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SCHOOL OF INFORMATION MANAGEMENT
Te Kura Tiaki, Whakawhitī Kōrero

Programme: Master of Information Studies (MIS)
Location: Level 4, Rutherford House, Pipitea Campus, Wellington
Postal Address: Victoria University of Wellington
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                Wellington 6140
Phone: 04-463 5103
Fax: 04-463 5446
Email: sim@vuw.ac.nz
IST Website: www.victoria.ac.nz/mis/
School Website: www.victoria.ac.nz/sim/

STAFF CONTACTS

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<tr>
<th>TITLE</th>
<th>NAME</th>
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<tr>
<td>Programme Director:</td>
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<td>Acting Programme Director:</td>
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<td>BA (Hons) Warw, MSc Staffs, MLIS</td>
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<td>Lough, PhD VUW</td>
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<td>BSc, MLS Alberta, PhD VUW, FLIANZA</td>
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<td>BA (Hons) Brighton, MSc Lough, PhD</td>
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INTRODUCTION TO INFORMATION STUDIES

The demand for people with the ability to identify relevant information, retrieve it, organise it, and transfer it to those who need it, will continue to grow in all types of organisations, including archives, libraries, museums, businesses and government departments. A postgraduate qualification in Information Studies is ideal preparation for people who want to work in this sector of the economy. Typical job titles for positions requiring information studies qualifications include records manager, librarian, programming and outreach manager, digital archivist, knowledge manager and information manager.

Victoria University of Wellington’s School of Information Management offers three programmes of study at the Postgraduate Certificate, Postgraduate Diploma, and Master’s levels. People working in the information professions require a broad body of professional knowledge, so these programmes have a core curriculum that prepares students for all types of information management. The information environment in New Zealand and overseas frequently involves collaboration between librarians and archive and records managers, particularly in the digital domain. Producing new professionals with a shared educational base that clearly distinguishes areas of commonality and differences gives them a sound basis for future professional practice.

If you are ready for new challenges in a career linked to the needs of a modern economy, then enrolling in one of Victoria’s Information Studies (IST) qualifications could be what you are looking for.

INFORMATION STUDIES QUALIFICATIONS

The School offers three postgraduate qualifications in Information Studies:

- Postgraduate Certificate in Information Studies (PGCertIS)
- Postgraduate Diploma in Information Studies (PGDiplIS)
- Master of Information Studies (MIS)
The IST programmes are designed to prepare students for employment in a variety of information management positions. Students wishing to focus on either library science (LIBS) or archives and records management (ARCR) can graduate with a specialisation attached to their qualification. For example, it is possible to graduate with an MIS (LIBS) or an MIS (ARCR).

The Library and Information Association of New Zealand Aotearoa (LIANZA) has established a Professional Registration Scheme to recognise individuals who have studied its body of professional knowledge, and can apply that professional knowledge appropriately. The Master of Information Studies (MIS), with the LIBS specialisation, has been recognised as meeting the Body of Knowledge requirements for LIANZA Registration.

Victoria Information Studies qualifications with the ARCR specialisation are recognised by Records and Information Management Professionals Australasia (RIMPA), indicating that they cover the core body of knowledge required to work as a records manager in Australasia.

Victoria’s qualifications are also recognised in the United States and the United Kingdom.

STUDY MODES

All Information Studies courses are available in a variety of study modes. This flexibility suits students located anywhere in New Zealand or occasionally overseas, many of whom work while studying. Students will be expected to attend and participate in Internet conferencing classes held on week day evenings. As new delivery technologies become available, these options may be extended to incorporate other delivery modes.

Web-based course materials are provided using Blackboard, Victoria’s learning management system. These typically include a weekly study guide, readings from journals or book chapters, links to relevant websites, and exercises for self-assessment. The Blackboard learning platform also supports group work and discussion boards, providing opportunities for students to interact with each other and with teaching staff. Some courses require students to purchase textbooks, some of which are now available in digital formats.

The IST programmes can be completed on a full-time or part-time basis. Students may vary their progress through their qualification by studying full-time initially, and subsequently changing to part-time, or vice versa. Full-time students are advised to limit any external work commitments to a maximum of ten hours per week. Students choosing to study part-time must take into consideration the workload associated with each course, which is typically 150 hours for a 15-point course, or approximately 10-12 hours per week.

PROGRAMME OBJECTIVES

The goals of the Information Studies programmes are to provide graduates, within an enriched learning environment that draws upon the people and resources of the nation’s capital city to enhance the curriculum, with:

- An understanding of the theories, principles and methodologies that form the foundation of information studies internationally.
- The competencies required of an information manager in one or more types of information service, including library, archival, and records management, and other related disciplines.
▪ The knowledge and attitudes necessary to work as an information manager in a bicultural partnership environment.
▪ A global perspective sufficient to address multinational and multicultural information management issues.
▪ An ability to apply critical and creative thinking to practical and theoretical information management problems.
▪ Written and verbal communication skills for use in organisational contexts, including planning, reporting, negotiation, advocacy, problem-solving and decision-making.
▪ An ability to recognise, support and display leadership in different situations, including working in groups.
▪ Professional behaviours regarding scholarship, ethics, intellectual freedom, and access to information in a democratic society.
▪ A sound foundation for continuing professional development in information management.

All graduates will be prepared for a professional information management position, with in-depth knowledge of relevant principles and theories combined with skills in communication, acquiring and organising information, and using appropriate information technology. Graduates with specialisations in library science or archives and records management will also have in-depth knowledge of appropriate theoretical frameworks and best practice in these fields.

TREATY OF WAITANGI

The IST programmes have a proactive approach towards meeting Victoria’s obligations under the Treaty. This approach also reflects LIANZA’s commitment to biculturalism in New Zealand libraries and its partnership with Te Rōpū Whakahau, as well as the commitments of the archives/records management professions under the Public Records Act.

PERSONAL ATTRIBUTES

Knowledge of the basic principles of information management
▪ Graduates will be aware of the basic principles of information management and their practical application.

Reflective practice
▪ Graduates will use critical thinking to extend and enhance their knowledge as they gain experience in the workplace.

Information literacy
▪ Graduates will have the ability to locate, evaluate and use information.

Awareness of legal and ethical issues
▪ Graduates will understand the legal and ethical issues relating to information management, at both personal and organisational levels.

Information technology skills
▪ Graduates will understand how to use a range of information technologies to create, store, and communicate information to others.

Leadership skills
▪ Graduates will understand the importance of leadership, and will have developed skills in this area.
INTERACTIVE ATTRIBUTES

Communication skills
▪ Graduates will be able to communicate effectively, both orally and in writing, and will understand the importance of active listening.

Teamwork
▪ Graduates will be able to participate effectively as members of project teams, and will contribute appropriately to achieving team goals and objectives.

Interpersonal skills
▪ Graduates will be able to relate to people from a wide range of backgrounds and cultures, and will demonstrate cultural sensitivity in their dealings with others.

Biculturalism
▪ Graduates will show an awareness of bicultural issues, and will acknowledge Māori knowledge constructs and principles when dealing with Māori clients.

SPECIFIC PROGRAMME ATTRIBUTES

Information environment
▪ Graduates will be able to identify the characteristics of different types of institutions involved in the information sector (such as libraries, archives, museums, corporate organisations and government bodies) and distinguish the roles of the various information management professions (records manager, librarian, programming and outreach manager, digital archivist, knowledge manager and information manager).

Collaborative professional practice
▪ Graduates will understand the areas of commonality and divergence for information management practitioners, enabling meaningful collaboration across industry sectors.

Knowledge of information sources
▪ Graduates will be aware of the characteristics of different types of information sources, and be able to use them in appropriate contexts.

Information management practice
▪ Graduates will apply best practice for managing information in a range of contexts, including the use of appropriate standards, structures, technology and metadata. They will incorporate bicultural awareness into their professional practice.

Design and delivery of information services
▪ Graduates will have the ability to design and deliver effective information services in a range of contexts, based on an assessment of user needs.

Management of physical and digital collections and repositories
▪ Graduates will understand the basic principles associated with selecting, evaluating, acquiring, and organising information resources in different formats and contexts.

Evaluation of information services
▪ Graduates will be able to evaluate an information service and make recommendations for improvement based on sound evidence and/or original research.
Management of information services

- Graduates will be able to apply standard management techniques to an information management context, such as strategic planning, marketing, and personnel management.

COURSE INDEX

The course schedule for 2019 is accurate at the time of printing. Changes to courses may be made depending on resources. As much notice as possible will be given if any courses are cancelled or new ones added. All courses listed are worth 15 points each except for INFO 580 Research Project which is worth 30 points.

500-LEVEL COURSES

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Ref No (CRN)</th>
<th>Trimester</th>
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<tbody>
<tr>
<td>INFO 520</td>
<td>The Information Professions</td>
<td>CRN 10547</td>
<td>1</td>
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<tr>
<td>INFO 521</td>
<td>Management in Information Services</td>
<td>CRN 10549</td>
<td>2</td>
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<tr>
<td>INFO 522</td>
<td>Information Policy Concepts, Issues and Processes</td>
<td>CRN 27130</td>
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<tr>
<td>INFO 523</td>
<td>Information Access and Use</td>
<td>CRN 10553</td>
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<td>INFO 525</td>
<td>Digital Technologies for Information Professionals</td>
<td>CRN 10557</td>
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This course explores the role of the information professions in society, focusing on the diverse nature of librarianship / information work and the key issues and trends impacting its development.

Introduces the key concepts of management and organisation theory necessary for the effective management of information services.

This course explores information policy concepts and issues which information professionals need to be familiar with including the processes through which information policy and legislation are created in New Zealand, individual policies which influence information creation, access and use and the role of information professionals in information policy development.

This course covers models of information seeking behaviour and information literacy, and will equip students with the skills to assist users efficiently and effectively access information in contexts such as libraries, museums, records management systems, and archives.

A study of the technologies used for creating, storing, and disseminating information, including hardware, software, and virtual and physical environments. The student will use and evaluate technologies for information management.
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>INFO 527</td>
<td>Creating and Managing Metadata</td>
<td>10561</td>
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<tr>
<td>INFO 528</td>
<td>Research Methods for Information Management</td>
<td>10564</td>
<td>2</td>
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<td>INFO 530</td>
<td>Māori Information Sources</td>
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<td>INFO 531</td>
<td>Aotearoa NZ: Information Resources, Tools, Issues</td>
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<td>INFO 533</td>
<td>Services to Specific Groups</td>
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<td>INFO 534</td>
<td>Archival Systems</td>
<td>10581</td>
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<tr>
<td>INFO 535</td>
<td>Managing Current Records</td>
<td>10585</td>
<td>1</td>
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<tr>
<td>INFO 537</td>
<td>Information Culture</td>
<td>28300</td>
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This course introduces the theories, functions, standards and systems used for the storage, processing and retrieval of information. It covers various encoding tools, metadata schemes and the design principles of databases used for information management and retrieval.

An introduction to the common forms of research for libraries, archives, records centres, and other information management environments; including quantitative, qualitative and mixed methods research, as well as the evaluation and application of such methods within the discipline. It is recommended that students complete at least 6 courses before enrolling in INFO 528.

An introduction to the range and characteristics of Māori information sources, including oral texts, databases held by organisations such as the Waitangi Tribunal and the Dictionary of New Zealand Biography, iwi and whakapapa information.

An in-depth examination of the structures, institutions, resources, and tools for New Zealand studies within an historical and contemporary framework of research, access, and preservation in the cultural heritage sector and digital humanities.

An examination of information-seeking behaviour in specific subject disciplines, such as law or business, or in specific groups within society, such as children and young adults, and the development and marketing of collections and services for these groups.

Theory, systems and strategies for the determination of those records worthy of long term preservation and their management in the digital age.

Theory, tools and strategies to ensure that records in the digital working environment are created and maintained in accordance with organisational and societal requirements.

An exploration of the values, attitudes and behaviours of individuals towards information, and the influences of these on the management of information and records in organisations.
### INFO 538 Practicum

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Prerequisite of 60 500-level INFO points.

A period of work experience in an information service for students with little or no prior relevant work experience. The placement will be subject to protocols and managed through a set of learning objectives, and must be approved by the course coordinator before commencement. * Please contact the School Administration Office for the appropriate CRN.

### INFO 539 Archives: access, advocacy and outreach

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The development of archival advocacy and the theory, design and implementation of public programming services in an archive. An exploration of information seeking needs of different user groups (historians, genealogists, Māori) in an archival context.

### INFO 540 Preservation Management in Libraries and Archives

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The principles and practice of information preservation with an emphasis on management of preservation activities in a New Zealand bicultural context. Topics include preservation standards, ethics and policies, conservation solutions for various media, collection assessment and project management.

### INFO 542 Management of Library Services

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The application of management theory to the practice of managing and marketing libraries, emphasising the development and quality control of services and collections tailored to customer needs.

### INFO 543 Digital Curation

| not offered in 2019 |

This course covers long-term preservation issues relating to digital objects, that is, maintaining and adding value to a trusted body of digital information for current and future use.

### INFO 544 Online Searching

| not offered in 2019 |

Searching and information services in the online environment, including both the free Internet environment and subscription databases.

### INFO 546 Resource Description and Discovery

| not offered in 2019 |

Creation of bibliographic records for library resources, including: original cataloguing using current standards such as AACR2, MARC, DDC, LCSH; cataloguing digital resources using metadata schemes such as the Dublin Core; evaluation of bibliographic utilities as sources for copy cataloguing; and managing cataloguing operations.

### INFO 547 Managing Digital Collections

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The course covers the purpose, strategies, tools and standards used to digitise information and its subsequent management. It explores issues relating to digitisation, in particular those concerning the planning, creation, organisation and management of digitised collections.
INFO 551  Approved Course of Study
INFO 552

A supervised WISE programme of on-line study approved by the Head of School.

INFO 560 / 561 Special Topics

Special topic courses covering an emerging area or topic of special interest in library and information management may be offered. Details of special topic courses will be advertised on the SIM website at www.victoria.ac.nz/sim/

INFO 580 Research Project CRN *

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<td>2+3, 3+1</td>
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Prerequisite course is INFO 528

A supervised research project on an information management problem. The student will apply one or more established methodologies to collect and analyse data and communicate the results in a written report.

* Please contact the School Administration Office for the appropriate CRN

When planning your study complete core courses first, as much as possible.

It is also recommended that you take:
INFO 523 before INFO 544, INFO 527 before INFO 546, INFO 525 before INFO 547.

Students in the Information Studies programmes who live in the Wellington or Auckland regions may take courses from the Master of Information Management (MIM) programme and credit them towards their qualification. Please check fees and availability of the course first. More information on MIM courses can be found at the School website.

DEGREE REQUIREMENTS

Requirements for the Postgraduate Certificate in Information Studies are:
Completion of INFO 520 and INFO 522, plus two additional INFO 500-level courses. The PGCertIS must be completed within two years.

Requirements for the Postgraduate Diploma in Information Studies are:
Completion of INFO 520, 521, 522, 523, 527, plus three additional courses from INFO 500-level courses. The PGDipIS must be completed within three years.

Requirements for the Master of Information Studies are:
Completion of INFO 520, 521, 522, 523, 527, 528 and 580, plus four courses from INFO 525, 530-579. The MIS must be completed within four years.

For all qualifications:
To gain the specialisation of (LIBS) requires completion of INFO 525 and 542.
To gain the specialisation of (ARCR) requires completion of INFO 534 and 535.

Note: Students completing the MIS are able to gain both specialisations.
ADMISSION CRITERIA

Each applicant’s suitability for the IST programmes is assessed in terms of motivation, maturity, self-management, and communication skills, based upon the Statement of Intent that accompanies the application and the referees’ reports.

Entry to the MIS is based on the following criteria:
Applicants for the MIS must have completed a New Zealand Bachelor’s degree with Honours, or a Master's degree, or hold an equivalent degree at the discretion of the Associate Dean (Students) of the Victoria Business School. Applicants must also be accepted by the Programmes Director as capable of proceeding with their proposed course of study.

Entry to the PGDipIS and the PGCertIS is based on the following criteria:
Applicants are expected to have (a) a New Zealand bachelor’s degree of good academic performance or hold an equivalent degree at the discretion of the Associate Dean (Students) of the Victoria Business School, and (b) relevant work experience.

Applicants who do not meet these requirements may be considered if they have appropriate practical, professional or scholarly experience, such as two years professional employment in libraries, records centres, or archives; or four years of relevant non-professional experience.

APPLICATION PROCESS (DOMESTIC STUDENTS)

If you are a new or returning student, you need to complete your enrolment at the start of each year online using Victoria’s Online Enrolment System (OES):
https://signups.victoria.ac.nz/oes/
Your completed application will then come to the School for authorisation by the Programmes Director. Once the Enrolment Office has finished processing your application, you will be emailed an Offer of Study and Fees Assessment. You must accept the Offer of Study online to complete the enrolment process. When the Enrolment Office has received your acceptance, they will send you a Confirmation of Study.

Please make sure that you have completed the enrolment process by the appropriate deadline as the OES becomes unavailable for courses before the start of each trimester.

The closing date for applications to begin all postgraduate Information Studies programmes in Trimester 1 is 20 January 2019.

N.B. It is also possible to apply to enrol to start in Trimesters 2 and 3.

You can check your current enrolment details at any stage of the year by logging onto Student Records in the MyVictoria portal.

To apply for the Masters, Diploma or Certificate, you should obtain a:
• Certified copy of your official university transcript
• Certified copy of your birth certificate or passport (if you are not a past Victoria University of Wellington student)
• Passport size photo for your student ID card
When applying online you will be asked to include the following:

• Curriculum Vitae detailing relevant experience
• Statement of Intent in support of your application (see note A)
• The Online Enrolment System will provide you with a copy of the Information Studies Reference Form – please send a copy to each of your two referees.

If you are unable to enrol online, please contact our Enrolments Office.

**Note A. Statement of Intent**
A Statement of Intent addressed to the IST Programmes Director must accompany your application. Submit a brief 1 page statement identifying your career accomplishments to date and how you anticipate that the qualification you are applying for will assist you to meet your future ambitions.

**Note B. Degree Transcript**
Copies of documents required for this application must be witnessed as true copies of the original by the institution that issued them, or by a Solicitor, Notary Public, or a Justice of the Peace. If your degree is from an overseas university you will need to have your degree verified or supply official documentation of your academic transcript that will be assessed by the Victoria Business School Student & Administration Office as part of your application to be accepted into an Information Studies programme.

**Note C. References**
You should provide each of your two referees with a copy of the Reference Form. Please ask your referees to send their completed forms directly to The Enrolment Office by the submission deadline. Where possible, referees should either:

• Be able to comment on your recent performance and potential in library or information work. A reference from a senior manager in your employing organisation is preferred;
• Or have recent personal knowledge of your academic ability, for instance through teaching you at a tertiary level.

Please ensure you include all the required information and submit your application well before the due date to avoid any delays in processing

**ORIENTATION**

Every student should attend an orientation session for the Programmes.

Orientation provides incoming students with an opportunity to meet programme staff and other students. You will receive an overview of the Information Studies Programme, and important information about various IT components of the course including Blackboard resources and the use of iConferencing.

The dates for the Orientation to the Information Studies programmes in 2019 are to be confirmed and applicants will be contacted with further information when available.
TRIMESTER DATES 2019

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Commencement</th>
<th>Conclusion</th>
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<tr>
<td>Mid Term Break</td>
<td>Monday 15 April</td>
<td>Friday 26 April</td>
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<tr>
<td>Trimester 2</td>
<td>Monday 8 July</td>
<td>Friday 11 October</td>
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<tr>
<td>Mid Term Break</td>
<td>Monday 19 August</td>
<td>Friday 30 August</td>
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<tr>
<td>Trimester 3</td>
<td>Monday 11 November</td>
<td>Friday 14 February</td>
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<tr>
<td>Christmas/New Year</td>
<td>Closed from 20 December</td>
<td>Reopens 6 January</td>
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INTERNATIONAL STUDENT CRITERIA

Please ensure you check with Victoria International regarding their requirements

As all INFO courses are taught in English, international applicants will also need to provide evidence of a high level of English language skills. This can be done by taking a recognised test of English language proficiency (such as the American TOEFL or British Council IELTS) within two years before beginning study at Victoria. For admission to the MIS programme, a score of 575 in TOEFL with (preferably) a score of 5 on the Test of Written English; or 237 on the computer-based test, or 90 on the Internet-based test with (preferably) a writing score of 20; or IELTS overall band of 6.5 with no sub-score below 6.0; or CAE grade B / CPE grade C.

International students are required to apply by 1 October to Victoria International for entry into the University in 2019, as well as for admission to the MIS programme. For more information please visit the Victoria International website at http://www.victoria.ac.nz/international/ or contact Victoria International for the appropriate forms, telephone +64-4-463 5350.

Financial Assistance

A limited number of scholarships are available to students from selected countries through the New Zealand Ministry of Foreign Affairs and Trade. Further information is available from New Zealand Diplomatic or Trade Offices in your home country. If you are interested in applying for one of these scholarships, please visit Victoria International's website www.victoria.ac.nz/international/planning/scholarships.aspx

STAIRCASING / UPGRADING / ARTICULATION

In some instances it may be possible for a student enrolled in the Certificate to convert to Diploma studies. Students enrolled in the Diploma may convert to an MIS. Equally students of the MIS can exit with a Diploma or Certificate and Diploma students can exit with a Certificate if they choose to do so. All such changes can only be made with the approval of the Programmes Director.
INTERNET CONFERENCING REQUIREMENTS

Information Studies students will participate in some or all of their courses via Internet Conferencing. IConferencing requires the following setup:

- A device running a recent operating system with a minimum of 2GB RAM and 2.3 GHz
- A recent Web browser (Internet Explorer, Safari, Firefox, Chrome)
- A broadband Internet connection;
- A microphone and speakers/headset;
- A location where you can be uninterrupted during Internet conference times (generally weekdays between 5:00pm and 8:15pm).

The iConferencing software is cross-platform; supported operating systems include Windows (XP, and onwards), MacOS (Snow Leopard, Lion, Mountain Lion, and Mavericks), Linux, iOS (6 or later), and Android (2.3 or later). Supported browsers include Internet Explorer (9, 10, 11), Firefox (12 or higher), Chrome (15 or higher), and Safari (5 and 6). In addition, the software requires Java (JRE update 6 or higher).

WELLINGTON CAMPUS FACILITIES

Computing facilities are located at all of Victoria’s Wellington campuses, including within the libraries. Information Technology Services (ITS) provide Cyber Connect computers at various locations around the campus including outside main lecture theatres. Information Studies students also have access to SIM computing labs located in the Murphy Building, Kelburn Campus. The lab computers are equipped with database, spreadsheet and word-processing software used in the Information Studies Programmes.

WISE CONSORTIUM

The School of Information Management is a member of the WISE (Web-based Information Science Education) Consortium which brings together top schools of library and information studies that are distinguished in quality and leadership in online education.

WISE member schools offer a wide array of elective course options towards your qualification, providing students with the ability to broaden their educational experience. As a student at a WISE Consortium school, you will have access to a wide range of online courses offered by our partner institutions. Registration for a WISE course is done locally, and the tuition fee is the same as for a VUW course. Students can take up to two WISE courses as part of an Information Studies qualification.

Member schools include Long Island University, University of Illinois at Urbana-Champaign, University of North Carolina, Rutgers University, University of Pittsburgh, San Jose State University, University of Texas at Austin, Simmons College University of Western Ontario, Syracuse University, University of Wisconsin-Milwaukee, and University of British Columbia.

Full information about the WISE Consortium is found at: www.wiseeducation.org/. The SIM Coordinator is: Jennifer Campbell-Meier

Email: jennifer.campbell-meier@vuw.ac.nz, or phone: +64-4-463 5349 for more information about taking a course through WISE.
FEES

Tuition fees for 2019 were not finalised at the time of printing this prospectus. Information about the 2019 fee structure will be available on the Fees website: http://www.victoria.ac.nz/home/admisenrol/payments/fees

General fees enquiries should be directed to the Student Fees Coordinators, Enrolment Office, Hunter Building, phone 04-463 5484, fax 04-463 5427, Email: student-finance@vuw.ac.nz

International fees enquiries should be directed to the International Fees Coordinator, Enrolment Office, Hunter Building, phone 04-463 5357, email student-finance@vuw.ac.nz

In addition to tuition fees, students are also required to pay fees such as the student services levy and student assistance levy. Distance learning students pay these fees on a pro rata basis.

OTHER PROGRAMMES / OTHER STUDY OPTIONS

POSTGRADUATE CERTIFICATE OF PROFICIENCY (PG COP)

The nature of information management work places an onus on the individual to maintain familiarity with new developments in principles, technology and methods. Professional knowledge must be updated and renewed on a regular basis. This is recognised by LIANZA’s registration scheme. Continuing professional development is made possible by the option of enrolling in a single course as a Postgraduate Certificate of Proficiency (PG COP). Acceptance is dependent upon applicants holding a suitable university degree and, in some cases, appropriate information management experience. Applications for a PG COP can be made via the University’s online enrolment system.

Note: being admitted to enrol for a PG COP does not guarantee admittance to the Masters, Diploma or Certificate programmes.

RESEARCH DEGREES

The school offers a PhD programme in Information Studies. Applicants must have a degree and are expected to have a suitable qualification in information management. In rare circumstances when an applicant has extensive professional experience the Associate Dean may waive the requirement for the postgraduate qualification.

PhD study is typically undertaken by thesis alone. Students who normally reside outside Wellington and whose research topics can only be investigated elsewhere may be accepted for the programme provided that they can spend a specified amount of time in the School, and adequate supervision can be achieved.

Further information about the PhD programme is available from the School website.

PROFESSIONAL AND EXECUTIVE DEVELOPMENT COURSES

Some courses in information management are offered through the University’s Centre for Professional and Executive Development: http://ped.victoria.ac.nz
SCHOLARSHIPS, AWARDS, AND PRIZES

The following information will be updated on the School website as it becomes available.

SCHOLARSHIPS AND AWARDS

Further information on scholarships, awards and prizes is accessible from the Victoria University website http://www.victoria.ac.nz/study/student-finance/scholarships

A. K. Elliot Memorial Scholarship
This scholarship arises from a bequest under the will of Miss Agnes King Elliot, former President of the New Zealand Library Association, who died in 1982. Applicants should be enrolled in a full-time Master’s or PhD research degree in Library and Information Studies, and should intend to pursue a research topic in the field of librarianship in New Zealand. The value of the scholarship is $5000.

Dorothy Neal White Scholarship
The scholarship (approx. $500) is open to students in the MIS, MA and PhD programmes and its purpose is to assist postgraduate studies and to encourage students to use the Dorothy Neal White Collection in their research. This research collection of children's books that were enjoyed by young New Zealanders during the century before 1940 is located in the National Library of New Zealand.

Nora Bateson Scholarship
The scholarship was established as a result of a bequest by Mr. Archie Dunningham, former City Librarian at Dunedin Public Library, in honour of Miss Nora Bateson, Director of the NZ Library School from 1948-1953. The $5000 (approx.) scholarship enables current MIS students or new MIS graduates to undertake a further term of study at an overseas university, or undertake an internship at an overseas library. The study programme proposed by the student shall be approved by the selection panel for the scholarship. In making the award, the selection panel shall take into account the academic excellence of the candidate, their record of achievement in the MIS, and their commitment to the profession.

Susan Price Scholarship
The $2000 scholarship shall be awarded to a student enrolled in a Master’s or PhD programme at Victoria University or to an honours student undertaking a research essay on an appropriate topic who intends to undertake research that will make use of the Susan Price Collection. The Collection, in the National Library of New Zealand, is a research collection of quality children's books published mainly in Britain, America, Australia and New Zealand from the 1930's until the present day.

Jean Wright Award
An award administered by the National Library for librarians working in rural public libraries, to be used towards all or part of fees charged for courses of study in accredited library studies programmes in New Zealand. Please contact the National Library for more information about this award.

SCHOLARSHIPS FOR MĀORI

Māori Education Trust
There are also a number of scholarships made available by the Māori Education Trust for Māori Graduates from specific regions, or studying in specific subject areas of benefit to Māori (some of these include libraries and heritage collections). Information is available from the Scholarships Officer at Victoria University (scholarships-office@vuw.ac.nz) or from the Māori Education Trust website (www.maorieducation.org.nz).
**Ngarimu VC and 28th (Māori) Battalion Memorial Post-Graduate Scholarship**
The Ngarimu VC and 28th (Māori) Battalion Memorial post-graduate scholarship (approx. $5000) assists a Māori graduate in completing post-graduate studies either in New Zealand or overseas. Applicants must be Māori graduates with a record of academic excellence and the proven ability to complete post-graduate studies. Information is available from the Scholarships Officer at Victoria University (scholarships-office@vuw.ac.nz) or from the Māori Education Trust website (www.maorieducation.org.nz).

**Philippa and Morvyn Williams Scholarships**
The Philippa and Morvyn Williams scholarships are available each year to candidates “whose study is likely to assist in the revitalisation of the Māori language, culture, and heritage…and to support and affirm Māori women”. Financial hardship is a criterion in deciding the award. You can get more information about this scholarship from www.fis.org.nz/BreakOut/vuw/schols.phtml?detail+800693

**Tumau Award**
The Tumau award (approx. $2000) is open to full time Māori and Pacific Island students, with preference given to post-graduate or 1st/2nd year students. Provided an adequate academic standard has been attained, selection will be based on academic merit and financial need. Information is available from the Scholarships Officer at Victoria University (scholarships-office@vuw.ac.nz) or from the Student Finance Advisory Service.

**PRIZES**
The following prizes are awarded to students enrolled in MIS courses. Further details of the prizes are available online through Victoria University of Wellington’s website at www.victoria.ac.nz/home/studying/scholarships_prizes.html

**Christina Beal Memorial Prize**
This Prize arises from a fund donated in 1993 by colleagues, friends, and family in memory of Christina Beal and in recognition of her contribution over 25 years to Library and Information work in Canada, Britain and New Zealand. She was the first Librarian to be appointed at the Commerce Commission in Wellington, where she established the library. The prize shall be awarded annually by the Academic Board to the student enrolled in INFO 528 Research Methods who, in the opinion of the Programmes Director, is the best student of the year and worthy of the award.

**Emerald Research Project Prize**
This prize will be awarded annually by Emerald Group Publishing Ltd (UK) for the best piece of research in INFO 580. The prize, $200 worth of book tokens and a certificate, will be presented at the LIANZA Conference. The Emerald Research Project Prize will be for appropriateness and application of methodology in particular, and for the overall quality of the project in general. Emerald Publishing Group will view all entries selected by a committee of the School of Information Management, with a view to possible publication in an Emerald journal.

**ITPNZ Libraries Research Prize**
The Institutes of Technologies and Polytechnics of New Zealand (ITPNZ) Libraries Research Prize, administered via the Victoria University Foundation, supports outstanding research relevant to library services in New Zealand Institutes of Technology and Polytechnics by a student completing the requirements of the Master of Information Studies (MIS) at Victoria University of Wellington.
LIANZA Mary Fleming Prize
This Prize is provided annually by LIANZA in memory of Mary Fleming (1908-64), Senior Lecturer in Cataloguing at the New Zealand Library School 1946-64. The prize is known as the Library and Information Association of New Zealand Aotearoa Mary Fleming Prize. And shall be awarded annually by the Academic Board to the student attending the class in INFO 546 Resource Description and Discovery who in the opinion of the Programmes Director is the best student of the year and is worthy of the award. The Prize shall be of the value of $250. Part of the prize money shall be spent on a book, or books, and each book shall bear a suitable bookplate.

LIANZA David Wylie Prize
This prize is provided annually by the New Zealand Library Association Inc. (operating as LIANZA) in memory of the former Victoria University of Wellington Librarian, David Wylie (1925–1985), and in recognition of his long concern with education for librarianship. The prize consists of a two hundred dollar book voucher, a LIANZA bookplate, a commemorative certificate and a LIANZA membership for a period of twelve months. This shall be awarded on behalf of LIANZA by the Academic Board of Victoria University of Wellington, on the recommendation of the Information Studies Programmes Director and the University Librarian, to the student in the postgraduate Information Studies programmes of the School of Information Management who is judged to have completed the best piece of written work on an aspect of library and information studies, and to be worthy of the award.

Dame Rosemary Horton Prize
This prize was established in 1982 by Mrs Rosemary Smith (now Dame Rosemary Horton) for students in the Master of Information Studies. This prize is known as the Dame Rosemary Horton Prize in Library and Information Studies. The prize shall be awarded annually to the student attending the class in INFO 525 who, in the opinion of the Programmes Director, is the best student of the year and worthy of the award. Each prize shall be of the value of $100. Part of the prize money shall be spent on a book, or books, and each book shall bear a suitable bookplate.

Swets Information Services Prizes
$100 each, no application required. The SWETS Information Studies Prizes are provided annually by Swets Information Services for students in the Masters Information Studies. The prizes are awarded to the students who are considered by the Director of the Master’s programme to be the best in class and the most worthy of the awards in Reference and Management.

Disclaimer: Every effort has been made to ensure the above information is current and correct, however, applicants should contact the appropriate administering body before making an application, as details change. Students should check the Prizes and Scholarships database, accessible at:
http://www.victoria.ac.nz/study/student-finance/scholarships
POSTGRADUATE STUDENTS’ ASSOCIATION

Room 2011, Student Union Building, Gate 1, Kelburn Parade
Phone: 04-463 6973
Email: pgsa@vuw.ac.nz
Website: www.vuwpgsa.ac.nz/

The Victoria Postgraduate Students’ Association (PGSA) is recognised by Victoria University of Wellington Students Association (VUWSA) as the representative body for all postgraduate students at Victoria University. The PGSA provides representation and other services for all Victoria’s approximately 3500 postgraduate students. Services include advice, advocacy for individuals and groups of postgraduate students, lobbying on issues important to you, representation on a variety of university committees, social activities, seminars, training workshops and information.

STUDENT SUPPORT SERVICES

Victoria University offers a wide range of services so students have the support they need to ensure a successful university experience. Contact the following services for assistance directly - to find out more visit the website: http://www.victoria.ac.nz/students/support

- Student Services A-Z Guide
- Accommodation
- Career Development and Employment
- Chaplains
- Counselling Service
- Early Childhood Centres
- Disability Services
- Financial Support and Advice
- International Student Support
- Library
- Maori Student Support
- Pacific Student Support
- Student Learning Support Service
- Te Pūtahi Atawhai - Māori and Pacific Student Success

Regular research skills seminars and writing workshops are offered to postgraduate students on topics such as research proposals, literature reviews, ethical approval, developing an argument, and quantitative and qualitative research. For more postgraduate information go to http://www.victoria.ac.nz/postgradlife/