

Exchange Information for Victoria University of Wellington

Last updated: August 2012

UNIVERSITY AND AREA	
Name of University	Victoria University of Wellington
Location	Wellington, New Zealand's capital city Wellington is a beautiful, compact city situated at the southern tip of the North Island, between a beautiful harbour and rolling green hills. It hosts regular cultural festivals as well as offers a healthy lifestyle in a mild to temperate climate. Wellington is the gateway to the rest of New Zealand, with the busiest airport in the country and being only a ferry ride away from the South Island.
Faculties	*Faculty Architecture and Design, Faculty of Commerce and Administration, Faculty of Education, Faculty of Engineering, Faculty of Humanities and Social Sciences, Faculty of Law, Faculty of Science *Some partner universities may have agreements with specific faculties only
Total number of students	Over 22,000 students, including 3,000 international students
Setting	Victoria has 4 main campuses, three of which are all within 15 minutes walk from each other in the city, in the midst of the cafes, galleries, and shops.
Websites	University website: www.victoria.ac.nz International website: http://www.victoria.ac.nz/international/ Exchange/Study Abroad website: www.studyabroadnz.com
ACADEMIC CALENDAR	
Academic Year	Trimester 1 (February – June) Trimester 2 (July – November) The University also has a third trimester which runs from November to February and is commonly known as the summer trimester. <u>Exchange students should not apply for admission for the third trimester.</u> Students staying for two trimesters beginning in Trimester 2 typically take a break over the summer period and resume study at the beginning of Trimester 1.
Trimester 1, 2013 Dates	International Orientation and Enrolment week commences: 20 Feb Exchange Student Orientation: 26 Feb Classes commence: 4 March Mid Trimester Break: 20 April - 28 April Last day of classes: 7 June Exam Period: 10 June - 3 July End of Trimester: 3 July *Please note: Students should not confirm return ticket dates until the exam timetable is released. Exams dates cannot be changed.
Trimester 2, 2013 Dates	Exchange/Study Abroad Orientation and Enrolment week commences: 9 July Classes commence: 15 July Mid Trimester Break: 24 August – 8 September Last day of classes: 18 October Exam Period: 21 October – 16 November End of Trimester: 16 November *Please note: Students should not confirm return ticket dates until the exam timetable is released. Exams dates cannot be changed.
Future trimesters	For finalised dates through to the end of Trimester 2, 2014, please see http://www.victoria.ac.nz/home/study/dates.aspx#approved

APPLICATION GUIDELINES	
Application Deadlines	<p>Trimester One (Feb start): 1 December* Trimester Two (July start): 1 May</p> <p>*Please note that although students may apply as late as 1 December, the accommodation application deadline for <u>full-year students</u> beginning in Trimester One is 1 October.</p> <p>Please note that students wanting to study a full-time course load at postgraduate level should apply earlier as applications will take longer to be processed (approx 4-6 weeks).</p>
Academic Requirements	<p>Generally, a 'B' average or 2.7 on a 4.0 GPA scale.</p> <p>Academic average requirements will differ depending upon the programme you are applying for and the country of your previous studies. Please see the Course Restrictions and Additional Requirements information sheet for information regarding restrictions and requirements for particular areas of study.</p>
Application Procedures	<p>All students must be nominated to VUW before their application documents are sent. Please contact us first to check how many of your students we will be able to accept.</p> <p>Students should mail originals of the following documents:</p> <ul style="list-style-type: none"> • Application form: http://www.victoria.ac.nz/international/planning/downloads/forms/Study%20Abroad%20Application.pdf <i>(please note the nomination section which must be completed by your home University's Exchange Office).</i> • Course Selection Form (part of the application form). Students should ensure they select courses and list these on the 'Course Selection Form.' Once students have been pre-approved into at least three courses and have an unconditional offer of place, they will receive an email inviting them to enrol in those pre-approved courses online (and explaining the enrolment process). It is essential that students complete the online enrolment process rather than waiting to enrol upon their arrival, to avoid missing out on their preferred course options. • An original/certified copy of your academic transcripts at tertiary level, translated into English if applicable. • Architecture and Design students are required to submit a portfolio of their work. The portfolio can be in any format (ie; folder, CD, website-website is preferable) and should be an accurate representation of your skills set to date. If students are applying for several courses from different majors, they should provide multiple copies of their portfolio so there are not delays in course approvals (preferably in a CD). • Please refer to the 'Course Restrictions and Additional Requirements' document to check which courses are restricted or have additional document requirements. • English language scores*: <u>Undergraduate requirements</u> TOEFL minimum score of 550 (213 for the computer-based test, or 80 for the internet-based test) please have testing centre send results to Victoria International; IELTS - minimum overall score of 6.0 with no sub score below 5.5 (must be the academic test paper) <u>Postgraduate requirements</u> TOEFL minimum score of 575 with (preferably) a TWE of 5; or 237 on the computer-based test; or 90 on the internet-based test with (preferably) a writing score of 20 - please have testing centre send results to Victoria International; or IELTS overall band of 6.5 with no sub-score below 6.0; or CAE grade B / CPE grade C. <p>* Some partner universities have a previous arrangement which allows their exchange office to provide a letter "guaranteeing a sufficient English level to undertake a full course load at Victoria University of Wellington" in place of the tests above.</p>

	If you are submitting TOEFL results as part of your application, please request for a copy of your TOEFL result to be sent directly from the ETS center to Victoria University of Wellington (VUW Institution code = 9485, department code = 00).
Mailing address for Applications	Attn: Student Exchange Office Victoria International Victoria University of Wellington PO Box 600 Wellington 6140 New Zealand
Courier address for Applications	Attn: Student Exchange Office Victoria International Level 2, Easterfield Building Kelburn Parade, Gate 4 Wellington New Zealand Ph: +64-4-463 5350
Study areas restricted to exchange students	Please refer to the 'Course Restrictions and Additional Requirements' document to check which courses are restricted or have additional document requirements.
Course Information	Up to date information about courses offered each year can be found on our course catalogue; www.victoria.ac.nz/home/catalogue Detailed course outlines are not released for the current trimester until classes begin, however students are encouraged to refer to previous course outlines available from some Faculty websites. Not every course is offered every year/trimester, so students may need to search a little to find where their course is. Some course outlines are available at the below links: Faculty of Science (look through the different School websites for course info) Faculty of Engineering Faculty of Law * Faculty of Humanities and Social Sciences * Faculty of Commerce and Administration *> Expand the relevant year > Relevant Trimester > Relevant Subject Area (HIST for History) > Course code. The outlines are then available in pdf format for viewing or downloading.
Full-time Academic Load	Students must be enrolled in a minimum of 45 points in order to be considered a full-time student. 60 points per trimester is a standard course load.
VUW Grading Scale	www.victoria.ac.nz/home/study/grades.aspx
Transcripts	One official transcript is sent to the Home University's International Office at the completion of the student's studies at Victoria shortly after the release of grades. Students can order additional official copies for themselves from their Faculty Administration Office at Victoria for a small fee.
ACCOMMODATION – Please note that the accommodation office is separate to Victoria International	
Accommodation Options	<u>Important Accommodation update</u> Recently, changes to the New Zealand University environment, and a general shortage of accommodation in Wellington, have resulted in an acute shortage of student accommodation at Victoria. It is particularly difficult to accommodate students coming in VUW's Trimester One (March start) for a one trimester only exchange. An additional levy on the university accommodation price is also incurred for these students (10%) to cover the increased administrative costs caused by the five month contract and subsequent replacement for the room. Students coming to VUW for Trimester Two only (July start) or for a full year exchange have a much higher chance of securing university accommodation,

	<p>provided they submit their accommodation application and application fee by the deadline.</p> <p>Please inform your students of the current accommodation situation, and discuss the different options with them. You are welcome to discuss any concerns or other options with the Exchange Coordinators at VUW.</p> <p>Particularly for Trimester 1 only students, it is unlikely students will be offered another place in university accommodation if they decline their first offer of accommodation.</p> <p>Mature students or students who have experience living away from home are advised to consider the self-catered halls of residence.</p> <p>Further updates regarding the accommodation situation will be provided as they become available.</p> <p>Please also note the change of accommodation application deadline, below.</p>
Accommodation Service Website	http://www.victoria.ac.nz/accommodation/
Email	accommodation@vuw.ac.nz
Application	<p>Online applications can be found on the accommodation website. Students must pay the application fee before their application will be considered.</p> <p>Students do not need to be accepted for admission to the University prior to applying for accommodation.</p>
Accommodation Deadlines *Please note this is NZ time.	<p>Students applying for a year-long exchange beginning in Trimester 1 must submit their accommodation application by 1 October in order to be considered in the first selection round and have the best chance of being placed in university accommodation.</p> <p>Students applying for a Trimester One only exchange need to apply by 1 December.</p> <p><u>Trimester One</u> (Feb start): 1 October <u>Trimester Two</u> (July start):1 May</p>
STUDENT SERVICES AND SUPPORT	
Student Services and Support	<p>Our Student Services Group includes the Student Health Service, Counselling Service, Disability Support Services and Student Learning Support are available for exchange students. The Victoria International support team includes Student Advisors, a Visa Officer and an Insurance Officer. Student Advisors are here to help with any academic and personal concerns students face. Please see http://prearrival.victoria.ac.nz/#/welcome for further information.</p> <p>Students are introduced to the different services and support available to them during International Orientation.</p>
International Buddy Programme	<p>Arriving in a new city and new university can be overwhelming. It can also be exciting. A great way to start, meet new people and find your way around is to sign up for a Victoria International Buddy. Your buddy will welcome you to campus, help you with information about university and local customs and provide advice about flatting and living in Wellington. Most of all, your buddy will be a friendly face who is keen to learn about you. All local buddies will receive support training to assist in their role.</p> <p>See: http://www.victoria.ac.nz/international/buddy</p>
COSTS AND ADDITIONAL INFORMATION	
Insurance	Students are automatically signed up for the StudentSafe-University insurance policy, and pay for this upon enrolment at Victoria. If a student submits a request for pre-approval for alternative insurance by Victoria's Insurance Advisor at least 2 weeks before arriving in New Zealand) and their alternative insurance meets all

	<p>the requirements, they may be exempt from purchasing StudentSafe insurance. Please note however that the requirements are often not met by other insurance providers.</p> <p>To for more information on the Studentsafe policy or requirements for alternative policies, please visit: http://prearrival.victoria.ac.nz/#/insurance</p> <p><u>Rates for 2013</u></p> <p>Trimester 1 or 2 (5 months/one Trimester): NZD\$240</p> <p>Trimester 1 + Trimester 2 same NZ academic year (10 months): NZD\$480</p> <p>Trimesters 2 – Trimester 1 the following NZ academic year (12 months): NZD\$575</p>		
Living Costs	<p>For information on living costs in Wellington, including budgeting information for halls of residence and private housing, please see here: http://www.victoria.ac.nz/international/planning/costs.aspx</p> <p>International Students' Financial Survival Guide</p>		
Additional fees	<p>Students are responsible for course related costs (such as lab fees, etc) which vary depending on the course and which must be paid to the university. Students also need to purchase their course related materials as required (text books, student notes, stationery, etc.)</p>		
Visa Information	<p>Students must have a student visa for the duration of their studies in New Zealand. See http://prearrival.victoria.ac.nz/#/student_visa for details. Students studying for two trimesters are eligible to work part time, and up to full time during holidays. Students studying for one trimester are not able to work.</p>		
Pre-Arrival Information	<p>A useful tool for your students when planning their trip, this includes information on Airport Pickups, Travel, Banking, Orientation and many more services: http://prearrival.victoria.ac.nz/#/welcome</p>		
Victoria International Leadership Programme (VILP)	<p>The Victoria International Leadership Programme (VILP) is an academically-oriented extra-curricular programme open to all students at Victoria.</p> <p>VILP is structured around the themes of global leadership, cross-cultural communication and global connectedness and includes seminars, speaker events and experiential activities relevant to the themes of :</p> <ul style="list-style-type: none"> • international leadership • cross-cultural communication • global connectedness, and • sustainability <p>Exchange and Study Abroad students can complete a tailored version of the programme made to be completed over the course of their studies at Victoria. Recognition of successful completion of the VILP will be added to students' official transcript.</p> <p>See: http://www.victoria.ac.nz/home/vilp/default.aspx</p>		
Victoria International Exchange Club (VIX)	<p>A student run club that organizes events for international and local students. Students can join the club via their Facebook page: VIX Club</p>		
CONTACT INFORMATION			
Coordinators	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>North America, Asia & Oceania</p> <p>Fiona Mann Senior Student Exchange Coordinator Phone: +64 4 463 6794 Fax: +64 4 463 5056</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Europe & Latin America</p> <p>Marina Abrahao Student Exchange Coordinator Phone: +64 4 463 5667 Fax: +64 4 463 5056 Marina.abrahao@vuw.ac.nz</p> </td> </tr> </table>	<p>North America, Asia & Oceania</p> <p>Fiona Mann Senior Student Exchange Coordinator Phone: +64 4 463 6794 Fax: +64 4 463 5056</p>	<p>Europe & Latin America</p> <p>Marina Abrahao Student Exchange Coordinator Phone: +64 4 463 5667 Fax: +64 4 463 5056 Marina.abrahao@vuw.ac.nz</p>
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