency response, so that you are prepared.

www.victoria.ac.nz/earthquake-preparedness
POLICE

The University has a police liaison officer who is available to give advice and speak to staff or students who may have been the victim of crime. In the unlikely event of your being arrested by the Police, ask for a lawyer immediately. You are entitled to speak to your lawyer in private before you answer any questions from the Police. If you do not have a lawyer, you can ask for a duty solicitor to represent you. Their services are free while you are at the police station. You have the right to make one phone call.

If you are an international student or speak in a language other than English, you are entitled to ask the Police to arrange an interpreter in your native language—either in person or via telephone—when you are questioned. Support during this process may be available from Victoria International: phone our reception (04 463 5350) and ask to speak to an international student adviser, or call the Victoria International emergency phone (027 600 6864).

SAFETY

You are advised to use your common sense and take sensible precautions when you are out and about.

You should:
- keep your belongings in a safe place at all times
- lock your flat/apartment/bedroom when you go out
- carry only enough cash for what you need
- protect your PIN when you enter it into an ATM
- ask for a receipt when you pay for things with cash
- make sure you are with a friend if you go out at night, and stick with them
- always have a plan for getting home
- take care in areas where pedestrians share pathways and access with vehicles—shared areas are common on campus and around the city.

Safety on campus

For any incidents of theft or threats to personal safety on campus, contact Campus Security, 4 Waiteata Road, Kelburn Campus, 04 463 5398.

For emergencies on campus, phone 0800 842 8888 (0800 VIC 8888), and 111 for fire, ambulance, or police.

Safety off campus

In an emergency, dial 111 for fire, ambulance, or police (this number also works free of charge from a mobile).

For a non-urgent matter, contact the Central Police Station, corner of Victoria and Harris Streets (next to the Wellington Central Library), phone 04 381 2000.

Safety online

Social media makes it easy for us to stay in contact, but you should follow some basic rules for keeping safe. What you put on social media stays there, so post only when you are sober and calm and know who you are contacting.
SMOKEFREE CAMPUSES

Victoria University of Wellington is committed to providing a safe and healthy environment for students by being smoke-, vape-, and drug-free.

In New Zealand, you need to be aged 18 or over to purchase cigarettes. Smoking is banned from all indoor public areas, including workplaces, shopping malls, public transport, public bars and restaurants, and many outdoor areas.

Student Health will support students who want to give up smoking. Make a 30-minute appointment with a nurse to seek help and advice on quitting, and visit the Smokefree website for further information and resources.

- www.victoria.ac.nz/student-health
- www.smokefree.co.nz

STUDENT DISPUTES, RESOLUTION, AND ADVOCACY

The Student Interest and Conflict Resolution team can provide support and guidance on matters involving conflict, misconduct, and your safety.

They will support students and staff to navigate resolution options to ensure best outcomes and fair processes.

This support and guidance includes:

- information on options for reporting and support for unwanted attention, bullying, and harassment
- information and support regarding student misconduct processes
- avenue for raising concerns about behaviour regarding staff and students
- avenue for raising welfare concerns for staff and students
- information and support for academic matters
- support and guidance if you feel threatened or unsafe.

The Student Interest and Conflict Resolution team can also provide conflict resolution assistance for issues with staff and students. Conflict can take many forms—a student may think a lecturer is not respectful, find another student’s behaviour intrusive, or have difficulties with university structures. Whatever your concern, source of conflict, or complaint, you can contact the Student Interest and Conflict Resolution team for advice and guidance.

Access support and report sexual violence

Contact the Student Interest and Conflict Resolution team for confidential information on accessing support and reporting sexual violence and sexual harassment.

Emma Mossman
Manager, Student Interest and Conflict Resolution

04 463 5025
emmamossman@vuw.ac.nz
Level 1, Robert Stout Building, Kelburn Campus

Kirstin White
Student Interest and Disputes Adviser

04 463 5167
kirstin.white@vuw.ac.nz
Level 1, Robert Stout Building, Kelburn Campus

Student advocacy

The Victoria University of Wellington Students’ Association provides free, independent advice and advocacy on any issues relating to university policy or New Zealand law.

www.vuwsa.org.nz/advocacy
LEADERSHIP PROGRAMMES

The Victoria International Leadership Programme (VILP) is an extracurricular programme that helps prepare all of our students to be active and engaged global citizens. It involves learning about key challenges facing the world, networking with people and organisations in global leadership roles, studying languages, and taking part in international experiences. It enhances knowledge about global issues and awareness of other countries and cultures. The VILP also generously supports students on a Victoria Abroad exchange with a VILP Global Leader Grant of $1,000.

www.victoria.ac.nz/vilp

The Victoria Plus Programme is an extracurricular service and leadership development programme. It involves participation in volunteering and student leadership at the University, service to the local community, and participating in leadership, skills, and career development workshops. Victoria Plus connects you with your community, develops your employability skills, and raises awareness of social responsibility. The programme is self-directed and can be tailored to suit your own schedule and interests.

www.victoria.ac.nz/victoria-plus

EXCHANGE PROGRAMME

Victoria Abroad is a student exchange programme offering you the opportunity to broaden your horizons while studying towards your Victoria University of Wellington degree at one of more than 140 partner universities around the world.

www.victoria.ac.nz/victoria-abroad

LOOKING AHEAD

Developing your employability while you are studying comes from many parts of your life. This includes what you are learning, how you interact with others, networking with employers, getting involved in leadership programmes, gaining work experience, or completing part of your degree overseas through Victoria Abroad. Look ahead to your future career.
**CAREERS AND EMPLOYMENT**

From the time you arrive at Victoria University of Wellington, the Careers and Employment team will ensure your study plans reflect your career goals, assist with job and internship applications, and help you establish a career path by providing resources for ongoing career development.

Visit the Careers and Employment office for:

- convenient drop-in sessions for CV and interview tips and assistance, quick questions, and advice
- individual appointments to help with career planning, job exploration, goals, and decision-making
- a variety of tools and resources to help you clarify your preferred skills and interest areas and identify suitable employment options.

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

**CareerHub**

CareerHub keeps you up to date with everything you need to know to get your career on track. It’s never too early to use CareerHub.

With CareerHub you can:

- search for a full range of jobs, from internships, part-time work, and summer work to graduate recruitment positions
- be the first to hear about career expos, employer information sessions, industry seminars, events, and workshops
- find resources, including CVs and interview tips
- use our easy booking system for career advice appointments, workshops, and events.

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

---

**Career Expos**

Make sure you get along to the expos to network with employers and find out about the many opportunities available to you, from summer internships to graduate roles and everything in between.

<table>
<thead>
<tr>
<th>Expo</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce and Law</td>
<td>Thursday 14 March</td>
<td>Pipitea campus</td>
</tr>
<tr>
<td>All disciplines</td>
<td>Thursday 9 May</td>
<td>Kelburn campus</td>
</tr>
<tr>
<td>ICT</td>
<td>Friday 10 May</td>
<td>Kelburn campus</td>
</tr>
<tr>
<td>Teaching careers</td>
<td>Late July</td>
<td>Kelburn campus</td>
</tr>
<tr>
<td>Science</td>
<td>Wednesday 31 July</td>
<td>Kelburn campus</td>
</tr>
</tbody>
</table>

[www.victoria.ac.nz/career-expos](http://www.victoria.ac.nz/career-expos)

“Hearing graduates share their experiences about how they landed their jobs and pursued their career paths clarified what I need to do to get the type of job that I want.”

“Taking the opportunity to meet and network with employers on campus really helped me with my decision-making for the future.”
INTERNATIONAL STUDENTS WORKING IN NEW ZEALAND

Most international students are eligible to work up to 20 hours per week in the academic year and may work full time during scheduled vacations. Study Abroad and exchange students studying for one trimester only are not entitled to work in New Zealand.

Permission to work while studying is determined by Immigration New Zealand and is printed on your student visa. If it is not, and you believe you are entitled to work, request a ‘Variation of Conditions’ from Immigration New Zealand or contact Victoria International.

In New Zealand, a minimum wage per hour is set by law and employers cannot legally pay you less than this amount.

Paying income tax

Before you start work, you must obtain an IRD number from Inland Revenue. This can take 8–10 days to process. Apply online or free phone 0800 227 774.

As soon as you receive income from your job or from other New Zealand income sources, you are legally obliged to pay tax to the Government. Tax is deducted automatically from your wages before you are paid. Your employer will give you a tax code declaration form to complete. If you have worked for only part of the year, you may be entitled to a tax refund.

Post-study work visas

Many international students come to Victoria University of Wellington and seek employment in New Zealand after their studies. You must have a valid work visa to remain in New Zealand and work.

The post-study work visa is a three-year open work visa for all international students who graduate with a Bachelor’s-level or higher degree in New Zealand. To find out more and to apply, contact Immigration New Zealand.

www.ird.govt.nz
GRADUATION

Graduation is a time to celebrate your achievement and is the point at which your qualification is officially granted and you receive your certificate.

When you complete your qualification, you will be sent an email inviting you to apply for graduation. You can choose to graduate either at a ceremony or in absentia (in your absence). Ceremonies are held each May and December, and students who complete their study in Trimester 2 normally graduate in the following May. If you choose to graduate in absentia, you can either collect your certificate or have it posted to you.

www.victoria.ac.nz/graduation
## GETTING HELP

<table>
<thead>
<tr>
<th>If you need help with</th>
<th>Contact or go to</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Victoria Accommodation</td>
<td><a href="http://www.victoria.ac.nz/accommodation">www.victoria.ac.nz/accommodation</a></td>
</tr>
<tr>
<td>Aegrotat</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/aegrotats">www.victoria.ac.nz/aegrotats</a></td>
</tr>
<tr>
<td>Blackboard</td>
<td>Your course coordinator</td>
<td><a href="http://www.victoria.ac.nz/courses">www.victoria.ac.nz/courses</a></td>
</tr>
<tr>
<td></td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/student-computing">www.victoria.ac.nz/student-computing</a></td>
</tr>
<tr>
<td>Career advice</td>
<td>Careers and Employment</td>
<td><a href="http://www.victoria.ac.nz/careers">www.victoria.ac.nz/careers</a></td>
</tr>
<tr>
<td>Computer lab opening times and locations</td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/computer-labs">www.victoria.ac.nz/computer-labs</a></td>
</tr>
<tr>
<td>Courses—adding or dropping</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/add-drop">www.victoria.ac.nz/add-drop</a></td>
</tr>
<tr>
<td>Courses and career advice</td>
<td>Student Recruitment and Orientation (new students)</td>
<td><a href="http://www.victoria.ac.nz/course-advice">www.victoria.ac.nz/course-advice</a></td>
</tr>
<tr>
<td></td>
<td>Your faculty office (current students)</td>
<td><a href="http://www.victoria.ac.nz/faculty-offices">www.victoria.ac.nz/faculty-offices</a></td>
</tr>
<tr>
<td></td>
<td>Careers and Employment (graduating students)</td>
<td><a href="http://www.victoria.ac.nz/careers">www.victoria.ac.nz/careers</a></td>
</tr>
<tr>
<td>Dates</td>
<td>Victoria Info Ihonui</td>
<td><a href="http://www.victoria.ac.nz/dates">www.victoria.ac.nz/dates</a></td>
</tr>
<tr>
<td>Degree planning</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/faculty-offices">www.victoria.ac.nz/faculty-offices</a></td>
</tr>
<tr>
<td></td>
<td>myDegree</td>
<td><a href="http://www.victoria.ac.nz/mydegree">www.victoria.ac.nz/mydegree</a></td>
</tr>
<tr>
<td>Disability and inclusion advisers</td>
<td>Disability Services</td>
<td><a href="http://www.victoria.ac.nz/disability">www.victoria.ac.nz/disability</a></td>
</tr>
<tr>
<td>Disputes</td>
<td>Student Interest and Conflict Resolution team</td>
<td><a href="http://www.victoria.ac.nz/disputes-advice">www.victoria.ac.nz/disputes-advice</a></td>
</tr>
<tr>
<td>Distance courses</td>
<td>Course finder</td>
<td><a href="http://www.victoria.ac.nz/distance-courses">www.victoria.ac.nz/distance-courses</a></td>
</tr>
<tr>
<td>Education access plans</td>
<td>Disability Services</td>
<td><a href="http://www.victoria.ac.nz/disability">www.victoria.ac.nz/disability</a></td>
</tr>
<tr>
<td>Email addresses—staff</td>
<td>Victoria Info Ihonui</td>
<td><a href="http://www.victoria.ac.nz/info-ihonui">www.victoria.ac.nz/info-ihonui</a></td>
</tr>
<tr>
<td>Email addresses—students</td>
<td>Victoria Info Ihonui</td>
<td></td>
</tr>
<tr>
<td>Email addresses—students <a href="mailto:username@myvuw.ac.nz">username@myvuw.ac.nz</a></td>
<td>Victoria Info Ihonui</td>
<td></td>
</tr>
<tr>
<td>Enrolment</td>
<td>Enrolment Office</td>
<td><a href="http://www.victoria.ac.nz/apply">www.victoria.ac.nz/apply</a></td>
</tr>
<tr>
<td></td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/faculty-offices">www.victoria.ac.nz/faculty-offices</a></td>
</tr>
<tr>
<td>Exam administration</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/exams">www.victoria.ac.nz/exams</a></td>
</tr>
<tr>
<td>Exam results</td>
<td>myTools</td>
<td><a href="http://www.myvictoria.ac.nz/mytools">www.myvictoria.ac.nz/mytools</a></td>
</tr>
<tr>
<td>Exam timetable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>Student Finance</td>
<td><a href="http://www.victoria.ac.nz/fees">www.victoria.ac.nz/fees</a></td>
</tr>
<tr>
<td>Financial advice</td>
<td></td>
<td><a href="http://www.victoria.ac.nz/financial-advice">www.victoria.ac.nz/financial-advice</a></td>
</tr>
<tr>
<td>Grades</td>
<td>Course coordinator</td>
<td><a href="http://www.victoria.ac.nz/grades">www.victoria.ac.nz/grades</a></td>
</tr>
<tr>
<td>Graduation</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/faculty-offices">www.victoria.ac.nz/faculty-offices</a></td>
</tr>
<tr>
<td></td>
<td>Graduation Office</td>
<td><a href="http://www.victoria.ac.nz/graduation">www.victoria.ac.nz/graduation</a></td>
</tr>
<tr>
<td>If you need help with</td>
<td>Contact or go to</td>
<td>Online</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Health and wellbeing</td>
<td>Mauri Ora (Student Health and Student Counselling)</td>
<td><a href="http://www.victoria.ac.nz/student-health">www.victoria.ac.nz/student-health</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.victoria.ac.nz/counselling">www.victoria.ac.nz/counselling</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.victoria.ac.nz/wellbeing">www.victoria.ac.nz/wellbeing</a></td>
</tr>
<tr>
<td>Information technology</td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/its">www.victoria.ac.nz/its</a></td>
</tr>
<tr>
<td>International student advice and support</td>
<td>Victoria International</td>
<td><a href="http://www.victoria.ac.nz/international-support">www.victoria.ac.nz/international-support</a></td>
</tr>
<tr>
<td>Justice of the Peace</td>
<td>Victoria Info Ihonui</td>
<td><a href="http://www.victoria.ac.nz/info-ihonui">www.victoria.ac.nz/info-ihonui</a></td>
</tr>
<tr>
<td>Learning another language</td>
<td>Language Learning Centre</td>
<td><a href="http://www.victoria.ac.nz/lc">www.victoria.ac.nz/lc</a></td>
</tr>
<tr>
<td>Library</td>
<td>Victoria Info Ihonui</td>
<td><a href="http://www.victoria.ac.nz/library">www.victoria.ac.nz/library</a></td>
</tr>
<tr>
<td>Logging-on problems with digital tools or Blackboard</td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/student-computing">www.victoria.ac.nz/student-computing</a></td>
</tr>
<tr>
<td>myAllocator</td>
<td>Course coordinator</td>
<td><a href="http://www.victoria.ac.nz/tutorial-sign-up">www.victoria.ac.nz/tutorial-sign-up</a></td>
</tr>
<tr>
<td>myTools</td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/mytools">www.victoria.ac.nz/mytools</a></td>
</tr>
<tr>
<td>Overseas exchange</td>
<td>Victoria Abroad</td>
<td><a href="http://www.victoria.ac.nz/victoria-abroad">www.victoria.ac.nz/victoria-abroad</a></td>
</tr>
<tr>
<td>Postgraduate support</td>
<td>PGSA, Room SU404, Student Union Building</td>
<td><a href="http://www.vuwpgsa.ac.nz">www.vuwpgsa.ac.nz</a></td>
</tr>
<tr>
<td>Printing</td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/student-printing">www.victoria.ac.nz/student-printing</a></td>
</tr>
<tr>
<td>Recreation</td>
<td>Recreation Centre, Kelburn Campus</td>
<td><a href="http://www.victoria.ac.nz/recreation">www.victoria.ac.nz/recreation</a></td>
</tr>
<tr>
<td></td>
<td>Pipitea Fitness</td>
<td></td>
</tr>
<tr>
<td>Refugee-background students</td>
<td>-</td>
<td><a href="http://www.victoria.ac.nz/refugee-background-students">www.victoria.ac.nz/refugee-background-students</a></td>
</tr>
<tr>
<td>Scholarships</td>
<td>Scholarships Office</td>
<td><a href="http://www.victoria.ac.nz/scholarships">www.victoria.ac.nz/scholarships</a></td>
</tr>
<tr>
<td>Spiritual needs</td>
<td>Chaplains</td>
<td><a href="http://www.victoria.ac.nz/chaplains">www.victoria.ac.nz/chaplains</a></td>
</tr>
<tr>
<td></td>
<td>Muslim Students’ Association</td>
<td><a href="http://www.facebook.com/VicMuslimsClub">www.facebook.com/VicMuslimsClub</a></td>
</tr>
<tr>
<td>Student ID cards</td>
<td>Enrolment Office</td>
<td><a href="http://www.victoria.ac.nz/id">www.victoria.ac.nz/id</a></td>
</tr>
<tr>
<td>Study assistance</td>
<td>Student Learning</td>
<td><a href="http://www.victoria.ac.nz/student-learning">www.victoria.ac.nz/student-learning</a></td>
</tr>
<tr>
<td>Timetable for lectures</td>
<td>-</td>
<td><a href="http://www.victoria.ac.nz/timetables">www.victoria.ac.nz/timetables</a></td>
</tr>
<tr>
<td>Textbooks</td>
<td>Vic Books</td>
<td><a href="http://www.vicbooks.co.nz">www.vicbooks.co.nz</a></td>
</tr>
<tr>
<td>Transcripts</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/transcripts">www.victoria.ac.nz/transcripts</a></td>
</tr>
<tr>
<td>Transfer of credit</td>
<td>Your faculty office</td>
<td><a href="http://www.victoria.ac.nz/faculty-offices">www.victoria.ac.nz/faculty-offices</a></td>
</tr>
<tr>
<td>Victoria University of Wellington information</td>
<td>Victoria Info Ihonui</td>
<td><a href="http://www.victoria.ac.nz/info-ihonui">www.victoria.ac.nz/info-ihonui</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.victoria.ac.nz/maps">www.victoria.ac.nz/maps</a></td>
</tr>
<tr>
<td>Victoria University of Wellington Students’ Association (VUWSA)</td>
<td>VUWSA</td>
<td><a href="http://www.vuwsa.org.nz">www.vuwsa.org.nz</a></td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>Information Technology Services</td>
<td><a href="http://www.victoria.ac.nz/get-online">www.victoria.ac.nz/get-online</a></td>
</tr>
</tbody>
</table>
CONTENTS

VICTORIA UNIVERSITY OF WELLINGTON
PO Box 600, Wellington 6140
☎ 0800 842 867 (0800 VICTORIA)
✉ info@victoria.ac.nz
🌐 victoria.ac.nz

VICTORIA INFO IHONUI
- 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
- Level 0, Faculty of Architecture and Design, Te Aro Campus
- Level 1, Miramar Creative Centre
- Level 4, 50 Kitchener Street, Auckland premises
🌐 victoria.ac.nz/info-ihonui

ADAM ART GALLERY
Gate 3, Kelburn Parade
☎ 04 463 6835
🌐 www.adamartgallery.org.nz

ADVOCATE FOR STUDENTS
See Student Interest and Conflict Resolution team or Victoria University of Wellington Students’ Association

CAMPUS SAFETY (CAMPUS CARE)
Emergencies
☎ 8888 (if calling within the University)
04 463 9999 or 0800 842 8888 (if calling from outside the University)

Kelburn Campus
Level 1, Cotton Building
☎ 04 463 5398

Pipitea Campus
Rutherford House
☎ 04 463 7464

Te Aro Campus
139 Vivian Street
☎ 04 463 6246
🌐 www.victoria.ac.nz/student-safety

CAREERS AND EMPLOYMENT
Room HU120, Hunter Building, Kelburn Campus
☎ 04 463 5393
✉ careers-service@vuw.ac.nz
🌐 www.victoria.ac.nz/careers

CHAPLAINCIES
🌐 www.victoria.ac.nz/chaplains

Anglican
Ramsey House, 8 Kelburn Parade
☎ 04 463 5499
✉ anglican@vuw.ac.nz
✉ john.dennison@vuw.ac.nz

Catholic
Berrigan House, 4 Kelburn Parade
☎ 021 0252 8003
✉ japleason@gmail.com

Ecumenical
Ramsey House, 8 Kelburn Parade
☎ 022 085 7852
✉ mmrideout@gmail.com

Pipitea Chaplaincy
Room RH112, Level 1, Rutherford House
✉ john.dennison@vuw.ac.nz
CHILDCARE

叮 04 463 5151 (Kelburn Campus)

✉ victoriakids@vuw.ac.nz

🌐 www.victoria.ac.nz/victoria-kids

CLUBS

Waiteata Road, Kelburn Campus

叮 04 463 5538

✉ victoriaclubs@vuw.ac.nz

🌐 www.victoria.ac.nz/clubs

COURSE PLANNING AND ADVICE

See Faculty Student and Academic Services offices

DISABILITY SERVICES

Level 1, Robert Stout Building, Kelburn Campus

叮 04 463 6070

✉ disability@vuw.ac.nz

🌐 www.victoria.ac.nz/disability

ENROLMENT OFFICE

Level 1, Hunter Building, Kelburn Campus

叮 0800 842 867 (0800 VICTORIA)

✉ enrolments@vuw.ac.nz

🌐 www.victoria.ac.nz/apply

FACULTY STUDENT AND ACADEMIC SERVICES OFFICES

Faculty of Architecture and Design

Victoria Info Ihonui

139 Vivian Street, Te Aro Campus

叮 04 463 6200

✉ architecture@vuw.ac.nz or design@vuw.ac.nz

🌐 www.victoria.ac.nz/fad

Faculty of Education

Murphy Building, Kelburn Campus

叮 04 463 9500

✉ education@vuw.ac.nz

🌐 www.victoria.ac.nz/education

Faculty of Engineering

Cotton Building, Kelburn Campus

叮 04 463 5101

✉ engineering@vuw.ac.nz

🌐 www.victoria.ac.nz/engineering

Faculty of Graduate Research

10 Kelburn Parade, Kelburn Campus

叮 04 463 5890

✉ pg-research@vuw.ac.nz

🌐 www.victoria.ac.nz/fgr

Faculty of Health

Easterfield Building, Kelburn Campus

叮 04 463 4750

✉ health@vuw.ac.nz

🌐 www.victoria.ac.nz/health

Faculty of Humanities and Social Sciences

Murphy Building, Kelburn Campus

叮 04 463 5745

✉ fhss-enquiries@vuw.ac.nz

🌐 www.victoria.ac.nz/fhss

Faculty of Law

Government Buildings, Pipitea Campus

叮 04 463 6366

✉ law-enquiries@vuw.ac.nz

🌐 www.victoria.ac.nz/law

Faculty of Science

Cotton Building, Kelburn Campus

叮 04 463 5101

✉ science@vuw.ac.nz

🌐 www.victoria.ac.nz/science

Victoria Business School

Rutherford House, Pipitea Campus

Murphy Building, Kelburn Campus

叮 04 463 5376 (Pipitea)

叮 04 463 6870 (Kelburn)

✉ fcom-sas@vuw.ac.nz

🌐 www.victoria.ac.nz/vbs
FEES AND PAYMENTS
Level 1, Hunter Building, Kelburn Campus
شرع 04 463 5484
keyup student-finance@vuw.ac.nz
www.victoria.ac.nz/fees

GRADUATION OFFICE
Room HU319, Hunter Building, Kelburn Campus
شرع 04 463 5389
keyup graduation@vuw.ac.nz
www.victoria.ac.nz/graduation

HEALTH SERVICES
See Student Health and Student Counselling

INFORMATION TECHNOLOGY SERVICES
شرع 04 463 5050
keyup its-service@vuw.ac.nz
www.victoria.ac.nz/its

JOBS
CareerHub
keyup www.victoria.ac.nz/careerhub

Student Job Search
شرع 0800 757 562
keyup student@sjs.co.nz
www.sjs.co.nz

LANGUAGE LEARNING CENTRE
Level 0, von Zedlitz Building, Kelburn Campus
شرع 04 463 5315
keyup llc@vuw.ac.nz
www.victoria.ac.nz/llc

LEADERSHIP PROGRAMMES
Victoria International Leadership Programme
Room EA210, Level 2, Easterfield Building
شرع 04 463 7459
keyup vilp@vuw.ac.nz
www.victoria.ac.nz/vilp

Victoria Plus Programme
Room HU120, Hunter Building, Kelburn Campus
شرع 04 463 9462
keyup victoriaplus@vuw.ac.nz
www.victoria.ac.nz/victoria-plus

LIBRARIES
keyup www.victoria.ac.nz/library

Kelburn Library
Rankine Brown Building, Kelburn Campus
شرع 04 463 6186
keyup library@vuw.ac.nz

Architecture and Design Library
139 Vivian Street, Te Aro Campus
شرع 04 463 6241
keyup library-architecture@vuw.ac.nz

Commerce Library
Rutherford House, Pipitea Campus
شرع 04 463 7495
keyup library-commerce@vuw.ac.nz

Law Library
Government Buildings, Pipitea Campus
شرع 04 463 6372
keyup library-law@vuw.ac.nz

MĀORI SUPPORT

Āwhina
keyup awhina@vuw.ac.nz
www.victoria.ac.nz/awhina

Kairauhī / Māori Subject Librarian
Rankine Brown Building, Kelburn Campus
شرع 04 463 5883
keyup marty.king@vuw.ac.nz

www.victoria.ac.nz/fees
www.victoria.ac.nz/its
Ngāi Tauira / Māori Students’ Association
42 Kelburn Parade, Kelburn Campus
📞 04 463 9762
✉️ ngaitauira@vuw.ac.nz

MARAE
Te Herenga Waka
46 Kelburn Parade, Kelburn Campus
📞 04 463 5282
✉️ marae-bookings@vuw.ac.nz
🌐 www.victoria.ac.nz/marae

MUSLIM PRAYER ROOMS
- Room KK202A (males) and Room KK201 (females)
- Student Islamic Centre, Kirk Building, Kelburn Campus
- Room VS324, Te Aro Campus
- Room RH501, Rutherford House, Pipitea Campus
✉️ vicmuslimsclub@gmail.com
🌐 www.facebook.com/VicMuslimsClub

PASIFIKA SUPPORT
Pasifika Haos
15 Mount Street, Kelburn Campus
📞 04 463 6242
✉️ pasifikavuw@outlook.com
🌐 www.victoria.ac.nz/pasifika

Pasifika Liaison Officer
Level 1, Hunter Building, Kelburn Campus
📞 04 463 6670
✉️ tapu.vea@vuw.ac.nz

Pasifika Library Navigator
Rankine Brown Building, Kelburn Campus
📞 04 463 6307
✉️ library@vuw.ac.nz

Pasifika Student Liaison (Library)
Eseta Malua-Faafia
Rankine Brown Building, Kelburn Campus
📞 04 463 6202
✉️ eseta.mlua-faafia@vuw.ac.nz

Pasifika Students’ Council
📞 04 463 6242
✉️ pasifikavuw@outlook.com

Pasifika Student Support
✉️ pasifika@vuw.ac.nz
🌐 www.victoria.ac.nz/pasifika

PHYSIOTHERAPY
See Student Health and Student Counselling

POLICE
Metro Neighbourhood Policing Team
Wellington Central Police Station
📞 04 381 2000

Police Liasion
📞 04 381 2000
✉️ benjamin.hopkins@police.govt.nz

POSTGRADUATE STUDENTS’ ASSOCIATION
Room SU404, Level 4, Student Union Building, Kelburn Campus
📞 04 463 6973
✉️ pgsa@vuw.ac.nz
🌐 www.vuwpgsa.ac.nz

REFUGEE-BACKGROUND STUDENTS’ DROP-IN CENTRE
Learning Advice
Kristen Sharma
Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus
📞 04 463 6619
✉️ kristen.sharma@vuw.ac.nz
Programme and General Advice
Associate Professor Sara Kindon
Room CO123, Level 2, Cotton Building, Kelburn Campus
傑 04 463 6194
メール sara.kindon@vuw.ac.nz

SALIENT
傑 editor@salent.org.nz
イ www.salent.org.nz

SCHOLARSHIPS OFFICE
10 Kelburn Parade, Kelburn Campus
傑 scholarships-office@vuw.ac.nz
イ www.victoria.ac.nz/scholarships

School Leaver and Undergraduate
傑 04 463 9598
Postgraduate
傑 04 463 5557

STUDENT ADVOCATE, VUWSA
傑 04 463 6984
傑 advocate@vuwsa.org.nz
イ www.vuwsa.org.nz

STUDENT FINANCE ADVISERS
Level 1, Hunter Building, Kelburn Campus
傑 0800 842 867 (0800 VICTORIA)
傑 student-hardship@vuw.ac.nz
イ www.victoria.ac.nz/financial-advice

STUDENT HEALTH AND STUDENT COUNSELLING

Physiotherapy
Room 203, 14 Waiteata Road, Kelburn Campus
傑 04 384 8313 or 0800 842 749
傑 hello@thephysiospot.co.nz
イ www.thephysiospot.co.nz

Student Counselling
Level 1, Mauri Ora, Student Union Building, Kelburn Campus
For other campus hours and locations, go to the website.
傑 04 463 5308 (all campuses)
傑 counselling-service@vuw.ac.nz
イ www.victoria.ac.nz/counselling

Student Health
Level 1, Mauri Ora, Student Union Building, Kelburn Campus
Te Taunaki, Mezzanine Floor, Rutherford House, Pipitea Campus
傑 04 463 5308 or 04 463 7474
傑 student-health@vuw.ac.nz
イ www.victoria.ac.nz/student-health

STUDENT INTEREST AND CONFLICT RESOLUTION
Level 1, Robert Stout Building, Kelburn Campus
イ www.victoria.ac.nz/disputes-advice

Emma Mossman—Manager, Student Interest and Conflict Resolution
傑 04 463 5023
傑 Emma.mossman@vuw.ac.nz

Kirstin White—Student Interest and Disputes Adviser
傑 04 463 5617
傑 Kirstin.white@vuw.ac.nz

STUDENT LEARNING
Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus
Mezzanine Floor, Rutherford House, Pipitea Campus
傑 04 463 5999
傑 student-learning@vuw.ac.nz
イ www.victoria.ac.nz/student-learning
イ www.victoria.ac.nz/studyhub

STUDENT NOTES
See Vic Books
STUDENT RECRUITMENT AND ORIENTATION
Level 1, Hunter Building, Kelburn Campus
📞 0800 842 867 (0800 VICTORIA)
✉️ course-advice@vuw.ac.nz
🌐 www.victoria.ac.nz/study

STUDYLINK
📞 0800 889 900
🌐 www.studylink.govt.nz

VIC BOOKS AND STUDENT NOTES
Easterfield Building, Kelburn Campus
📞 04 280 6200
Rutherford House, Pipitea Campus
📞 04 280 6212
✉️ enquiries@vicbooks.co.nz
🌐 www.vicbooks.co.nz

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

VICTORIA ACCOMMODATION
2 Waiteata Road, Kelburn Campus
📞 04 463 5896
✉️ accommodation@vuw.ac.nz
🌐 www.victoria.ac.nz/accommodation

VICTORIA INTERNATIONAL
Level 2, Easterfield Building, Kelburn Campus
📞 +64 4 463 5350
✉️ vi-support@vuw.ac.nz
🌐 www.victoria.ac.nz/international

VICTORIA RECREATION
🌐 www.victoria.ac.nz/recreation

Recreation Centre
Waiteata Road, Kelburn Campus
📞 04 463 6614
✉️ rec-centre@vuw.ac.nz

Pipitea Fitness
Basement level, Rutherford House, Pipitea Campus
📞 04 463 6994

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS’ ASSOCIATION (VUWSA)
Level 4, Student Union Building, Kelburn Campus
📞 04 463 6716 (Kelburn)
✉️ kelburn@vuwsa.org.nz
INDEX

A
accommodation, 36, 48, 56
Adam Art Gallery, 51
adding a course, 28, 48
advocacy, 33, 35, 36, 42, 51, 55
   See VUWSA
aegrotats, 48
assessments, 8, 28
   See Strategies for learning success
Āwhina, 19, 53

B
Blackboard, 28, 48, 49
Bubble, The, 14, 26

C
career expos, 45
CareerHub, 28, 45, 53
Careers and Employment, 16, 45, 48, 51
chaplaincies, 37, 49, 51
childcare, 37, 52
   See Students with families
class representatives, 36
   See VUWSA
clubs, 31, 32, 52
Communities on campus, 32–39
Contacts, 51–56
counselling, 14, 25, 26, 49, 55
   See Health and wellbeing
course outlines, 28
course planning and advice, 48, 52, 56

D
dates, 28, 48
degree planning, 48
   See myDegree
Disability Services, 16–17, 48, 52
dropping a course, 28, 48

E
e-mail, 28, 48
emergencies, 40–41, 51
   See Staying safe
Endnote, 18
enrolment, 48, 49, 52
essay writing, 8–9
   See Strategies for learning success
exam, 8, 11, 13, 16, 19, 20, 36, 48
Excel programme, 9
exchange, 31, 44, 49
   See Victoria Abroad

F
Facebook, 29
   See Social media
Faculty Student and Academic Services Offices, 52
fees and payments, 28, 48, 53
financial support and advice, 24, 55

G
Getting help, 48–49
Getting involved, 17, 30–31
grades, 28, 48
graduation, 47, 48, 53
H
Health and wellbeing, 14, 25–27, 49

I
ID cards, 49
Information Technology Services, 48, 49, 53
international students, 9, 23, 26, 27, 31, 36, 41, 46, 49, 56
Instagram, 29
  See Social media

J
Justices of the Peace, 49

K
Keeping in touch at the University, 28

L
Language Buddy programme, 17
Language Learning Centre, 17, 49
leadership programmes, 31, 44, 53
learning support
  See Strategies for learning success
Learning workshops and seminars, 6–13
legal and official advice, 40
Library, 9, 18, 21, 49, 53, 54
Looking ahead, 44–47

M
managing your money, 24
Māori learning adviser, 13, 21
Māori students’ association / Ngāi Tauira 33, 54
Māori students’ support and workshops, 13, 19, 33
  See Āwhina
Māori subject librarian, 18, 53

marae, 25, 33, 54
maths and statistics workshops, 11
Mauri Ora, 25, 49, 55
  See Health and wellbeing
mentoring, 19, 31, 33, 35
Muslim prayer rooms, 37, 54
  See Spiritual support
myAllocator, 28, 49
myDegree, 28, 48
myTools, 28, 48, 49
myView, 28

N
Ngāi Tauira / Māori students’ association, 33, 54

O
Outreach nurse, 26, 35
  See Health and wellbeing

P
parents
  See Students with families
part-time work, 45
Pasifika Haos, 34, 54
Pasifika learning adviser, 13, 21
Pasifika Students’ Council, 34, 54
Pasifika students’ support and workshops 13, 19, 34
Peer-Assisted Study Support (PASS) groups, 20, 31
physiotherapy, 26, 55
  See Health and wellbeing
police, 41, 54
postgraduate students, 10, 20, 49
Postgraduate Students’ Association (PGSA), 20, 36, 49, 54
printing, 17, 18, 49
R
rainbow students, 35
referencing, 8, 9, 18
refugee-background students, 35, 40, 49, 54

S
safety on campus, 41–42, 51
Salient, 36, 55
scholarships, 33, 49, 55
services to help your learning, 16–23
social media, 29, 41
spiritual support, 37, 49
sports, 27, 31
  See Victoria Recreation
Staying safe, 40–42
Strategies for learning success, 4–5
student advocate, 42, 55
Student Counselling, 25, 49, 55
Student Health, 26, 49, 55
Student Interest and Conflict Resolution, 42, 51, 55
Student Learning, 6–13, 17, 21, 49, 53, 55
Student Recruitment and Orientation, 48, 56
Students’ associations, 20, 33, 36, 37, 49, 54, 56
  See VUWSA
students with families, 37
Student Wellbeing Awareness Team, 26
StudyLink, loans and allowances, 24, 56
sustainability, 38–39

T
Te Herenga Waka marae, 25, 33, 54
test and exam skills workshops, 8
  See Strategies for learning success
textbooks, 49
timetable, 48, 49
transcripts, 49
transport, 36, 39
tutorials, 7, 13, 14, 19, 33, 49
  See myAllocator
Twitter, 29
  See Social media

V
Vic Books, 49, 56
Victoria Abroad, 44, 49, 56
Victoria Info Ihonui, 18, 21, 29, 48, 49, 51
Victoria International, 23, 31, 41, 46, 49, 56
  See international students
Victoria International Leadership Programme, 31, 44, 53
Victoria International Students’ Association (V-ISA), 36
Victoria Plus Programme, 31, 44, 53
Victoria Recreation, 27, 31, 49, 56
volunteering, 17, 31, 44
VUWSA, 36, 42, 49, 55, 56

W
wellbeing workshops, 14
Wi-Fi, 49

Z
Zotero, 18