

**Wellington International Leadership Programme
(WILP)**

Student Handbook

2024



Welcome!

Whether you've already registered or you'd just like to know what we're all about, this handbook will give you the lowdown on what to expect from the Wellington International Leadership Programme!



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Getting Started

1 - Register for WILP on Careerhub

Login to Careerhub using your student username and password. Use Careerhub to book into seminars and speaker events, submit reflections & experiential activity evidence, and track your progress as you advance through the programme.



2 - Check out WILP on Nuku

Find more information about the programme and keep up to date with upcoming events and opportunities, and receive messages from the WILP team.

3 - Connect with us

You can email us at international-leadership@vuw.ac.nz or follow programme updates on our Facebook page (@vuwWILP). We also have drop-in hours, no appointment needed during Trimesters 1 and 2 every **Tuesday and Wednesday** in EA210 (Kelburn Campus) 10am-12pm. Outside of these times by appointment.



Programme Overview

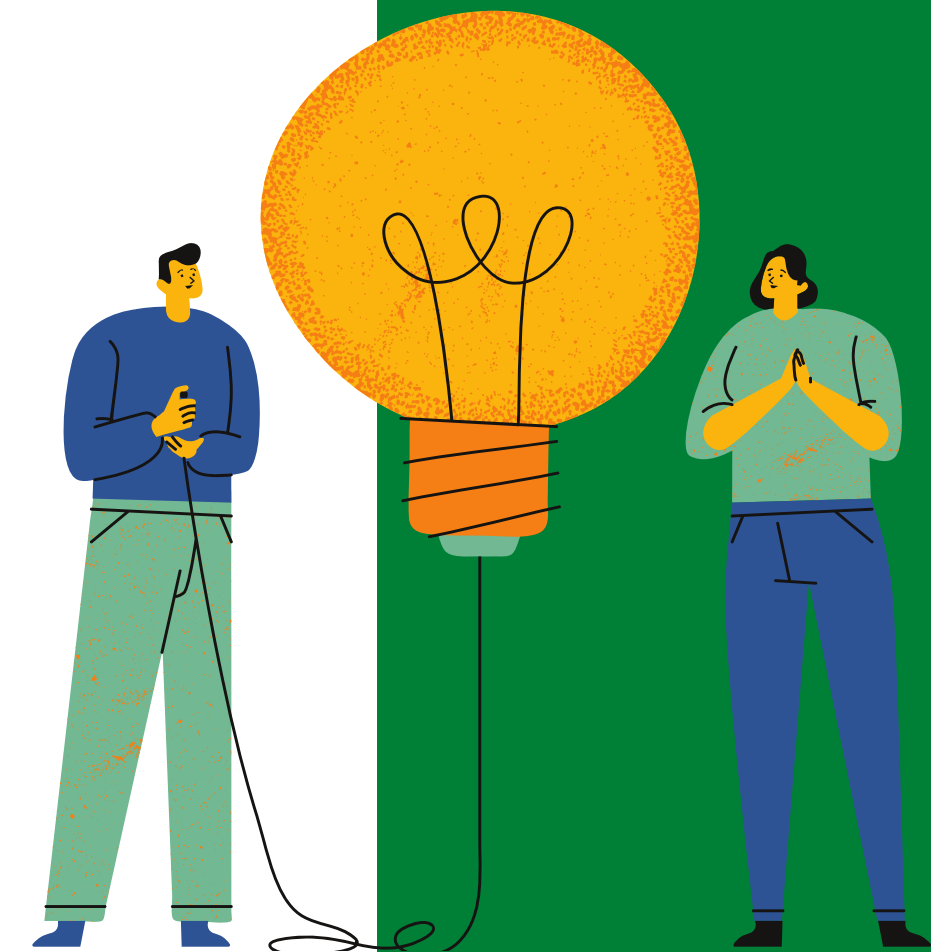
The Wellington International Leadership Programme is a free, self-directed programme that you complete at your own pace over the course of your degree.

Established in 2008, **WILP is an interdisciplinary programme that advances your knowledge of global issues; presents creative, diverse and innovative approaches to global citizenship; and enhances your confidence and employability.** The programme provides opportunities for you to connect with others, whether in an interactive seminar, public event, or experiential activities around the campus and the city, or while studying abroad. WILP offers a wide range of personal and professional development opportunities, fosters a sense of belonging at VUW, allows you to supplement your degree, and to receive official recognition for your co-curricular pursuits.

Participating in WILP will enable you to:

- enhance your knowledge and awareness of diverse cultures and communities
- learn more about key challenges facing New Zealand and the world
- network with people and organisations in international leadership roles
- make yourself more interesting to employers
- access funding for international and virtual study abroad opportunities
- take advantage of the international discourse circulating in Wellington, the political and cultural capital of New Zealand
- join in a global forum of ideas and activities

WILP is open to: all enrolled students (undergraduate and postgraduate domestic and international) at Victoria University of Wellington.



Full Programme

The full programme is available to all students enrolled at Victoria University of Wellington. Upon completion of WILP, **your achievement will be included as an award on your academic transcript.**

You will be invited to the annual Leadership Programmes' Awards ceremony where a final certificate will be presented together with your peers and guests from around the University and wider community.

- Attend and write reflections for twelve seminars
- Attend and write reflections for five speaker events
- Complete and submit evidence for 200 experiential points

Tailored Programme

Exchange students, study abroad students or international students undertaking short programmes may participate in the Tailored Programme, which is designed to suit a shorter time frame. Upon completion of WILP, you will receive a letter of recognition and certificate.

- Attend and write reflections for two seminars
- Attend and write reflections for two speaker events
- Earn 20 experiential points



Seminars

Seminars are organised by the WILP team exclusively for WILP students. These seminars are interactive and usually involve group work, activities and discussion. Seminars are facilitated by experts in their particular fields. These take place mainly at the Kelburn campus and occasionally at the Pipitea campus. Seminars provide opportunities for you to learn about a particular topic and interact with facilitators and other students in the programme. Seminars typically run for two hours and there are two types – compulsory and elective.

● **Compulsory Seminars**

There are four compulsory seminars:

- Intercultural Communication
- Global Leadership
- Aotearoa New Zealand in the World
- Global Interdependence

Each seminar is held twice per trimester (once at Kelburn campus, once at Pipitea campus).

● **Elective Seminars**

Elective seminars cover a broad, diverse range of topics for you to select from based on your particular interests, career goals or course of study. There are 20–25 elective seminars per trimester. Topics usually relate to sustainability, leadership, the Asia– Pacific region, politics, activism, culture and foreign policy.

● **Seminar Reflections**

For each seminar, you must write a reflection of 300–500 words. In your reflection, you will discuss and analyse the issues raised in the seminar, sharing your thoughts and opinions. For more information on this, see page 7.

● **Seminar Codes**

Each seminar has a code that helps you to track your progress in the programme. Compulsory seminars use a 3 digit code preceded with SEMC. Elective seminars use a 3 digit code preceded with SEME. You must include the seminar code in your reflection, so it's a good idea to make a note of this when making your seminar booking.

● **Seminar Bookings**

Seminars are booked through Careerhub. Each seminar only has 30–40 places, so get in quick! Bookings open 14 days prior to the seminar at 12:00pm. If places are taken, you can choose to be placed on a waitlist. If a place becomes available, you will be notified by email. You must go to Careerhub to secure the available space. This works on a first come, first served basis.

● **Seminar Preparation**

Some seminars require you to complete preparatory work. This may include discussion questions, readings, videos or activities. You'll find this information on the booking page of each seminar on Careerhub.



Speaker Events

Speaker events are organised externally and are not exclusive to WILP students. These events are much broader than seminars and are usually not as interactive. Speaker events are hosted by different parts of the university or external organisations such as businesses, charities, NGOs, and not for profit groups. These take place around Wellington, on campus or on Zoom. Speaker events provide opportunities for you to learn about a broad range of topics and connect with others in the wider community.

● What is a Speaker Event?

Speaker events take many forms such as guest lectures, talks, panel discussions, protests, Q&As or debates. They cover a wide range of topics, but must have a focus on international topics, culture or sustainability. We advertise around 300–400 events a year. If you are organising or interested in attending a relevant event that has not yet been listed on Careerhub by the WILP team, please let us know and we might count or list it.

● Speaker Event Codes

Each speaker event has a code that helps you to track your progress in the programme. Speaker events use a 4 digit code beginning preceded by 'SPK'. You must include the code in your reflection, so it's a good idea to make a note of this when you've found a speaker event you'd like to attend on Careerhub.

● Speaker Event Bookings

Speaker events are listed on Careerhub. Most speaker events require bookings – you can check this on the Careerhub listing. It is important to RSVP if required. As speaker events are externally organised, the WILP team does not monitor bookings for these events.

● Speaker Event Reflections

For each speaker event, you must write a reflection of 300–500 words. In your reflection, you will discuss and analyse the issues raised, sharing your thoughts and opinions. For more information on this, see page 7.



Reflections

A key element of the programme is writing reflections for seminars and speaker events that you've attended. Reflections are an opportunity to personally respond to new information, communicate your thoughts and feelings and gain a better understanding of what you have learnt. They are an opportunity for you to connect what you are learning in the programme to your studies and life experience. They are useful for reflecting on the programme when you write your capstone and communicating to employers. For the WILP team, reflections are a way for us to measure your progress and engagement in the programme and gain valuable feedback about seminars and speaker events.

● Reflection Content

Reflections encourage you to reflect on the issues and ideas raised and relate them to your own thinking, ideas, studies and experiences. The guidelines below provide a useful way to structure your reflection. It's especially important to include your own perspectives to demonstrate you've engaged with the content and reflected on it.

- Highlight the main ideas and issues raised by the facilitator(s) and in discussion.
- Briefly explain how the facilitator contributed to your understanding of global/international issues and the leadership challenges they present.
- Critically analyse the ideas raised and explain your opinions.
- Discuss how the issue(s) raised affects and is affected by other global issues and influences.

● Useful Resources

<https://student.unsw.edu.au/how-do-i-write-reflectively>

<https://student.unsw.edu.au/examples-reflective-writing>

<https://www.learninghub.ac.nz/writing/reflective-writing/>

● Reflection Prompts

As it's important to include your analysis and/or perspective of the topics discussed, here are some prompts to get you thinking:

- What do you think about the ideas the facilitator raised?
- Did you agree with the facilitator or have different ideas?
- How did the ideas covered relate to the learning objectives and/or discussion questions set out in the relevant seminar listing on CareerHub?
- How did the ideas covered relate to your life, studies, and/or other WILP seminars and experiences?

● Assessment

Reflections are assessed on a pass/fail basis. They are not graded as academic papers and do not require references, but must use paragraphs and proper sentence structure. **They should include some reflection/analysis and not be merely summaries.** Reflections will be failed if you do not meet the 300–500 word count. If we are unable to accept your reflection, we will notify you by email with feedback and instructions on how to resubmit.

● Examples

For reflection examples, see the 'Reflections' tab on Nuku.



Experiential Activities

Experiential Activities are an important part of the programme. They are an opportunity for you to implement some of the skills and knowledge you have gained from seminars, speaker events and your studies. You need to complete 200 points worth of experiential activities with a cultural, international or sustainability focus. Upcoming activities are posted regularly on Nuku. We also encourage you to find your own relevant opportunities and submit them to the WILP team for approval.

● **What Counts as an Experiential Activity?**

An experiential activity must have a cultural, international or sustainability focus. Points are allocated depending on the level and length of engagement with the activity. Find examples of experiential activities on the following page. Check out Nuku for current opportunities, as well as previous listings to get an idea of what is on offer.

● **Claiming Experiential Points**

Once an experiential activity is completed, you must submit an Experiential Activity form on Careerhub. You will need to provide details of the activity, request a number of points and provide evidence of completion.

● **Experiential Activity Evidence**

There are various options for providing evidence of an experiential activity including:

- certificate
- photos/screenshots
- academic record
- email from coordinator/supervisor
- completed and signed WILP timesheet (you can find this [here](#)).

Experiential Activity Categories

There are four categories of experiential activity. You must complete activities from at least THREE categories. Some activities may fit into multiple categories (you may only claim points for each activity once).

International
Education

Intercultural
Competence

Social
Responsibility

Professional
and Personal
Development





International Education

An overseas experience such as exchange, study abroad, field trip, or course study tour

- Wellington Global Exchange semester (120 pts)
- Short term study abroad or overseas short course at a tertiary institution (40pts)
- Prime Minister's Scholarship Group Programme (60 pts)
- Field studies with a VUW course (60 pts)
- Study abroad for Language Students at VUW eg. FHSS210 (60 pts)

Professional and Personal Development

Participation in internships, activities, projects, networks, forums or conferences.

- Embassy Youth Council member (10 pts)
- Global Enterprise Experience participant (50pts)
- NZ Institute of Intelligence Professionals Internship (up to 80 pts)
- Asia NZ Leadership Network member (40-80pts)
- Online Internship (up to 100 pts)
- LANZBC Young Professionals Network member (40-80pts)
- Diplomatic Dialogue participant (10pts)
- Careers Without Borders event attendee (10pts)
- Ako in Action participant (40 pts)
- Model UN participant (30 pts)

Intercultural Competence

Participating in activities/projects that have a cross-cultural focus. Completing a language or cultural paper at VUW or externally.

- ELTO Conversation Leader (30 pts)
- EXCEL Programme volunteer (30 pts)
- International Buddy/Language Buddy Programme volunteer (30 pts)
- Kiwimate in University Hall (60 pts)
- Mentor/volunteer with local refugee/immigrant group (80 pts)
- Complete a language course with an external provider or as part of your studies at VUW (50 pts)

Social Responsibility

Involvement in projects, activities, clubs and events that demonstrate social responsibility.

- Diwali Festival volunteer (20 pts)
- UN Youth volunteer/member (30-50 pts)
- NZ Institute of International Affairs member (40 pts)
- International Club Executive member eg Malaysian Club (80 pts)
- Conservation Wellington volunteer (10 pts)
- Green Impact Programme (50 pts)
- Amnesty Letter Advocate (20)

Internationalisation Opportunities

The Wellington International Leadership Programme provides funding for students to undertake various internationalisation activities. These opportunities vary and will be advertised to students via Nuku.

Wellington Global Exchange

Wellington Global Exchange is a popular experiential activity, offering you an opportunity to broaden your horizons overseas as you study towards your degree. We are partnered with over 140 universities worldwide.

Online International Internships

Online internships offer you the opportunity to gain valuable and meaningful professional experience in an international setting without the expense of travel. WILP supports a select number of students to undertake online internships with a variety of different international companies through partners Virtual Internships and the Climate Action Virtual Internship Programme.

Global Leader Grant

Students who have completed 8 seminars, 3 speaker events and 50 experiential points are eligible to apply for the WILP Global Leader Grant to support the internationalisation opportunities above (or other special opportunities offered on an ad hoc basis). Students who are awarded the grant must complete WILP prior to graduating. Applications are considered on a case by case basis. Students must be actively involved with the programme and committed to finishing. Global Leader Grant applications open periodically on Careerhub.



Completing the Programme

There are a few things you need to do once you've completed all the programme requirements.

Finishing Documents

These documents will open on Careerhub once you have completed all other requirements. They must be completed before the end of the trimester that you finish your study in order to finish the programme:

- Bio Q&A
- Finishers Contact Information form
- Capstone Assignment – A final reflection on your WILP journey (600–1000 words)

Transcript

If you are completing the full programme, the Wellington International Leadership Programme will be added to your academic transcript as an award.

Awards Ceremony

Students who have completed the full programme are invited to our Awards Ceremony. Held annually in December, the ceremony, followed by a catered reception is an opportunity for you to celebrate your achievements with other students, friends, family, VUW staff, and other VIPs.

Certificates

Students who are attending the awards ceremony will receive their certificate on the night. For those who are unable to attend, we are able to arrange for pick up or delivery. Tailored programme students will receive a certificate and letter of recognition.



2022 graduates



"Through WILP I've learnt to look at the bigger picture when making decisions and apply different perspectives to my outlook. As a leader this makes me more open minded and perceptive to the people around me "

Sanjana Aiyar

MGBUS Global
Business



"WILP has tremendously widened my view on effective leadership and encouraged me to adopt a more questioning mind about world issues. I appreciate WILP's diverse selection of seminars, speaker events, and experiential activities that engaged me in broadening and enriching my global knowledge."

Li Heng Ronel Giam

BSc Geography



"Completing the programme provides real-world experience, enhances skills such as critical thinking, conflict resolution, and problem-solving, as well as allowing you to build connections with those you previously might not have."

Melanie Roundill

Master of Health
Psychology



Frequently Asked Questions

Who is eligible to join WILP?

Any currently enrolled VUW student (international, domestic, undergraduate & postgraduate).

How can I find WILP events?

Seminars and speaker events are listed on Careerhub. Experiential activities are advertised via Nuku.

Is there a cost to join?

No – the Wellington International Leadership Programme is free for all students

How much of a time commitment is WILP?

Up to you! WILP is self-paced – you have your entire degree to complete it. Some students choose to finish within a year, others will work on it over the course of their degree. So you can spread it out, take a break or pack it in according to how busy you are.

How do I book into a seminar?

Seminar bookings open on Careerhub 14 days prior to the seminar date at 12pm. Some seminars fill up fast so get in quick.

What is the difference between a seminar and speaker event?

Seminars are interactive, two hours long and organised exclusively for WILP students. Speaker events are organised externally for the public.

How do I cancel a seminar booking?

In consideration of other students, if you are unable to attend, you must cancel your booking on Careerhub more than one hour prior to the beginning of the seminar or you will be marked absent. If you are marked absent from three seminars, Careerhub will not allow you to make future bookings for a two week period.

Do I have to complete the programme?

No – there is no penalty for not completing WILP, although we will encourage you to keep going! It's a great way to get involved at university and see what's happening.

Where can I find experiential activities?

Experiential activities will be listed on Nuku. We'll also message you via Nuku with opportunities. We also encourage students to find their own opportunities and submit them to the WILP team for approval.



Programme Staff

Meet The Team



Eliza Raymond
Senior Internationalisation
Programmes Manager



Rozina Khan
Programme
Coordinator



Connect with us



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Drop in hours:

RM 210, Level 2, Easterfield Building,
Kelburn Campus (Trimesters 1 and 2,
10am-12pm every Tue & Wed).



Outside of these times by
appointment.



[www.wgtn.ac.nz/students/get-
involved/international-leadership](http://www.wgtn.ac.nz/students/get-involved/international-leadership)



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