

Undergraduate enrolment guide



Kia ora!

If you've received an Offer of Place letter, it means you've been accepted to study at Victoria University of Wellington. Congratulations!

Enrol in your courses

To complete your enrolment, you must enrol online into the courses you will take each trimester. You need to enrol before you arrive in Wellington.

It's free to enrol

You don't need to wait until you pay your fees or have a visa - there is no immediate charge to enrol in courses.

i www.wgtn.ac.nz/international/get-ready-to-study

How to plan your first year

1. Check your degree and major requirements

Visit our website to check the requirements for your chosen degree.

Check the available list of majors and/or minors, and find out what first year courses are required.

To find out more about majors and minors, read the subject descriptions.

i www.wgtn.ac.nz/subjects

2. Choose your courses

To find out more about the courses that you can select for your major(s) and/or minor(s), visit the online course finder.

First year students should choose courses at 100-level, where the course code starts with a "1" (e.g. ANTH 101, MARK 101).

i www.wgtn.ac.nz/courses

3. Plan your programme

Use the course planning template at the back of this guide to put together a balanced programme across Trimesters 1 and 2 that will allow you to progress in your chosen subjects in the second year.

Normally, you'd take three or four courses in Trimester 1 and three or four courses in Trimester 2. You should aim to earn 120 points in your first year if you are studying full time.

4. Plan your timetable

From September, check your lecture times using the online course finder. Use the timetable template at the back of this guide to organise your timetable and avoid any clashes.

i www.wgtn.ac.nz/courses

Bachelor of Commerce

Use the course plans below to help you enrol in your courses.

Find your major below, and select the courses when enrolling.

MAJORS

- Accounting
- Actuarial Science
- Commercial Law
- Data Science
- Economics
- Finance
- Human Resource Management and Employment Relations
- Information Systems
- International Business
- Management
- Marketing
- Public Policy
- Sustainability and Ethics in Business
- Taxation
- Tourism Management

MINORS

- Banking (BANK)
- Econometrics (ECME)
- Innovation and Entrepreneurship Studies (INEN)

FIRST YEAR REQUIREMENTS

The BCom core courses plus three pool courses must be completed. The requirements for at least one BCom major (listed above) must be satisfied.

Other important information

You may include a second major or up to two minors in your BCom in an undergraduate subject area, which can be from another faculty.

The BCom core

All BCom students must complete these core courses as part of their degree.

100 level	BCOM 101 + BCOM 102 + 3 BCom pool courses
200 level	BCOM 201
300 level	BCOM 301

BCOM 101 and BCOM 102 should be included in your first year, and ideally in your first trimester of study. If you only have space for one of these in your first trimester, prioritise BCOM 102.

The BCom pool

You must take three BCom pool courses as part of your degree.

ACCY 130	Accounting for Accountability and Decision
COML 111	Law for Business
ECON 130	ECON 130 Microeconomic Principles
INFO 101	INFO 101 Digital Systems and Information in Business and Society
MARK 101	MARK 101 Principles of Marketing
MGMT 101	MGMT 101 Introduction to Management
PUBL 113	PUBL 113 Social and Public Policy: Values and Change
QUAN 102	QUAN 102 Introductory Applied Statistics for Business
TOUR 101	TOUR 101 Tourism in Aotearoa New Zealand

FIRST-YEAR PLAN

If you plan to major in Accounting, Actuarial Science, Data Science, Economics, Finance, Information Systems, or Taxation, you will need to take additional courses in your first year alongside the BCom pool courses.

If you can't fit three pool courses into your first year, you can take the remaining pool courses in your second or third year.

See the following pages for first year course plans for each BCom major.

For more information about the BCom visit:



www.wgtn.ac.nz/bcom



www.wgtn.ac.nz/courses

Bachelor of Commerce

Use the course plans below to help you enrol in your courses.

Find your major below, and select the courses when enrolling.

Bachelor of Commerce

majoring in Accounting



These courses are taught at the Kelburn campus.

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
ACCY130	15	ACCY 131	15
ECON 130	15	ECON 141	15
COML 111	15	QUAN 102	15

Bachelor of Commerce

majoring in Actuarial Science

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
ACCY 130	15	ECON 141	15
ECON 130	15	MATH 142*	15
QUAN 111	15	MATH 177*	15

*If you do not meet the entry requirements for MATH 142 and MATH 177, you can take either MATH 141 or QUAN 111 in trimester one.

*A grade of B+ is required for QUAN 111

Bachelor of Commerce

majoring in Commercial Law

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
ACCY 130	15	COML 111	15
ECON 130	15	100-level elective	15
100-level elective	15	100-level elective	15

For a double major in Commercial Law and Accounting, take the following courses in Trimester 2: ACCY 131, ECON 141, QUAN 102

Bachelor of Commerce

Use the course plans below to help you enrol in your courses.

Find your major below, and select the courses when enrolling.

Bachelor of Commerce

majoring in Human Resource Management and Employment Relations



These courses are taught at the Kelburn campus.

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
MGMT 101	15	BCom pool course	15
BCom pool course	15	100-level elective	15
100-level elective	15	100-level elective	15

Bachelor of Commerce

majoring in Information Systems

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
INFO 102	15	INFO 101	15
BCom pool course	15	INFO 103	15
100-level elective	15	100-level elective	15

Bachelor of Commerce

majoring in International Business

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
BCom pool course	15	BCom pool course	15
BCom pool course	15	100-level elective	15
Language or culture*	15	100-level elective	15

*You should consider taking one international language or culture course at 100 level from one of the following course codes: ASIA, CHIN, FREN, GERM, JAPA, PASI or SPAN or one of (ASIA 201, ASIA 202, ASIA 203, FHSS 210) or an approved substitute.

Bachelor of Commerce

Use the course plans below to help you enrol in your courses.

Find your major below, and select the courses when enrolling.

Bachelor of Commerce majoring in Management

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
MGMT 101	15	BCom pool course	15
BCom pool course	15	100-level elective	15
100-level elective	15	100-level elective	15



These courses are taught at the Kelburn campus.

Bachelor of Commerce majoring in Marketing

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
MARK 101	15	QUAN 102	15
BCom pool course	15	100-level elective	15
100-level elective	15	100-level elective	15

Bachelor of Commerce majoring in Public Policy

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
POLS 111 or PUBL 111	15	BCom pool course	15
BCom pool course	15	BCom pool course	15
100-level elective	15	100-level elective	15

Bachelor of Commerce

Use the course plans below to help you enrol in your courses.

Find your major below, and select the courses when enrolling.

Bachelor of Commerce

majoring in Sustainability and Ethics in Business



These courses are taught at the Kelburn campus.

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
MGMT 101	15	BCom pool course	15
BCom pool course	15	100-level elective	15
100-level elective	15	100-level elective	15

In your first year, take the BCom core courses and, depending on your preferred route through the major, consider adding ACCY 131, COML 111, ECON 130, INFO 101, MARK 101, MGMT 101, QUAN 102, QUAN 111, or TOUR 101.

Bachelor of Commerce

majoring in Taxation

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
ACCY 130	15	ACCY 131	15
BCom pool course	15	COML 111	15
BCom pool course	15	100-level elective	15

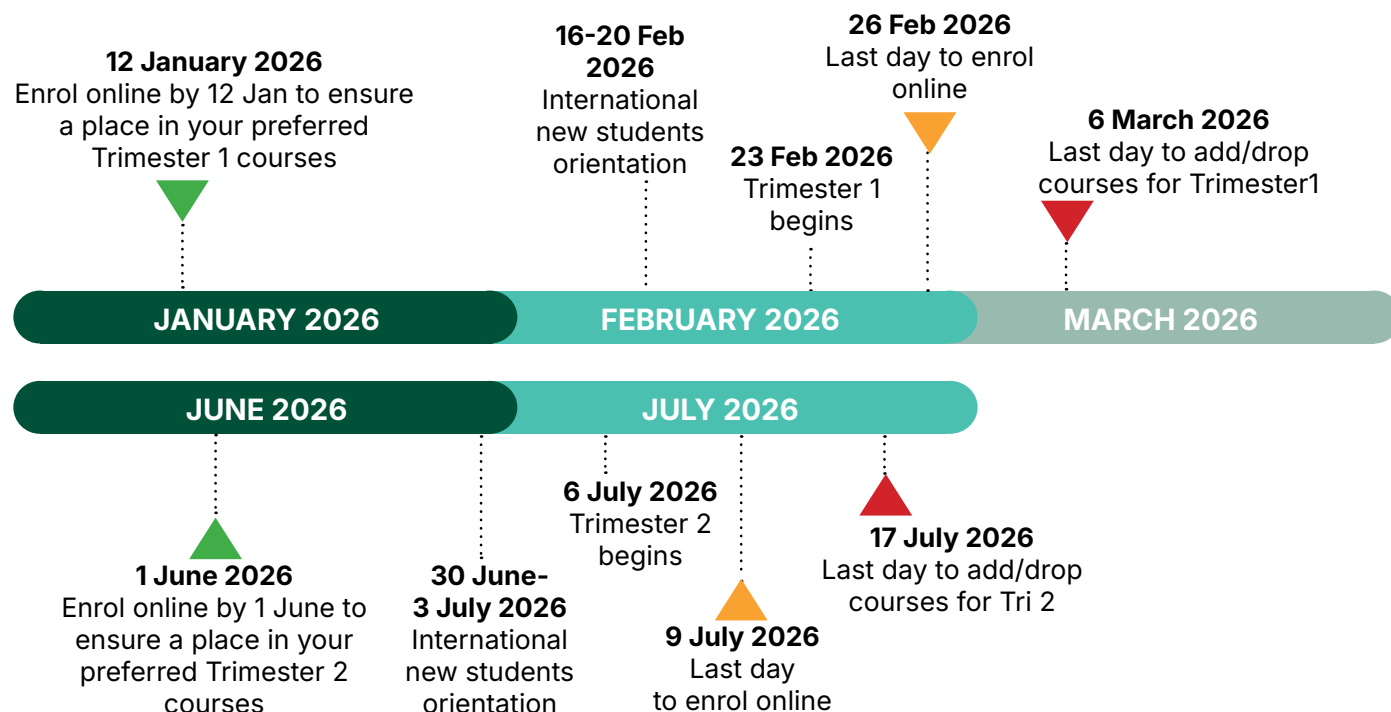
Bachelor of Commerce

majoring in Tourism Management

Trimester 1 (1/3)		Trimester 2 (2/3)	
Courses	Points	Courses	Points
BCOM 102	15	BCOM 101	15
MARK 101	15	TOUR 101	15
BCom pool course	15	100-level elective	15
100-level elective	15	100-level elective	15

Key dates

You can enrol in your courses from mid-September, for the following year of study. Enrol early to ensure a place in your preferred courses and streams (class times).



Here to help

International student enquiries

For enquiries regarding international entry requirements, study visas, insurance, international fees and scholarships, email us.

✉ international@vuw.ac.nz

Course planning advice

Need help planning your courses? Book a course advice appointment with our Future Students team for expert advice on planning your study.

i calendly.com/vuw-international-course-advice/undergraduate

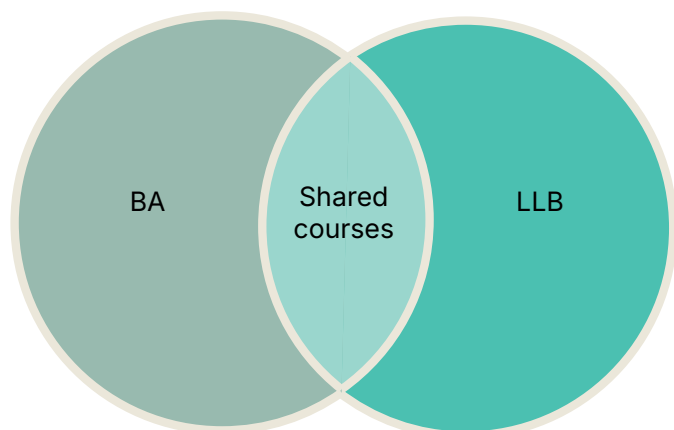
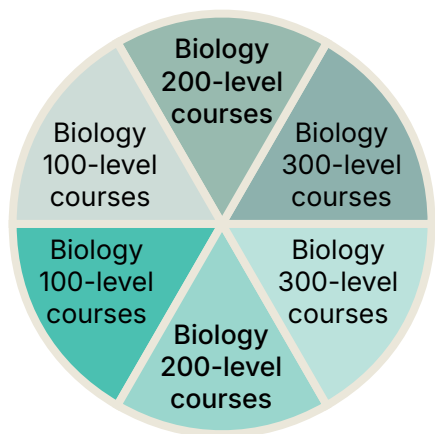
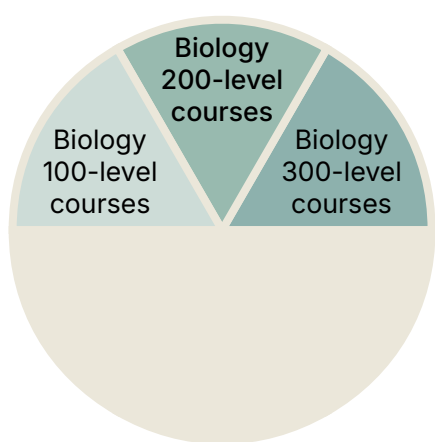


How our degrees work

Degrees

Some of our degrees are flexible, allowing you to mix and match different subjects.

Some degrees are quite specialised and focus on one particular area of study. Most of your first-year courses in these degrees are already set, which might leave a small amount of space for elective courses.



A degree is a qualification awarded when you complete a programme of university study. Your first university degree is called an undergraduate or Bachelor's degree. Each degree has its own set of requirements that you need to complete in order to graduate.

A typical degree requires 360 points and three years of full-time study. You'll normally take around 120 points (six to eight courses of 15 or 20 points each) per year. Some degrees take four years.

Majors

A major is the main subject you specialise in. For example, you might do a Bachelor of Science with a major in Biology. Each year you will take courses related to your major/s.

Double majors

A double major allows you to specialise in two subjects within one degree. A double major requires the same number of points as a degree with only one major and does not usually take any extra time. In many cases, a second major can be from a different degree or faculty.

Conjoint and double degrees

Conjoint and double degrees allow you to complete two degrees in a shorter amount of time as courses can be cross-credited. For example, a conjoint Bachelor of Laws and Bachelor of Arts could be completed within five years. Note that not all degrees can be done conjointly.

Minors

In some of our degrees, you can take a minor. A minor is similar to a major, but requires fewer courses, particularly in your second and third years. Having a minor is optional in most degrees. Minors consist of 60 points at 200 level or above, with at least 15 points at 300 level. You'll need to take courses in the subject at 100 level to ensure prerequisites for 200 and 300 level are met.

Courses

Courses (also known as papers) are blocks of work that are taught over one or sometimes two trimesters. In your first year, you will take 100-level courses. The number of courses you take in a year will vary depending on how many points each course is worth. Some degrees have core courses that all students must complete.

Electives

You can take elective courses if you have space in your degree programme. Elective courses can be from other subject areas you are interested in, and the points you earn from them count towards your degree. First year students should choose elective courses at 100-level (e.g. ANTH 101, MARK 101).

Degree example

Below is an example of a Bachelor of Commerce with a double major in Marketing and Finance.

100-level (First year)	BCom core course	BCom core course	BCom core course	Elective course
	Marketing course	Marketing course	Finance course	Finance course
200-level (Second year)	Marketing course	Marketing course	Marketing course	Elective course
	Finance course	Finance course	Finance course	BCom core course
300-level (Third year)	Marketing course	Marketing course	Marketing course	Marketing course
	Finance course	Finance course	Finance course	BCom core course

Points

Each course is typically worth 15 points (3.75 US credits/7.5 ECTS) or 20 points (5 US credits/10 ECTS). To pass a course, you need to complete a number of different assessments throughout the trimester. When you pass the course, you earn points towards your degree. You will aim to complete approximately 120 points each year if you are studying full time.

To complete your degree, you will need to gain 360 points over three years of full-time study. Degrees in Engineering, Law, and Midwifery take four years of full-time study to complete as 480 points are required for these degrees.

Trimesters

The year is divided into three trimesters:

- Trimester 1 (1/3) February to June
- Trimester 2 (2/3) July to November
- Trimester 3 (3/3) November to February

A course usually takes one trimester to complete. Most students study during Trimesters 1 and 2; only a small number of students choose to study during Trimester 3.

Timetable example


Below is an example of a timetable for a Bachelor of Science with a double major in Data Science and Computer Science, showing lectures, tutorials, and independent study time.

If you feel that you can't fit the study hours in, you will need to consider adding study hours in the weekend, and over the mid-trimester break.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am	Study	Study	Study	Study	Study
10am	Study	STAT 193 lecture	STAT 193 lecture	Study	STAT 193 lecture
11am	COMP 102 tutorial	Study	Study	MATH 161 tutorial	Study
12pm	COMP 102 lecture	Lunch break	COMP 102 lecture	Lunch break	COMP 102 lecture
1pm	Lunch break	STAT 193 tutorial	DATA 101 tutorial	Study	Lunch break
2pm	Study	Study	Lunch break	Study	Study
3pm	MATH 161 lecture	Study	Study	MATH 161 lecture	MATH 161 lecture
4pm	Study	Study	DATA 101 lecture	Study	Study
5pm					
6pm					
7pm	Study	Study	Study	Study	Study
8pm	Study	Study	Study	Study	Study
9pm					

Learning support

The learning advisers at Te Taiako—Student Learning work with you to develop the academic writing and study skills necessary for university study at undergraduate and postgraduate level.

 [wgtn.ac.nz/student-learning](https://www.wgtn.ac.nz/student-learning)

Timetable template for Kelburn campus

Trimester 1 (1/3)

	Monday	Tuesday	Wednesday	Thursday	Friday
8–8.50 am					
9–9.50 am					
10–10.50 am					
11–11.50 am					
12–12.50 pm					
1.10–2 pm					
2.10–3 pm					
3.10–4 pm					
4.10–5 pm					
5.10–6 pm					
6.10–7 pm					

Trimester 2 (2/3)

	Monday	Tuesday	Wednesday	Thursday	Friday
8–8.50 am					
9–9.50 am					
10–10.50 am					
11–11.50 am					
12–12.50 pm					
1.10–2 pm					
2.10–3 pm					
3.10–4 pm					
4.10–5 pm					
5.10–6 pm					
6.10–7 pm					