

## Exchange Information for Victoria University of Wellington

Last updated: September 2017

UNIVERSITY AND AREA	
Name of University	Victoria University of Wellington
Location	Wellington, New Zealand's capital city is a beautiful, compact city situated at the southern tip of the North Island, between a lovely 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 only a ferry ride away from the South Island.
Faculties	*Architecture and Design, Victoria Business School, Education, Engineering, Humanities and Social Sciences, Law, 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 3 main campuses, which are all within a 15-minute radius in the city, in the midst of the cafes, galleries, and shops.
Relevant Websites	University: <a href="http://www.victoria.ac.nz">www.victoria.ac.nz</a> International students: <a href="http://www.victoria.ac.nz/international">http://www.victoria.ac.nz/international</a> Exchange & Study Abroad: <a href="http://www.studyabroadnz.com">www.studyabroadnz.com</a>
ACADEMIC CALENDAR	
Academic Year	Trimester 1 (February – June)      Trimester 2 (July – November)  The University also has a third trimester that 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, 2018 Dates	Exchange Student Orientation: 26 February – 2 March Classes commence: March 5 Mid Trimester Break: 14 April – 29 April (includes Easter break) Last day of classes: 8 June Exam Period: 15 June – 4 July End of Trimester: 4 July *Please note: Students should not confirm return ticket dates until the exam timetable is released. Exam dates cannot be changed.
Trimester 2, 2018 Dates	Exchange Student Orientation: 12-13 July Classes commence: 16 July Mid Trimester Break: 27 August – 7 September Last day of classes: 19 October Exam Period: 26 October - 17 November End of Trimester: 17 November *Please note: Students should not confirm return ticket dates until the exam timetable is released. Exams dates cannot be changed.
Future trimesters	For academic dates through to the end of Trimester 2, 2018, please see <a href="http://www.victoria.ac.nz/home/study/dates.aspx#approved">http://www.victoria.ac.nz/home/study/dates.aspx#approved</a>

## APPLICATION GUIDELINES

Application Deadlines	<p><b>Trimester 1 (Feb start): 1 October*</b> Trimester 2 (July start): 1 May</p> <p><b>*Please note that although we can accept exchange applications as late as 1 December, the accommodation application deadline for Trimester 1 is 1 October. Students DO NOT need an acceptance or ID number in order to apply for on-campus accommodation.</b></p> <p><b>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).</b></p>
Academic Requirements	<p>Generally, a 'B' average or 2.7 on a 4.0 GPA scale.</p> <p>Academic admission requirements will differ depending upon the courses you are applying for and the country of your previous studies. All postgraduate courses require a completed Bachelor degree for admission, and may have additional, non-academic requirements. Please see the Course Restrictions and Additional Requirements information sheet for information regarding restrictions and requirements for particular areas of study.</p>
English Requirements	<p><b>English language scores*:</b></p> <p><u>Undergraduate requirements</u></p> <p>TOEFL minimum score of 80 for the internet-based test please have your 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); PTE 58 with a minimum of 50 in a 'Communicative' score</p> <p>If you're from:</p> <ul style="list-style-type: none"> <li>- Denmark: you need a grade of 7 in English in the Secondary School Certificate</li> <li>- Finland: you need a grade of 8 or higher in English in the Upper Secondary Certificate</li> <li>- Germany: you need a grade of 13 in English in the Abitur/Zeugnis or DAAD with minimum grade of B2 in each section</li> <li>- Norway: you need a grade of 4 in English in the Vitnemal fra den Videregaende</li> <li>- Sweden: you need a grade of 4/VG in English in the Slutbetyg.</li> </ul> <p>If you're planning to study teaching, you will need to have a minimum IELTS overall band of 7.0 with no sub-score below 7.0.</p> <p><u>Postgraduate requirements</u></p> <p>TOEFL minimum score of 90 for the internet-based test please have your testing centre sent results to Victoria International; IELTS – minimum score 6.5 overall with no sub-score below 6.0; PTE 65 with a minimum of 58 in a 'Communicative' score.</p> <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> <p>* Some postgraduate courses may require higher English language requirements.</p> <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 centre to Victoria University of Wellington (VUW Institution code = 9485, department code = 00).</p> <p><b>Testing scores must be less than 2 years old at time of application.</b></p>

Application Procedures	<p><b>All students must be nominated to VUW before their application documents are sent. Please email us first to check how many of your students we can accept.</b></p> <p>Our preference is for applications to be submitted by email. Please ensure that all documents have been stamped and signed by your institution's Exchange Office as being true copies of the originals.</p> <p>Please send the following documents to: <a href="mailto:VictoriaAbroad@vuw.ac.nz">VictoriaAbroad@vuw.ac.nz</a></p> <ul style="list-style-type: none"> <li>• <b>Application form:</b>  <a href="https://www.victoria.ac.nz/international/applying/publications/study-abroad-application.pdf">https://www.victoria.ac.nz/international/applying/publications/study-abroad-application.pdf</a>  <i>(The nomination section must be completed by the home University's Exchange Office).</i></li> <li>• <b>Course Selection Form</b> (part of the application form). Students should list a min of 3/ max of 8 available courses <u>per trimester</u>. Listing more will delay the student's application. Full year or 2 trimester students must list all courses at time of application. 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.</li> <li>• A photocopy of the student's passport</li> <li>• An original/certified copy of academic transcripts at tertiary level, translated into English by the university or other official bodies (eg. Google translate or translation by the students cannot be accepted).</li> <li>• Architecture and Design students are required to submit a <b>portfolio</b> of their work. The portfolio can be in any format (ie; folder, CD, website. Digital copies are preferable) and should be an accurate representation of your skills set to date.</li> <li>• Please refer to the 'Course Restrictions and Additional Requirements' document to check which courses are restricted or have additional document requirements.</li> </ul>
Mailing address for Applications	<p>Attn: Student Exchange Office  Victoria International  Victoria University of Wellington  PO Box 600  Wellington 6140  New Zealand</p>
Courier address for Applications	<p>Attn: Student Exchange Office  Victoria International  Level 2, Easterfield Building  Kelburn Parade, Gate 4  Wellington  New Zealand  Ph: +64-4-463 5350</p>
Course Information	<p>Information about courses offered each year can be found here;  <a href="http://www.victoria.ac.nz/study/programmes-courses/courses">http://www.victoria.ac.nz/study/programmes-courses/courses</a></p> <p>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.</p> <p>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:  <a href="#">Faculty of Science</a> (look through the different School websites for course info)  <a href="#">Faculty of Engineering</a></p>

	<a href="#">Faculty of Law</a> <a href="#">Faculty of Architecture and Design</a> * <a href="#">Faculty of Humanities and Social Sciences</a> * <a href="#">Victoria Business School</a>  *> 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 (3-4 courses) per trimester is a standard course load.
VUW Grading Scale	<a href="http://www.victoria.ac.nz/home/study/grades.aspx">www.victoria.ac.nz/home/study/grades.aspx</a>
Transcripts	One official transcript will be sent to the home university international office after final grade release, only at the end of a student's exchange period. Transcripts will be withheld if the student has any outstanding fees with the university. In the case that additional copies are required, students can request an additional copy from their respective Faculty Administration Office at Victoria for a small fee.
<b>ACCOMMODATION – The Accommodation office is separate from Victoria International</b>	
Accommodation Options	<p>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.</p> <p>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.</p> <p>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, 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>
Accommodation Website	<a href="http://www.victoria.ac.nz/accommodation/">http://www.victoria.ac.nz/accommodation/</a>
Email	<a href="mailto:accommodation@vuw.ac.nz">accommodation@vuw.ac.nz</a>
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 <b>do not</b> need to be accepted for admission to the University prior to applying for accommodation.</p> <p>Students <b>must</b> list themselves as <b>Victoria Students</b> on the application.</p> <p>Full year accommodation from T2 to T1 <b>is</b> possible.</p> <p><b>Please be sure to state any health, religious or dietary requirements if you will need special accommodation during your stay.</b></p>
Accommodation Deadlines *NZ time.	<p><u>Trimester One</u> (Feb start): <b>1 October</b> <u>Trimester Two</u> (July start):<b>1 May</b></p> <p>Students applying for <b>Trimester 1</b> exchange must submit their accommodation application by <b>1 October</b>. This is in order to be considered in the first selection round and have the best chance of being placed in university accommodation.</p>

## STUDENT SERVICES AND SUPPORT

Student Services and Support	<p>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 <a href="https://www.victoria.ac.nz/international/pre-arrival#/welcome">to https://www.victoria.ac.nz/international/pre-arrival#/welcome</a> 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 <a href="#">sign up for a Victoria International Buddy</a>. 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>

## COSTS AND ADDITIONAL INFORMATION

Insurance	<p>All international students are <b>automatically</b> signed up to the Studentsafe University insurance and pay for this upon enrolment at Victoria. This policy provides comprehensive cover throughout the course of study, and also covers the insured student's travel to New Zealand and time spent in New Zealand up to 31 days before the start of their course. This retrospective cover is provided automatically, irrespective of whether the student has paid the insurance premium in advance or not.</p> <p>Requests for exemption from StudentSafe in place of other insurance policies may be considered if submitted to Victoria's Insurance Advisor at least 2 weeks before arriving in New Zealand. <b>The alternative policy must meet all of our requirements which at present not many other insurance providers are able to fulfill.</b> Victoria University of Wellington recommends Studentsafe-University insurance, a comprehensive, Code-compliant insurance designed and supported by all New Zealand universities. It is provided by Allianz.</p> <p>Refer to: <a href="https://www.victoria.ac.nz/international/pre-arrival/insurance/studentsafe">https://www.victoria.ac.nz/international/pre-arrival/insurance/studentsafe</a></p> <p><b>2018 Rates</b>            One trimester (up to 6 months or duration of visa): <b>NZD\$310</b>            Full year premium (up to 12 months or duration of visa): <b>NZD\$620</b></p>
Living Costs	<p><a href="#">International Students' Financial Survival Guide</a></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>Apply online for an Exchange Student visa through the Immigration NZ website - <a href="https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/exchange-student-visa">https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/exchange-student-visa</a></p> <p>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	This webpage includes information on Airport Pickups, Travel, Banking, Orientation and many more services: <a href="http://prearrival.victoria.ac.nz/#/welcome">http://prearrival.victoria.ac.nz/#/welcome</a>	
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"> <li>• international leadership</li> <li>• cross-cultural communication</li> <li>• global connectedness, and</li> <li>• sustainability</li> </ul> <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. See: <a href="http://www.victoria.ac.nz/students/get-involved/vilp">http://www.victoria.ac.nz/students/get-involved/vilp</a></p>	
Victoria International Exchange Club (VIX)	A student run club that organizes events for international and local students. Students can join the club via their Facebook page: <a href="#">VIX Club</a>	
<b>CONTACT INFORMATION</b>		
Exchange Staff: also contactable at <a href="mailto:VictoriaAbroad@vuw.ac.nz">VictoriaAbroad@vuw.ac.nz</a>	<b>North America, Asia and Oceania &amp; Partner Exchange Agreements</b>  Zoe Kazurinsky Team Leader, Student Exchange Phone: +64 4 463 6794 Fax: +64 4 463 5056 <a href="mailto:zoe.kazurinsky@vuw.ac.nz">zoe.kazurinsky@vuw.ac.nz</a>	<b>Europe and Latin America</b>  Nick McNeil Student Exchange Coordinator Phone: +64 4 463 5667 Fax: +64 4 463 5056 <a href="mailto:nick.mcneil@vuw.ac.nz">nick.mcneil@vuw.ac.nz</a>
Enrolment and Admission enquiries	Lulu Shanaher Admissions Officer Phone: +64 4 463 5592 Fax: +64 4 463 5056 <a href="mailto:Lulu.shanaher@vuw.ac.nz">Lulu.shanaher@vuw.ac.nz</a>	