

2018 Student Guide

How to get the most out of your Victoria experience





“Success is the feeling of just getting things done! Celebrate the little victories, relax and do something you like when you finish some work or a course.”



“Don’t be afraid to ask for help. Everyone is looking out for your best interests.”



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Victoria University has been awarded five stars overall in the QS global university ratings. In addition, Victoria received five stars in each of the eight categories.

INTRODUCTION

This publication is to help you find what you need to study successfully, become an active part of the university community and have a meaningful student experience while studying at Victoria University of Wellington.

There is much on offer for all stages of your university career and we encourage you to make the most of your time here.

Throughout this publication, you will see comments from fellow students, as well as contact information and comprehensive service assistance.

Check the colour key to identify sections relevant for you.

ALL STUDENTS



POSTGRADUATE STUDENTS



MĀORI AND PASIFIKA STUDENTS



INTERNATIONAL STUDENTS



STRATEGIES FOR LEARNING SUCCESS

University is
challenging and you
just need to follow
these steps.

DO IT!

- go to lectures
- do your reading
- use the Library
- participate
- talk about your classes

BE ORGANISED

- have a study routine
- use a wall planner with assignment due dates

KEEP A BALANCE IN LIFE

- connect with people
- look after yourself
- manage your money

KNOW WHY YOU ARE STUDYING

- goals help your motivation and resilience when things get hard

ASK WHEN YOU NEED TO

University is about asking questions, so

- ask sooner, rather than later
- build on what you know
- access the services that are available to you



“Keep up with the workload and you will gain a massive sense of achievement.”

(Thomas Robinson)

WHAT SOME RESEARCH SAYS

- Work ethic is the number one important skill in the top 10 rated by employers. (*Employers' Study*, 2015, Victoria University)
- Regular lecture attendance increases your chances of passing and getting good grades.
- Sleep-deprived people have 19 percent less memory than those who sleep well.
- Managing money is a skill you can learn and practise.
- Students who have university goals that relate to who they are, their values, beliefs and interests are more likely to be engaged and motivated.
- Students who seek help early experience better outcomes.



“Take time out every day—don’t wait till you feel bogged down.”

LEARNING WORKSHOPS AND SEMINARS

Student Learning at Victoria provides many useful workshops and seminars. The workshops include study, writing and exam skills as well as specialised workshops for international and postgraduate students. All students are welcome—you don't need to book in advance for most workshops.

The team at Student Learning is a group of professional, experienced learning advisers who specialise in helping you achieve academic success. As well as running workshops, staff can meet you on a one-to-one basis to provide general help with your studies.

MAKING THE TRANSITION TO UNIVERSITY

University has a different set of expectations from those at school. At these two Saturday sessions, we will explore some of the most important differences to help you to adapt to the academic expectations at Victoria. Register for these workshops online at www.victoria.ac.nz/student-learning

Workshop	Day	Date	Time
Study skills	Saturday	10 March	9am–12 noon
Academic writing	Saturday	17 March	9am–12 noon

STUDY SKILLS

Learning to learn

Have you ever thought about how you approach your study? Come to these introductory workshops to build on your strengths and improve your motivation and study habits.

Trimester	Day	Date	Time
One	Thursday	8 March	1.10–2pm
	Friday	9 March	1.10–2pm
	Friday	23 March	1.10–2pm

Managing your time

Do you feel daunted by your busy schedule? Reduce the pressure of a heavy workload with a planned approach. Bring your timetable and assignment due dates to develop a personalised plan to use limited time effectively.

Trimester	Day	Date	Time
One	Monday	12 March	1.10–2pm
	Tuesday	20 March	2.10–3pm
	Monday	26 March	1.10–2pm
	Thursday	3 May	11–11.50am
Two	Tuesday	24 July	1.10–2pm

Reading effectively

Learn some techniques to cope effectively with the quantity of reading you are required to do for your studies.

Trimester	Day	Date	Time
One	Wednesday	14 March	2.10–3pm
	Friday	16 March	1.10–2pm
	Monday	19 March	1.10–2pm
	Wednesday	28 March	11–11.50am
Two	Monday	24 July	2.10–3pm

Taking notes

Taking notes from lectures, tutorials and textbooks is one of the most important forms of writing you will use while you are at university. Learn some tips to produce effective notes to assist your learning.

Trimester	Day	Date	Time
One	Wednesday	14 March	1.10–2pm
	Thursday	15 March	3.10–4pm
	Wednesday	21 March	10–10.50am
Two	Wednesday	25 July	1.10–2pm

Creating mind maps

Mind maps are an innovative way to take notes. They are useful for accelerating learning and improving recall. Explore the possibilities of this study technique.

Trimester	Day	Date	Time
One	Wednesday	21 March	11–11.50am
Two	Wednesday	1 August	11–11.50am

Giving presentations

Do you have to give an oral presentation or take part in a speaking activity in your undergraduate course? Come to this workshop to learn how you could improve your presentation skills and become more confident.

Trimester	Day	Date	Time
One	Monday	7 May	1.10–2pm
Two	Monday	17 September	1.10–2pm

All workshops are held at Student Learning, Hunter Courtyard, Level 0, Kirk building, Kelburn campus.



04-463 5999



www.victoria.ac.nz/student-learning



ACADEMIC WRITING SKILLS

You will be expected to complete different types of university assessments. Although you may also be asked to write reports, literature reviews, journals and research proposals, the academic essay is the most common written assessment. With knowledge of key writing skills, you will begin to see how to write your academic essays and identify what academic staff are looking for when they grade your essays. You will be able to apply these skills to other forms of written assessment.

Writing your essay

These two-hour sessions are useful for getting started with your essays. They include an overview of the essay-writing process, including analysis, thinking, planning and essay structure.

Trimester	Day	Date	Time
One	Wednesday	14 March	10–11.50am
	Thursday	15 March	1.10–3pm
	Wednesday	21 March	1.10–3pm
	Thursday	22 March	1.10–3pm
	Thursday	5 April	1.10–3pm
Two	Thursday	26 July	1.10–3pm
	Thursday	9 August	1.10–3pm

Starting and planning essays

Learn strategies to understand what is being asked in an essay assignment. This session focuses on thinking and planning so you can develop your argument clearly for a successful university essay.

Trimester	Day	Date	Time
One	Friday	23 March	2.10–3pm
	Friday	6 April	1.10–2pm
	Monday	9 April	11–11.50am
Two	Thursday	2 August	1.10–2pm
	Monday	13 August	11–11.50am

Referencing and editing

Learn strategies for referencing correctly and appropriately to proofread and edit your essays. This workshop covers the final details you need to think about before submitting assignments.

Trimester	Day	Date	Time
One	Thursday	12 April	2.10–3pm
	Monday	16 April	11–11.50am
Two	Monday	20 August	11–11.50am

Grammar for Kiwis

This workshop discusses some important writing skills that you may never have been taught and will help you write clear, articulate sentences in your assignments.

Trimester	Day	Date	Time
One	Tuesday	13 March	2.10–3pm
	Wednesday	28 March	1.10–2pm

Thinking critically

What do your lecturers mean when they ask you to analyse critically, discuss or assess something? This two-hour workshop series will develop your analytical skills by exploring what it means to be a critical thinker and how to analyse a text critically. Register online.

Undergraduate sessions

Trimester	Day	Date	Time
One	Mondays	12, 19, 26 March	10am–12 noon
Two	Mondays	23, 30 July 6 August	10am–12 noon

Postgraduate sessions

Trimester	Day	Date	Time
One	Tuesdays	13, 20, 27 March 10 April	10am–12 noon
Two	Tuesdays	24, 31 July 7, 14 August	10am–12 noon

TEST AND EXAM SKILLS

Regular revision (within 24 hours) of your lecture notes, doing the readings and keeping up with your workload during the trimester will help you do well in your exams. Exams require strong course content knowledge and effective exam and test skills. These workshops aim to help you fine-tune your performance for exams and tests.

Revising for tests and exams

Get ready for exams or your end-of-term tests. Learn ways to make revision part of your study routine and improve your understanding of how to revise effectively.

Trimester	Day	Date	Time
One	Monday	21 May	1.10–2pm
	Tuesday	29 May	2.10–3pm
Two	Monday	1 October	1.10–2pm
	Tuesday	9 October	2.10–3pm

Exam techniques

Anxious about exams? These sessions provide useful strategies for tests and exams.

Trimester	Day	Date	Time
One	Wednesday	6 June	11–11.50am
	Tuesday	12 June	1.10–2pm
Two	Wednesday	17 October	11–11.50am
	Tuesday	23 October	1.10–2pm

All workshops are held at Student Learning,
Hunter Courtyard, Level 0, Kirk building,
Kelburn campus.

 04-463 5999

 www.victoria.ac.nz/student-learning

MATHS AND STATISTICS WORKSHOPS

Mathematics and statistics support is provided for students taking first-year applied statistics (STAT 193, QUAN 102) and mathematics (QUAN 111) and for students whose courses have some mathematical content but who are not studying mathematics. All workshops are student-centred and problem-based. Students are encouraged to bring problems to work through. No booking is needed: just turn up.



Calculator skills

This workshop will be useful for students from all disciplines. Bring your own calculator.

Trimester	Day	Date	Time
One	Wednesday	7 March	10–10.50am
Two	Wednesday	18 July	10–10.50am

Statistics workshops

These workshops are specifically for STAT 193, QUAN 102 and QUAN 111 students and will loosely follow the teaching programme for these courses as listed in the course outlines.

STAT 193

Trimester	Day	Time
One	Thursdays (from 15 March)	10–10.50am
Two	Thursdays (from 26 July)	10–10.50am

QUAN 102

Trimester	Day	Time
One	Wednesdays (from 14 March)	10–10.50am
Two	Wednesdays (from 25 July)	10–10.50am

QUAN 111

Trimester	Day	Time
One	Wednesdays (from 14 March)	2.10–3pm
Two	Wednesdays (from 25 July)	2.10–3pm

All workshops are held at Student Learning, Hunter Courtyard, Level 0, Kirk building, Kelburn campus.

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📺 www.victoria.ac.nz/student-learning

Maths drop-in sessions

These sessions—across Trimesters One and Two—are for students requiring support in any course containing statistics or mathematics. Bring examples of problems to work through.

Day	Time
Tuesdays	2.10–3pm
Wednesdays	1.10–2pm
Thursdays	11–11.50am

Exam revision workshops

Additional STAT 193, QUAN 102 and QUAN 111 exam revision workshops will be arranged when the end-of-trimester examination timetable is confirmed. Check the Student Learning timetable closer to the time.

Individual/group appointments

Appointments with the maths and statistics learning adviser can be made for individuals or small study groups. Contact Student Learning for appointments.



EXPLORE THE LIBRARY

There are library tours, specialist training sessions and workshops to help you get the most out of using the Library. These include workshops on finding the right resources for your assignments and using referencing software such as Endnote or Zotero. Library tours are run during Orientation and the first week of Trimester One, and then by arrangement at your Campus Library Service Point.

▶ www.victoria.ac.nz/library-workshops



POSTGRADUATE WORKSHOPS, SEMINARS AND SESSIONS



WRITING WORKSHOPS

These two workshops are designed to help you on your research journey. Places are limited. Register online at www.victoria.ac.nz/student-learning

Writing to think

This interactive session introduces techniques to help generate ideas and organise an extended writing project.

Trimester	Day	Date	Time
One	Saturday	5 May	9am–12 noon

Keeping on track

This interactive session focuses on the ‘big picture’ and motivational strategies for working on your thesis.

Trimester	Day	Date	Time
Two	Saturday	18 August	9am–12 noon

SEMINARS

The Research Skills Seminars are intended as a general introduction, suitable for all levels (Honours, Master’s and PhD).

The seminars are run from Week 2 to Week 7 of each trimester. Kelburn seminars are held on Tuesdays from 12 noon to 12.50pm in KK001; Pipitea seminars are held on Fridays from 10.30am to 11.30am (room to be confirmed).

Sessions will cover topics such as:

- designing research questions
- developing an argument
- engaging with Māori research
- ethical approval
- interview questions and techniques
- literature reviews
- oral presentations
- qualitative research
- quantitative research
- research journey
- research proposals
- thesis structure.

Check our website closer to the time for more details.

DROP-IN SESSIONS

These sessions offer an informal opportunity for postgraduate students to discuss any aspects of their studies. There's no need to book in advance—just come along.

Day	Time	Venue
Tuesdays	1.10–2pm	Student Learning, Level 0, Kirk building

Other sessions

The Postgraduate Students' Association runs the following:

- Research Roundtables—an opportunity for students to present research at any stage to an enthusiastic non-expert audience
- Kickstart Your Thesis!—a day-long communal writing workshop broken up with opportunities to meet fellow students.

Events are held throughout the year across Victoria's three campuses.

▶ www.vuwpgsa.ac.nz

The Faculty of Graduate Research holds targeted sessions for PhD candidates on the third Wednesday of the month, between 10.30am and 12 noon. In addition to these regular workshops, the Faculty runs a range of workshops offered by visiting speakers throughout the year for PhD students.

▶ www.victoria.ac.nz/phd-workshops

Shut Up and Write sessions are held on Tuesdays between 1.30pm and 2.30pm and Wednesdays between 9am and 10am at Milk and Honey.

✉ lizzie.towl@vuw.ac.nz

▶ www.victoria.ac.nz/phd-writing-sessions

**All workshops are held at Student Learning,
Hunter Courtyard, Level 0, Kirk building,
Kelburn campus.**

📞 **04-463 5999**

▶ www.victoria.ac.nz/student-learning



INTERNATIONAL STUDENTS' SUPPORT AND WORKSHOPS

At Victoria, we want to ensure our international students have all the skills and knowledge they need to be successful in their study.



Education environments differ and some international students can face new study challenges and opportunities. Student Learning offers a range of programmes to help you understand the expectations of Victoria's teaching staff, as well as ways to meet those expectations. You will get the opportunity to meet new people and have some fun on campus.

PREPARATION FOR ACADEMIC LIFE AND STUDY

The preparation for academic life and study (PALS) programme offers two-hour, weekly sessions that will help you become familiar with academic requirements. You will also develop the skills needed for your study and meet new people.

Get started with academic life and study

Learn more about Victoria's academic environment and set some personal goals for your study in New Zealand.

Trimester	Day	Date	Time
One	Thursday	8 March	10–11.50am
Two	Thursday	19 July	10–11.50am

Researching, writing and using the Library

This session offers some strategies to focus your writing and learn more about library searches.

Trimester	Day	Date	Time
One	Thursday	15 March	10–11.50am
Two	Thursday	26 July	10–11.50am

Referencing

Learn how to reference academic work.

Trimester	Day	Date	Time
One	Thursday	22 March	10–11.50am
Two	Thursday	2 August	10–11.50am

Summarising and paraphrasing

Learn vital tools for academic writing.

Trimester	Day	Date	Time
One	Thursday	5 April	10–11.50am
Two	Thursday	9 August	10–11.50am

Improving your English

This session gives you techniques for editing and proofreading written English and improving spoken English.

Trimester	Day	Date	Time
One	Thursday	12 April	10–11.50am
Two	Thursday	16 August	10–11.50am

ACADEMIC SPEAKING

Undergraduate sessions

This five-week programme will help you gain skills and confidence in academic speaking for tutorials and class presentations. There are limited spaces for these sessions. Sign up online.

Trimester	Day	Date	Time
One	Wednesdays	14, 21, 28 March, 11, 18 April	12 noon–12.50pm
Two	Wednesdays	25 July, 1, 8, 15, 22 August	12 noon–12.50pm

Postgraduate sessions

This five-week programme will help you gain skills and confidence in academic speaking for proposals, seminars and conferences. There are limited spaces for these sessions. Sign up online.

Trimester	Day	Date	Time
One	Wednesdays	14, 21, 28 March, 11, 18 April	3.10–4pm
	Wednesdays	9, 16, 23, 30 May, 6 June	3.10–4pm
Two	Wednesdays	25 July, 1, 8, 15, 22 August	3.10–4pm

“The workshops were awesome. I learnt how to communicate with Kiwis and my teachers. I gained a lot of confidence.”

Excel on campus

Learn how to communicate well with Victoria staff and how to make Kiwi friends. You will become a multicultural communicator and receive a certificate for your CV. There is a \$10 fee for materials. Sign up online.

Trimester	Day	Date	Time
One	Fridays	16, 23 March, 6, 13, 20 April	9–11.50am
	Mondays (postgraduate only)	30 April, 7, 14, 21, 28 May	9–11.50am
Two	Mondays	23, 30 July, 6, 13, 20 August	1.30–4.30pm

Conversation

Meet Kiwi students for weekly conversation groups, on Tuesdays at 3pm in the Student Learning Seminar Room, KK001 (starting Week 2). You do not need to book—just come along.

Day	Time
Tuesdays (from Week 2)	3.10–4pm

Polish your grammar

At these weekly grammar sessions, we will answer your questions and teach those tricky aspects of grammar that can be confusing. The sessions run in Trimesters One and Two and there are reduced sessions in Trimester Three.

Course	Day	Time
Core	Thursdays	12 noon–12.50pm
Advanced	Thursdays	3.10–4pm

Unless otherwise stated, all workshops are held at Student Learning, Hunter Courtyard, Level 0, Kirk building, Kelburn campus.

 04-463 5999

 www.victoria.ac.nz/student-learning

MĀORI AND PASIFIKA STUDENTS' SUPPORT

E te iti, e te rahi, nau mai, haere mai ra.



Māori learning adviser

Our Māori learning adviser can guide you through your university work. If you would like to talk about your studies, come in to visit at the following times (no appointment necessary).

Day	Time	Venue
Mondays	11am–12 noon	Te Pūtahi Atawhai, Student Union building
Tuesdays	12 noon–1pm	Student Learning, Level 0, Kirk building
Thursdays	11am–12 noon	Te Herenga Waka marae, Kelburn Parade
Fridays	9am–1pm	Student Learning, Level 0, Kirk building

Pasifika learning adviser

Would you like someone who is familiar with your cultural background to support, develop and encourage you in your learning journey? Drop in to see our Pasifika learning adviser at the following times.

Day	Time	Venue
Mondays	11am–12 noon	Student Learning, Level 0, Kirk building
Tuesdays	1–2pm	Student Learning, Level 0, Kirk building
Thursdays	11am–12 noon	Te Pūtahi Atawhai, Student Union building
Fridays	2–3pm	Student Learning, Level 0, Kirk building

Workshops at Te Taiako

These workshops will provide you with tools and tips to prepare you for lectures, tutorials, assignments and exams. They will be held in the Student Learning Meeting Room, KK006.

What to expect

Trimester	Day	Date	Time
One	Tuesday	13 March	1.10–3pm
Two	Tuesday	24 July	1.10–3pm

Open workshop

Trimester	Day	Date	Time
One	Tuesday	20 March	1.10–3pm
Two	Tuesday	31 July	1.10–3pm





“The whanaungatanga provided by Āwhina has made me feel like I belong here.”

(Phillip Lange)

Te Pūtahi Atawhai and Te Rōpū Āwhina

Te Pūtahi Atawhai and Te Rōpū Āwhina offer mentoring programmes, workshops and year-round holistic support to Pasifika students in a whānau-friendly environment where students can connect with each other in a space dedicated to meeting their needs.

Student Union Building, Level 2, Kelburn Campus

▶ www.victoria.ac.nz/te-putahi-atawhai

Room 133, Cotton Building, Kelburn Campus

▶ www.victoria.ac.nz/awhina

Study wānanga

Hosted by Te Pūtahi Atawhai for Māori and Pasifika students, the wānanga gives students a chance to come together to prepare and revise for exams with lecturers and senior tutors. Watch out for the timetable on the Te Pūtahi Atawhai Facebook page to see what courses are being offered. The wānanga is run in the study breaks at the end of Trimester One and Trimester Two.

▶ www.victoria.ac.nz/te-putahi-atawhai



“In order for you to excel in what you do, you must use every opportunity available to you and never take it for granted. Whether it contributes directly to your academic success or maybe your personal growth, there is great value in every opportunity and learning process.”

(Sina Ah Sam)

“Ask for help every time you need it. Sometimes it can be hard to know who to ask, but people will lead you to the right place. It’s a cliché, but no question is too small, and every bit of help can add to your success.”

(Rahel Leila)





WELLBEING WORKSHOPS

Do you want to improve the way you balance your life, relate to others and study successfully? Skilled and experienced facilitators hold a variety of sessions and support groups throughout the year. Take these as an opportunity to enhance your life. The following, groups, programmes and workshops range from one-hour single sessions to short courses of four or more sessions.

▶ www.victoria.ac.nz/wellbeing

Weekly meditation class

Discover how to tap into your inner peace and meet challenges with ease and clarity.

Trimester One

Day	Date	Time	Venue
Wednesdays	7, 14, 21, 28 March 11, 18 April 2, 23, 30 May 6, 13, 20, 27 June	12 noon– 12.50pm	Recreation Centre
	7, 14, 21 March	10–10.50am	Mauri Ora group room, Student Union building
	28 March	10–10.50am	SU217, Student Union building
	11, 18 April	10–10.50am	SU218, Student Union building
	23, 30 May 6 June	2.10–3pm	SU217, Student Union building
	13 June	2.10–3pm	SU219, Student Union building
	20 June	10–10.50am	Mauri Ora group room, Student Union building

Trimester Two

Day	Date	Time	Venue
Wednesdays	18 July–22 August 12 September– 12 December	12 noon– 12.50pm	Recreation Centre
	18, 25 July	10–10.50am	SU217, Student Union building
	1 August–10 October	10–10.50am	SU218, Student Union building

Mindfulness and grounding

Learn how to keep your focus and engagement in the present, rather than acting on 'autopilot'.

Trimester One

Day	Date	Time	Venue
Wednesdays	7, 14, 21 March	10–10.50am	Mauri Ora group room, Student Union building
	28 March	10–10.50am	SU217, Student Union building
	11, 18 April	10–10.50am	SU218, Student Union building
	23, 30 May 6 June	2.10–3pm	SU217, Student Union building
	13 June	2.10–3pm	SU219, Student Union building
	20 June	10–10.50am	Mauri Ora group room, Student Union building

Trimester Two

Day	Date	Time	Venue
Wednesdays	18, 25 July	10–10.50am	SU217, Student Union building
	1 August–10 October	10–10.50am	SU218, Student Union building

Speak up

Many of us want to be at ease with others, be able to talk to others and feel heard. We want to be ourselves, to discover more about who we are and who others are. This workshop will help develop your ability to express yourself and be more spontaneous and creative in how you communicate with others.

Trimester One

Day	Date	Time	Venue
Tuesdays	20, 27 March 17 April	1–3pm	SU220, Student Union building
	1, 8, 15 May		

Trimester Two

Day	Date	Time	Venue
Wednesdays	18, 25 July	1–3pm	SU220, Student Union building
	1, 8, 15, 22 August		

Presenting confidently

Conquer the fear of public speaking. Build strategies and skills to help you speak in front of others, from social situations to tutorials and presentations.

Trimester One

Day	Date	Time	Venue
Tuesdays	20, 27 March 17 April	10–12pm	SU220, Student Union building
	15, 22, 29 May		

Trimester Two

Day	Date	Time	Venue
Tuesdays	1, 8, 15 August 26 September	10–12 noon	SU220, Student Union building
	3, 10 October		

Stop procrastinating

Do you fall into the trap of leaving assessments until too late? A discussion around tools to combat procrastination and order your life to make your study more effective.

Trimester One

Day	Date	Time	Venue
Tuesdays	13, 20, 27 March	1–2pm	SU219, Student Union building
	1, 8, 15 May	1–2pm	SU218, Student Union building

Trimester Two

Day	Date	Time	Venue
Tuesdays	17, 24, 31 July	1–2pm	SU219, Student Union building
	11, 18, 25 September		

Sleep—the basics

Are your nights for overthinking and your mornings for oversleeping? Learn the science behind sleep, and proven strategies to improve your sleep and reduce the adverse impact of sleeping difficulties.

Trimester One

Day	Date	Time	Venue
Tuesdays	13, 20, 27 March	12 noon–1pm	Mauri Ora group room, Student Union building
	10 April		

Trimester Two

Day	Date	Time	Venue
Tuesdays	24, 31 July	12 noon–1pm	Mauri Ora group room, Student Union building
	11, 18 September		

Body balance nutrition: go diet free

A workshop to challenge *everything* you’ve ever thought about weight loss and body image. Find ways to reconnect to, and rebuild, a positive relationship with food and your body.

Trimester One

Day	Date	Time	Venue
Tuesdays	22 March	2–3.30pm	SU218, Student Union building
	5, 12, 19 April		
	3, 10, 17, 24 May		

Trimester Two

Day	Date	Time	Venue
Thursdays	2, 9, 16, 23 August	2–3.30pm	SU218, Student Union building
	27 September		
	4, 11, 18 October		

Managing anxiety

The struggle you are having today is developing the strength you need for tomorrow. Learn how to reduce and manage anxiety using simple and effective strategies.

Trimester One

Day	Date	Time	Venue
Thursdays	12, 19 April	2–3.30pm	Mauri Ora group room, Student Union building
	7, 14 May	3–4.30pm	Mauri Ora group room, Student Union building
	23, 30 May	12–1.30pm	Mauri Ora group room, Student Union building

Trimester Two

Day	Date	Time	Venue
Thursdays	16, 23 August	2–3.30pm	Mauri Ora group room, Student Union building
	17, 24 September	3–4.30pm	Mauri Ora group room, Student Union building
	3, 10 October	12–1.30pm	Mauri Ora group room, Student Union building

Wisemind group

A 10-week evidence-based behaviour group that focuses on acquiring practical skills to help regulate emotions, tolerate distress, improve interpersonal relationships and become more mindful. Participants need to be referred by Student Health or Student Counselling.

Trimester One

Day	Date	Time	Venue
Tuesdays	20, 27 March, 10, 17 April, 1, 8, 15, 22, 29 May	2–4pm	Mauri Ora group room, Student Union building

Meditation workshops

Join one of our free lunchtime meditation series.

Trimester One

Meditation, mindfulness and how to be happy

Day	Date	Time	Venue
Tuesdays	6, 13, 20 March	12 noon– 12.50pm	Mauri Ora group room, Student Union building

Overcoming stress and anxiety through meditation

Day	Date	Time	Venue
Mondays	6, 14, 21 May	12 noon– 12.50pm	Mauri Ora group room, Student Union building

Trimester Two

Living in the moment

Day	Date	Time	Venue
Wednesdays	15, 22 August	12 noon– 12.50pm	Mauri Ora group room, Student Union building

Building self-confidence

Day	Date	Time	Venue
Tuesdays	11, 18, 25 September	12 noon– 12.50pm	Mauri Ora group room, Student Union building

Other wellbeing workshops, events and activities are held regularly throughout the year in the Bubble, the Hub and other spaces on campus.



PEER SUPPORT GROUPS

Student leaders from the Student Wellbeing Awareness Team (SWAT) facilitate four different groups that are open for all students to join:

- Story Craft—a fun community centred around creative writing
- Nourish—a space for students to learn new cooking skills, share food, create recipes and learn balanced eating
- Face-Up—enabling lesbian, gay, bisexual, trans, queer and intersex (LGBTQI) students to express positivity through skin care and makeup
- PhD Peer Support Group—for PhD students to come along and share tips, motivation and hear new perspectives while making new friends.

Link in with a peer support leader, and the group of your choice.

✉ vicstudentwellbeing@gmail.com

Other groups

Other wellbeing workshops, events and activities are held regularly throughout the year in the Bubble, the Hub and other spaces on campus.

▶ www.victoria.ac.nz/wellbeing

ENSURING YOUR SUCCESS

STUDENT LEARNING / TE TAIAKO

The learning advisers at Student Learning specialise in helping you achieve academic success. Staff work with all students, from first-year to postgraduate level, on academic writing, study management skills and maths.

Student Learning offers:

- free academic skills workshops and specialist programmes all year (see pages 6–23 for details)
- online resources, including Introduction to Student Skills and Academic Integrity, at www.victoria.ac.nz/studyhub
- individual 50-minute appointments to assist your study, academic writing, maths and statistics
- 15-minute express appointments with a learning adviser at Victoria Info Ihonui, Level 2 Library entrance, the Hub, between 10am and 2pm, Monday to Friday
- a Māori learning adviser to support Māori students in their studies (see page 16)
- a Pasifika learning adviser to support Pasifika students in their studies (see page 16).

► www.victoria.ac.nz/student-learning

LIBRARY

The four campus libraries have resources, services and facilities tailored to support your study as well as staff who can help you access the information you need.

Help is available from front-line service staff at Victoria Info Ihonui and service points in the campus libraries. Subject librarians can help you research and improve your search skills.

You can search all the resources in the Library using Te Waharoa and you can also find information on the libraries, including opening hours, on the website.

Remember to bring your Student ID card with you when you visit the libraries for printing, copying and borrowing.

▶ www.victoria.ac.nz/library

MĀORI AND PASIFIKA SUPPORT

Specialist support is available to help you with your research and improve your search skills.

▶ www.victoria.ac.nz/maori-subject-librarian

▶ www.victoria.ac.nz/pasifika-subject-librarian

CAREERS AND EMPLOYMENT

The Careers and Employment team helps students explore career ideas and the career implications of subject choices, as well as details of specific jobs, employers and postgraduate courses. It is run by experienced professional careers staff (all advisers are members of the Career Development Association of New Zealand).

Careers and Employment runs workshops and seminars on a range of career topics, including CV writing and interview preparation. Students can get access to a comprehensive library and internet resources.

▶ www.victoria.ac.nz/careers

PEER-ASSISTED STUDY SUPPORT

Join a Peer-assisted Study Support (PASS) group. These study sessions are led by successful students and are offered in a number of courses. Your PASS leader will help you develop effective learning strategies to reinforce subject knowledge in an informal environment. The leaders encourage the proactive, independent learning required at university.

Research shows that students who attend PASS regularly have a 93 percent success rate in exams. The PASS groups begin in Week 3 of Trimesters One and Two. Look for information in lectures and on Blackboard. Sign up online.

▶ www.victoria.ac.nz/pass

DISABILITY SERVICES

Disability Services works in partnership with students to strengthen Victoria's culture of inclusion, celebrate disability and ensure students can fully participate and achieve their aspirations. At Victoria, disability includes those who have physical, mental, learning or sensory impairments.

The team provides individual coaching, liaison with academic staff, adaptive technology, sign-language interpreting, notetaking assistance, mobility parking, exam support, ergonomic furniture and quiet places to rest and study. More than 200 Vic Volunteer note takers, van drivers, walkers and team leaders supplement the efforts of staff.

▶ www.victoria.ac.nz/disability

▶ www.victoria.ac.nz/volunteers

Each campus has an accessible route, which is indicated on the map for each campus.

▶ www.victoria.ac.nz/maps

Increase your understanding of disability with disability and inclusion training. Disability Services runs sessions through Victoria Plus.

▶ www.victoria.ac.nz/victoria-plus

LANGUAGE LEARNING CENTRE

Haere mai ki Te Pūtahi Reo! If you are taking a language course, want to improve your English skills or meet other language students from around the world, the Language Learning Centre (LLC) is the place for you!

The LLC offers:

- friendly language learning advice and resource recommendations
- a welcoming space and multilingual atmosphere
- a Language Buddy programme at the start of Trimesters One and Two aimed at matching you with a native speaker of the language you are learning
- self-access language learning resources (both physical and digital) for 70 languages, which can be used on campus or at home
- online resources
- board games and subtitled movies in many languages
- bookable study rooms for group work, interviews, language club meetings and movie viewing
- self-access computers with headsets and microphones for listening and voice recording
- printing, copying, scanning
- troubleshooting help available throughout the day.

► victoria.ac.nz/llc

“Victoria International has always been very helpful in regards to renewing my visa and dealing with other concerns.”

VICTORIA INTERNATIONAL

Victoria International provides support and services to international students. The international student advisers can provide personal, academic or cultural information, support and advice during your time at Victoria. They can assist you to renew your student visa and to make insurance claims through the University's preferred insurer, Studentsafe. The team works closely with support services in the University and faculty and academic staff.

To meet with an international student adviser, you are welcome to visit Level 2, Easterfield building, Kelburn campus, 9am to 5pm, Monday to Friday; or contact us to make an appointment.

☎ 04-463 5350

✉ vi-support@vuw.ac.nz

► www.victoria.ac.nz/international-student-support



TE PŪTAHI ATAWHAI

Te Pūtahi Atawhai literally translates to ‘the confluence of kindness’. At Victoria, Te Pūtahi Atawhai is a space where students from different streams of life can come together for the awhi-fesoasoani (support) they need in order to elevate their success in whatever form.

Te Pūtahi Atawhai also translates as ‘where people come together to get assistance’. All Māori and Pasifika students can get advice and guidance for success at university and can use the whānau environment to study and be part of the Victoria learning community.

Te Pūtahi Atawhai provides an academic mentoring programme at undergraduate level for Māori and Pasifika students studying in the Faculty of Education, the Faculty of Humanities and Social Sciences, the New Zealand School of Music and Victoria Business School. The programme brings together mentees and trained mentors who form a learning community and share expertise and knowledge.

The holistic team of kaiakiaki Māori and Pasifika success coordinators provides students with support and assistance in:

- personalised learning action plans
- communicating with lecturers and faculty staff
- information and advice on student services
- workshops and assistance in areas such as planning and time management, internships and scholarships.

Te Pūtahi Atawhai, with support from Te Taiako / Student Learning, also runs a university preparation programme around the start of Trimester One each year for new Māori and Pasifika students to get them geared up for their new journey at Victoria.

Te manu kakai i te miro, nōna to ngahere. Te manu kakai i te matauranga, nōna te ao.

The bird that partakes of the berry, his is the forest. The bird that partakes of knowledge, his is the world.

► www.victoria.ac.nz/tpa

TE RŌPŪ ĀWHINA

Te Rōpū Āwhina is Victoria's on-campus whānau for Māori and Pasifika students enrolled in degrees or courses in the Faculties of Science, Engineering and Architecture and Design (SEAD).

Āwhina provides an inclusive environment that enables Māori and Pasifika students and staff to contribute as whānau members and where high expectations, aspirations, achievement and collective success are celebrated.

Āwhina's kaupapa (goal) is to produce architects, designers, engineers, mathematicians, scientists and technologists to contribute to Māori and Pasifika community development and leadership, and to engage with students, academics, whānau and communities to achieve success.

Āwhina offers a culturally relevant learning environment in which you can study. There are whānau rooms on campus that offer computer facilities, study areas, free tea and coffee and a small kitchenette to ensure you feel warm and welcome. The whānau rooms are spaces to meet up with your peers or tuākana (older students) who are also studying in SEAD courses. When you sign up to Āwhina, you will receive 24-hour access to the whānau rooms and be paired with mentors who will provide academic mentoring for any SEAD course. You will also be introduced to staff and tuākana who provide holistic and academic support and will introduce you to all support services on campus.

Whāia te iti kahurangi ki te tūohu koe me he maunga teitei.

Seek the treasure you value most dearly: if you bow your head, let it be to a lofty mountain.

► www.victoria.ac.nz/awhina

MĀORI AND PASIFIKA LAW STUDENT COORDINATORS

The Law student coordinators provide mentoring and academic support programmes to students enrolled in Faculty of Law courses. For contact details, see pages 57 and 58.

► www.victoria.ac.nz/law-student-contacts

AVOIDING PLAGIARISM

Academic integrity is important at university, so acknowledging the sources you use in assessments is a critical skill. Not acknowledging sources is considered plagiarism.

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' is anything that is not your own idea. Even if it is presented in your own style, you must still acknowledge your sources fully and appropriately.

In your writing, you must state the name of the author and details about the book, journal or electronic site you used. This process is known as referencing. Each discipline may have its own way of referencing and course outlines will guide you to the style used.

Make sure you know how to reference and paraphrase accurately. If you are unsure, get more information from:

- the Library's referencing web page:
▶ www.victoria.ac.nz/referencing-and-citing
- the *Plagiarism and How to Avoid It* guide at
▶ www.victoria.ac.nz/plagiarism
- the *Avoiding Plagiarism* guide at
▶ www.victoria.ac.nz/student-resources
- staff at Student Learning (see page 60).

MANAGING YOUR MONEY

Money management is a life skill that you are best to start learning and practising now.

For most students, money is a scarce resource and, though it is never easy, developing money management skills can contribute greatly to your chances of enjoying and succeeding at university.

The student financial guides help you with realistic information about the cost of living, managing a limited income, controlling spending and budgeting.

▶ www.victoria.ac.nz/money

FINANCIAL ADVICE

The student finance advisers can help you:

- get control of your money and take the stress out of coping financially
- get emergency help when you need it (through the Hardship Fund)
- sort out StudyLink issues.

Staff are available for appointments on Kelburn and Pipitea campuses on different days during the week.

Appointments can be booked through 0800 VICTORIA (842 867), online or in person in the foyer of Hunter building.

▶ www.victoria.ac.nz/financial-survival



“As a new student, I had to get used to a changed lifestyle and budgeting.”



STRIVE AND THRIVE

Every student has the ability to thrive at university. Students who thrive are interested in what they are studying and lead balanced lives. They are engaged with others, their studies and the university, and determined to reach their goals. They possess skills that help them live a good life at university, even in difficult and pressured times.

Looking after your mind and body is an important part of study stamina as it helps avoid burn out. Prioritise your health and wellbeing at all times, not just during down times or highly pressured times. By doing so, you will learn better and enjoy a higher quality of life.

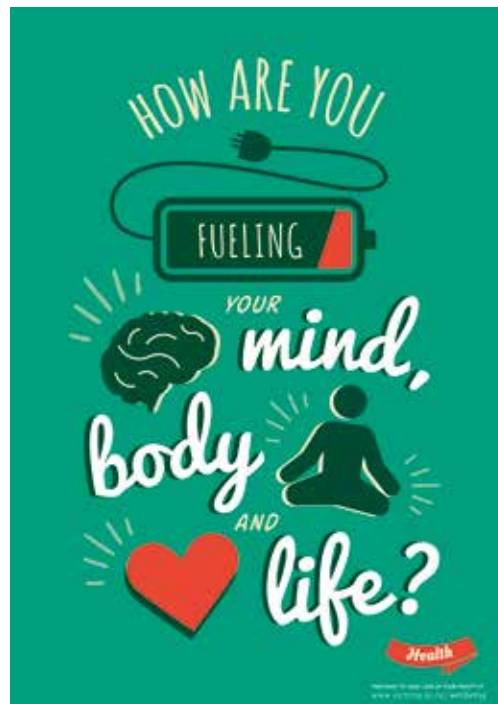
Sometimes, you'll need support and guidance from health professionals to help you through tough times. Victoria has excellent counselling, health, physiotherapy and recreation services for students.

► www.victoria.ac.nz/wellbeing

THE BUBBLE

The Bubble is a comfortable place for students to study, relax and connect with others. Students will find regular support from the Bubble leaders, who are students trained in peer support and who can help connect students with relevant services around campus. The Bubble is located on Level 2, Student Union building, Kelburn campus.

► www.victoria.ac.nz/the-bubble



HEALTH AND WELLBEING

STUDENT COUNSELLING

Appointments for professional and confidential counselling are available at all campuses, for any issue affecting personal or academic success.

To book an appointment, you will need to complete a questionnaire either in person at Mauri Ora or on the Student Counselling website. You will then be offered an appointment for an initial counselling session. This will be an opportunity for you to discuss your concerns with a counsellor who will help resolve any immediate issues and work with you to develop a plan to get you back on track with your life and studies. The plan could include follow-up counselling, linking you with our range of wellbeing workshops or a referral to other support services.

Student Counselling has some brief appointments, for academic or other concerns, available each day with a duty counsellor, as well as emergency sessions for those with serious concerns regarding their own safety or that of others.

Appointments are also available at Te Herenga Waka marae each week during the trimesters.

▶ www.victoria.ac.nz/counselling

STUDENT HEALTH

Student Health offers confidential healthcare consultations at the Kelburn and Pipitea campuses. Our doctors and nurses provide a full range of health services, including care if you have had an accident, are unwell or are managing an ongoing health condition. Appointments for contraception, sexual health checks and preventative healthcare such as immunisations are also available.

Routine appointments with either a doctor or a nurse are free for students who are enrolled with Student Health.

Outreach nurse service

Appointments with our outreach nurses for Māori, Pasifika, gender diverse and international students are available at the Kelburn and Te Aro campuses. If you have any questions about your health or would like to make an appointment, contact Student Health.

▶ www.victoria.ac.nz/student-health

PHYSIOTHERAPY CLINIC

Make an appointment for assessment of general sprains and strains, back and neck pain, sports injuries and breathing disorders. Willis Street Physiotherapy runs a clinic at the Kelburn campus and in Wellington city.

▶ www.willisstreephysiotherapy.co.nz

HEALTH INFORMATION FOR INTERNATIONAL STUDENTS

Unless you are here on a special government scholarship, international students are not eligible for free healthcare under New Zealand's public health system. You can access all health services, but you will have to pay for them. Because you must have insurance to study at Victoria, the cost will be covered in most instances. Without insurance, medical treatment for international visitors can be extremely expensive.

▶ www.victoria.ac.nz/international-student-health



VICTORIA RECREATION

Give your student experience a boost by getting involved with Victoria Recreation. Keeping healthy, active and social will support your academic aspirations.

🔗 www.victoria.ac.nz/recreation

Fitness memberships

While many of our spaces and equipment are free for student use, signing up for a fitness membership can give you access to machines and free weights, a comprehensive selection of cardio equipment and our popular group exercise classes.

Sports leagues

Victoria Recreation's social sports leagues are a great way to get active in a fun and friendly environment. Enter a team with your mates or join as an individual and make new friends.

Just Play

Just Play sessions are free, flexible and open to everyone. There are designated times for a variety of sports throughout the week. Come along and get active with like-minded people. No cost, no commitment, Just Play!

Events

The Victoria Recreation team delivers a variety of events and programmes, ranging from volleyball tournaments to Glow Yoga classes, first aid and self-defence courses to Zumba parties.

“Allocating time for regular exercise has helped keep me motivated and focused on my study.”

Athletes' support

Victoria University is committed to supporting its students competing in sports at a high level while they study. As a committed member of the Athlete Friendly Tertiary Network, the University helps student athletes balance the many challenges they face while juggling study and sport commitments. If you are an athlete competing at a national or international level, contact the clubs team to discuss the support available.

📞 04-463 5538

✉ victorioclubs@vuw.ac.nz

Tertiary sport competitions

Do you have what it takes to represent Victoria University at the next level? Test yourself against the best students from around the country in a range of inter-tertiary sporting competitions. Register your interest by email.

✉ victorioclubs@vuw.ac.nz



Female-only self-defence courses

Victoria Recreation regularly holds female-only self-defence courses throughout the year.

✉ victoria-recreation@vuw.ac.nz

📘 www.facebook.com/vicrecreation

▶ www.victoria.ac.nz/recreation

HEALTHY CAMPUSES

Victoria is committed to providing a safe and healthy environment for students by being smoke-, vape- and drug-free. Victoria expects every member of this community to take personal responsibility for promoting the health and safety of themselves and those involved in, or affected by, the University's activities. We encourage students to consume alcohol responsibly.

In New Zealand, you need to be aged 18 or over to purchase cigarettes. Smoking is banned from all indoor public areas, including workplaces, shopping malls, public transport, public bars and restaurants and many outdoor areas. Student Health will support students who want to give up smoking.

▶ www.smokefree.co.nz

In New Zealand, it is illegal to buy, sell, use, import or possess certain drugs. Possession of illegal drugs and misuse of prescription medicines may be punishable by large fines or prison. Some illegal drugs are marijuana, 'magic mushrooms' and ecstasy.

▶ www.victoria.ac.nz/health-guide

Alcohol can be bought or consumed only if you are 18 years or older. Photographic identification is required as proof of your age, such as a driver's licence, passport or 18-Plus card. There is a liquor ban in downtown Wellington, meaning that it is illegal to consume alcohol or carry open bottles, cans or glasses on the street.

▶ www.alcohol.org.nz



KEEPING IN TOUCH

BLACKBOARD

Blackboard is an online tool that supports the delivery of your courses. It provides course information and materials, including course administration, course outlines, communications, electronic course submissions, assessment and evaluations. You can log into Blackboard using myVictoria.

DIGITAL DISPLAY SCREENS

Large screens on all campuses are updated regularly with student services information, upcoming events, important dates and promotions.

EMAIL

A university email address will be sent to you when you enrol. To access your email account, click on the email link in myVictoria. You will need to sign into the mail system with your username and password. Note that the University's main channel of communication is through your university email address.

▶ www.victoria.ac.nz/student-email

MYVICTORIA

myVictoria is the secure web portal that lets you access and manage a number of the University's web services, including add/drop courses, Blackboard, CareerHub, email, fees, grades, myAllocator and myDegree.

▶ www.myvictoria.ac.nz

SOCIAL MEDIA

Victoria has multiple social media channels, including Facebook, Twitter, YouTube, Instagram and LinkedIn. Use social media to keep up with a live stream of events, competitions, information and acknowledgements.

▶ www.victoria.ac.nz/social-media

VICTORIA INFO IHONUI

Victoria Info Ihonui are places you can go for general university advice, information and assistance. There are eight locations:

- Level 1, Library entrance, the Hub, Kelburn campus
- Level 2, Library entrance, the Hub, Kelburn campus
- Level 1, Hunter building, Kelburn campus
- Level 4, Murphy building, Kelburn campus
- Ground floor, Rutherford House, Pipitea campus
- Ground floor, Faculty of Architecture and Design, Te Aro campus
- Level 1, Miramar Creative Centre
- Level 4, 50 Kitchener Street, Auckland premises.

▶ www.victoria.ac.nz/info-ihonui

Keep your contact details up to date.

Use the myStudy tab on myVictoria.

www.myvictoria.ac.nz

GETTING INVOLVED

- give to others
- improve your skills
- increase employability
- enhance your global competence
- meet others

▶ www.victoria.ac.nz/get-involved





CLUBS AND RECREATION

Connect with others through a club, sports team or association.

▶ www.victoria.ac.nz/clubs

Keep healthy, active and social through fitness, sports and recreation.

▶ www.victoria.ac.nz/recreation



INTERNATIONAL CONNECTIONS

Help international students settle into Victoria.

▶ www.victoria.ac.nz/international-connections

Go on an overseas exchange.

▶ www.victoria.ac.nz/exchange



LEADERSHIP PROGRAMMES

Challenge yourself, develop confidence and gain valuable learning. Victoria's extracurricular awards recognise outstanding achievement.

▶ www.victoria.ac.nz/vilp

▶ www.victoria.ac.nz/victoria-plus



MENTORING

Take the opportunity to mentor and support other students.

▶ www.victoria.ac.nz/leadership-programmes



REPRESENTATION

Be the voice of other students, and represent them and their concerns and ideas with lecturers, faculties and Victoria as a whole.

▶ www.victoria.ac.nz/become-representative



STUDY HELP ROLES

Help your fellow students by becoming a mentor or a PASS leader, joining Vic Volunteers, running drop-in sessions and more.

▶ www.victoria.ac.nz/give-study-support

VICTORIA INTERNATIONAL LEADERSHIP PROGRAMME

REBEKKA EVANS

Student, Bachelor of Arts with Honours in International Relations and Japanese

Originally from Denmark, Rebekka moved to Wellington to discover her New Zealand roots. She joined the Victoria International Leadership Programme (VILP) to better understand global issues and how to be an effective global citizen.

Rebekka, who was also a VILP ambassador for two years, had the opportunity to broaden her perspectives not only through absorbing the teachings of seminar facilitators and speakers, but also through interactions with other VILP students.

“It has been particularly interesting to discover how students’ backgrounds, both socially and culturally, influence opinions. Over the course of the past three years, I have definitely come to realise the importance of my upbringing in a social democratic society to my beliefs and work methods.”

Rebekka’s most memorable experience with the VILP was her exchange to Tokyo University of Foreign Studies. This immersed her into the exciting world of Japanese culture and language, something she hadn’t experienced before.

The programme has opened Rebekka’s eyes to the importance of cultural understanding and communication in our ever-changing world.

“Intercultural competence does not mean giving up your own values or convictions. Rather, to me, it means being able to understand where other people are coming from, acknowledging and respecting their backgrounds and being comfortable with interacting in multicultural settings.”

▶ www.victoria.ac.nz/victoria-international-leadership



“I have been able to gain insight into how my own background affects my convictions, and how it likely will affect my potential leadership style.”

VICTORIA PLUS PROGRAMME

AMBER BROOKS

Graduate, Bachelor of Science in Biotechnology, Ecology and Biodiversity

Candidate, Master of Science

Amber credits the Victoria Plus Programme with encouraging her to be proactive and get involved with activities separate from her studies. She made the most of opportunities, taking on new challenges and connecting with her community on and off campus.

Having been involved with the programme since her first year, Amber supported her fellow students as a class representative, gaining confidence and getting to know her peers. She also volunteered as a note-taker for Disability Services and later in leadership roles as a student ambassador and an employability project participant.

“Victoria Plus has allowed me to gain more from university than just a degree. Before starting Victoria Plus, I was a shy teenager and the programme gave me the opportunity to grow and have experiences that have provided me with skills that will remain with me for life.”

In the Wellington community, Amber chose roles that complemented her studies and her passion for conservation. She volunteered regularly as a biosecurity officer and bird feeder with Zealanda, and for many restoration projects around Wellington. Working alongside diverse groups of people and interacting with the public has provided her with excellent teamwork and communication skills. She also gave time to fundraising initiatives, including CanTeen, Women’s Refuge and Pink Ribbon.

“Engaging with my community has enabled me to make connections with people who have greatly influenced me and this has enhanced my sense of social responsibility.”

Amber developed career management skills and gained insight into leadership and social responsibility by attending Victoria Plus seminars and workshops, and reflecting on her experiences in her ePortfolio.

 www.victoria.ac.nz/victoria-plus



“I am a more well-rounded, motivated and confident person due to participating in the Victoria Plus Programme and I would encourage others to take part also.”

COMMUNITIES AND PLACES ON CAMPUS

There are a number of communities on campus. You're invited to join and be part of their social interactions, events and activities.

CLUBS

Joining a club is a great way for students to make new friends, learn new skills and make their experience at Victoria a rich and rewarding one. The clubs' directory boasts more than 140 clubs on campus, including cultural, performing arts, political, religious, social and sporting groups.

CLUBS WEEK

Trimester	Date and time	Venue
One	Tuesday 6–Thursday 8 March, 10am–2pm	The Hub, Kelburn campus
Two	Tuesday 17–Wednesday 18 July, 10am–2pm	The Hub, Kelburn campus

“I have met so many people and travelled to so many places by being in the Victoria rowing club. I have also had the opportunity to take on a leadership role.”

STUDENT SPONSORSHIPS

Clubs and individuals can apply for sponsorship funding to assist with events, activities and trips for students.

Visit the clubs website for criteria and the applications process.

► www.victoria.ac.nz/clubs

ADAM ART GALLERY / TE PĀTAKA TOI

The Adam Art Gallery is a dynamic Ian Athfield-designed complex located at the heart of the Kelburn campus. The Gallery invites all students to attend our free programme of art exhibitions and to come along to our ongoing series of talks, film screenings, performances and opening events.

► www.adamartgallery.org.nz

QUEER AT VICTORIA

UniQ provides safe spaces, support and social events for queer and questioning Victoria students of all gender and sexual identities. We are an inclusive and welcoming group, and we offer the following services: a discussion space, information and resources, movie nights, peer support, Pride festival events, queer advocacy and queer mentoring.

✉ uniqvictoria@gmail.com

📘 www.facebook.com/uniq.victoria.9

► www.victoria.ac.nz/uniq

MĀORI STUDENTS

TE HERENGA WAKA MARAE

Te Herenga Waka—the University marae on our Kelburn campus—is a multipurpose teaching, learning and research hub for all staff and students on campus.

Resources and activities include:

- cultural support
- Te Tumu Herenga Waka (meeting house)
- Te Whanake Mauri Tū (Computer Suite)
- lunches in the wharekai (dining hall) Monday to Friday at a minimal cost
- tutorial mentoring
- bookable study and meeting spaces
- whānau housing.

🔗 www.victoria.ac.nz/marae

NGĀI TAUIRA / MĀORI STUDENTS' ASSOCIATION

Ngāi Tauira represents the interests of tauira Māori studying at Victoria. Ngāi Tauira provides services including advocacy and support, information about scholarships and funding, student representation on academic boards and councils, national representation, social networking and pastoral support.

📘 www.facebook.com/ngaitauiraVUW/

🔗 www.victoria.ac.nz/maori-student-groups

PASIFIKA STUDENTS

PASIFIKA HAOS

Pasifika Haos is a place of belonging for all Pasifika students at Victoria University. It is run by the Pasifika Haos Komiti, which is made up of Pasifika student representatives and staff, including members of the Office of the Assistant Vice-Chancellor (Pasifika).

Located at 15 Mount Street, Pasifika Haos has study and social spaces, dedicated computer suites, bookable meeting spaces and an audiovisual, sound-equipped common space. Pasifika Haos is also the location of the Pasifika Students' Council office. Pasifika Haos is available for Pasifika Student Association events and practices, celebrations, committee meetings, launches and presentations.

✉ pasifikavuw@outlook.com

🔗 www.victoria.ac.nz/pasifika-haos

PASIFIKA STUDENTS' COUNCIL

The Pasifika Students' Council is committed to success, equity and equality for Pasifika students by advocating for, and promoting, a Pasifika voice at Victoria. One of its goals is to be a critic and conscience of Victoria, by promoting discussion and action and ensuring Pasifika students' issues are recognised and taken into account.

✉ pasifikavuw@outlook.com

🔗 www.victoria.ac.nz/pasifika-support

REFUGEE-BACKGROUND STUDENTS

Victoria has more than 160 students from diverse refugee backgrounds and they are supported by a network of academic and professional staff.

The group organises an annual welcome lunch as part of Orientation week, administers awards for promising students who are experiencing financial hardship, runs occasional workshops and liaises with services across Victoria to ensure students are well supported.

For advice on academic skills and assignment writing, visit Student Learning's drop-in hour on Wednesdays between 2.30pm and 3.30pm at Student Learning, Mezzanine Floor, Rutherford House.

► www.victoria.ac.nz/refugee-background-students

“I always dreamt of completing a university degree. At Victoria University, I was fortunate to receive the tools and support to successfully achieve this.”

(Daniel Gamboa Salazar)



REPRESENTING YOU



STUDENTS' ASSOCIATION

Victoria University of Wellington Students' Association (VUWSA) makes sure you're having the best experience possible during your years of study. The Association is independent from the University and free for all Victoria students to join. Because it is student-led, student ideas shape everything it does.

The VUWSA executive consists of 10 elected students who are responsible for the strategic direction and governance of VUWSA. The executive, together with more than 1,400 class representatives and faculty delegates, is committed to making sure student voices and opinions are heard at all levels of the University.

Throughout the year, VUWSA puts on a range of events from OWeek (the annual orientation festival), to Stress-free Study Week, which has a range of activities to help you get fighting fit and prepared for conquering exams. The Association also produces *Salient*, the weekly student magazine.

Welfare services are available to help students in need. You can pick up a Community Pantry food parcel, an inter-campus bus pass for free bus travel or some free bread from VUWSA's office in the Student Union building on the Kelburn campus.

For students with academic or personal problems, there is a professional, confidential and independent student support and advocacy service that can help with academic issues, accommodation problems and employment and legal disputes.

 www.vuwsa.org.nz

POSTGRADUATE STUDENTS' ASSOCIATION

The Postgraduate Students' Association (PGSA) represents all postgraduate students at Victoria. Services include social events such as quiz nights and chats, professional development opportunities, advice, advocacy, lobbying on important issues and representation on university boards and committees.

The PGSA organises the Victoria Awards, the Postgraduate Research Excellence Awards, the 3-Minute Thesis Competition and publishes a postgraduate e-newsletter, the *Postgraduate Informer*.

 www.vuwpgsa.ac.nz



LOOKING AFTER YOURSELF

While you are studying at Victoria, look after yourself in all aspects of your life.

CHILDCARE SERVICES

Students can use two early childhood education services on the Kelburn campus. High-quality services are available for children from 0 to 5 years, part time or full time. Places are available throughout the year.

► www.victoria.ac.nz/victoria-kids

COMMUNITY RESPONSIBILITY

We remind students who are in halls of residence or are flatting that they are part of the Wellington community, which brings benefits and responsibilities.

Relish the opportunities and have fun—but please treat neighbours respectfully. If you are flatting, help us keep Wellington clean and green by disposing of rubbish thoughtfully and recycling where possible.

The Wellington City Council website has information about rubbish and recycling collections in your suburb.

► www.wellington.govt.nz

JUSTICES OF THE PEACE

Justices of the Peace are at the Kelburn campus between 12 noon and 1pm on Thursdays. Go to Victoria Info Ihonui, Level 2 Library entrance, the Hub.

LEGAL AND OFFICIAL ADVICE

Wellington Community Law Centre runs free legal advice sessions. You can get advice on general and specialist legal matters, including women's, refugee and immigration, family, employment and kaupapa Māori matters. Drop-in sessions are first-come, first-served.

📍 www.wclc.org.nz

NATURAL DISASTERS

In an earthquake, the key advice is 'drop, cover, hold'. It is advisable to talk to your family and your friends in Wellington, create a personal emergency kit and know your emergency response, so that you are prepared.

📍 www.victoria.ac.nz/earthquake-preparedness

POLICE

Victoria has a police liaison officer who is available to give advice and speak to staff or students who may have been the victim of crime. In the unlikely event of you being arrested by the Police, ask for a lawyer immediately. You are entitled to speak to your lawyer in private before you answer any questions from the Police. If you do not have a lawyer, you can ask for a duty solicitor to represent you. Their services are free while you are at the police station. You have the right to make one phone call.

If you are an international student or speak in a language other than English, you are entitled to ask the Police to arrange an interpreter in your native language—either in person or via telephone—when you are questioned. Support during this process may be available from Victoria International: phone our reception (04-463 5350) and ask to speak to an international student adviser, or call the Victoria International emergency phone (027-600 6864).

SAFETY

You are advised to use your common sense and take sensible precautions when you are out and about.

You should:

- keep your belongings in a safe place at all times
- lock your flat/apartment/bedroom when you go out
- stay with people you know, especially when you are out at night
- carry only enough cash for what you need
- protect your PIN when you enter it into an ATM
- ask for a receipt when you pay for things with cash
- make sure you are with a friend if you go out at night
- always have a plan for getting home.

📍 www.victoria.ac.nz/student-safety

Safety on campus

For any incidents of theft or threats to personal safety on campus, contact Campus Security, 4 Waiteata Road, Kelburn campus, 04-463 5398.

For emergencies on campus, phone 0800 VIC 8888 (0800 842 8888), and 111 for fire, ambulance or police.

📍 www.victoria.ac.nz/emergencies

Safety off campus

In an emergency, dial 111 for fire, ambulance or police (this number also works from a cell phone free of charge).

For a non-urgent matter, contact the Central Police Station, corner of Victoria and Harris Streets (next to the Wellington Central Library), phone 04-381 2000.

Safety online

Social media makes it easy for us to stay in contact, but you should follow some basic rules about keeping safe and hassle free. What you put on social media stays there, so post only when you are sober, calm and know who you are contacting.

📍 www.netsafe.org.nz

SPIRITUAL

Chaplaincies

The University chaplains offer pastoral and practical support for all, regardless of belief. They also seek to nurture the spirituality of students and staff at Victoria.

► www.victoria.ac.nz/chaplains

Berrigan House—Catholic Intentional Community

Berrigan House, 4 Kelburn Parade, is a welcoming Catholic house of hospitality in the radical tradition of the Catholic Worker Movement. Midday mass and lunch are held every Monday.

Ramsey House

Ramsey House, 8 Kelburn Parade, is the home of Koha Coffee, Victoria's not-for-profit, student-run café, where you can get top tea and coffee for a koha—it's all about the gift. Come and kick back in the Koha lounge, have a quiet muse in the retro-styled library or ask about our in-house recording studio. Ramsey House is also the home of the Anglican Chaplaincy, and the chaplains are always on hand to talk with about life, study, God—anything, actually.

Muslim prayer rooms

Muslim prayer rooms are in the following locations:

- Kelburn campus—rooms KK202A (males) and KK201 (females) in Kirk building
- Pipitea campus—room RH347, Rutherford House
- Te Aro campus—room VS324.

Muslim Students' Association

✉ vicmuslimsclub@gmail.com

📘 www.facebook.com/VicMuslimsClub

STUDENT DISPUTES, RESOLUTION AND ADVOCACY

The student interest and disputes resolution advisers at Victoria can help to resolve, as early and informally as possible, any issue with safety, conflict or misconduct.

Level 1, Robert Stout building, Kelburn campus

📞 04-463 5023

📞 04-463 5617

✉ studentinterest@vuw.ac.nz

The Victoria University of Wellington Students' Association provides free, independent advice and advocacy on any issues relating to university policy or New Zealand law.

► www.vuwsa.org.nz/advocacy

SUN PROTECTION

Ultraviolet radiation is high in New Zealand and can result in damaging sunburn, even on cloudy days. Use sunscreen and try to stay in the shade during the hottest part of the day.

► www.sunsmart.co.nz



SUSTAINABILITY

Across the University, staff and students are working together to develop solutions for a sustainable future. Victoria was the first New Zealand university to sign up to the United Nations Sustainable Development Goals (SDGs). The SDGs aim to tackle poverty, promote prosperity and wellbeing for all, protect the environment and address climate change and encourage good governance, peace and security.

Over the past decade, Victoria has improved its environmental footprint with these improvements:



57 percent less
paper



37 percent less
water



15 percent
less carbon
emissions



These improvements have taken place while the University continues to expand, but we still have work to do.

You can help by choosing low-carbon transport to get to campus, reducing your waste, using the recycling bins on campus, encouraging your friends to make sustainable choices and getting involved in sustainability solutions.

Students are champions for a sustainable future at Victoria and beyond. You can get involved in sustainability through your study, in clubs, leadership programmes, working with the Sustainability Office or VUWSA on specific sustainability projects.

▶ www.victoria.ac.nz/sustainability-office

LOOKING AHEAD

Developing your employability while you are studying comes from many parts of your life. This includes what you are learning, how you interact with others, networking with employers, getting involved in leadership programmes, gaining work experience or completing part of your degree overseas through Victoria Abroad. Look ahead to your future career.

LEADERSHIP PROGRAMMES

The Victoria International Leadership Programme (VILP) is an extra-curricular programme that helps prepare all Victoria students to be active and engaged global citizens. It is achieved by learning about key challenges facing the world, networking with people and organisations in global leadership roles, studying languages and taking part in international experiences. It enhances knowledge about global issues and awareness of other countries and cultures. The VILP also generously supports students on a Victoria Abroad exchange with a VILP Global Leader Grant of \$1,000.

► www.victoria.ac.nz/vilp

The Victoria Plus Programme is achieved by being involved in volunteering and student leadership at the University, service to the local community and participating in leadership, skills and career development workshops. It develops employability skills and raises awareness of social responsibility.

► www.victoria.ac.nz/victoria-plus

See pages 38 and 39 for student experiences of these programmes.

EXCHANGE PROGRAMME

Victoria Abroad is a student exchange programme offering you the opportunity to broaden your horizons while studying towards your Victoria degree at one of over 140 partner universities around the world.

► www.victoria.ac.nz/exchange

CAREERS AND EMPLOYMENT

From the time you arrive at Victoria, the Careers and Employment team will ensure your study plans reflect your career goals and will help you apply for jobs and internships and establish a career path by providing resources for ongoing career development.

Visit the Careers and Employment office for:

- convenient 15-minute drop-in sessions for CV and interview tips and assistance, quick questions and advice
- individual appointments to help with career planning, job exploration, goals and decision-making
- a variety of tools and resources to help you clarify your preferred skills and interest areas and identify suitable employment options.

▶ www.victoria.ac.nz/careers

CAREERHUB

CareerHub is an online tool that keeps you up to date with everything you need to know to get your career on track. It's never too early to use CareerHub. Log in via myVictoria or go to the website.

With CareerHub you can:

- search for a full range of jobs, from internships, part-time work and summer work to graduate recruitment positions
- be the first to hear about careers expos, employer information sessions, industry seminars, events and workshops

- find resources, including CVs and interview tips
- use our easy booking system for career advice appointments, workshops and events.

▶ www.victoria.ac.nz/careerhub

CAREER EXPOS

Make sure you get along to the expos to network with employers and find out about the many opportunities available to you, from summer internships to graduate roles and everything in between.

Expo	Date	Venue
Commerce and Law	Thursday 15 March	Pipitea campus
All disciplines	Thursday 10 May	Kelburn campus
ICT	Friday 11 May	Kelburn campus
Teaching careers	Friday 20 July	Kelburn campus
Science	Wednesday 1 August	Kelburn campus

“I try to go to career evenings whenever they are on, because the best thing is hearing people describe jobs, and seeing myself there and thinking ‘Yes! That’s exactly it!’”

INTERNATIONAL STUDENTS WORKING IN NEW ZEALAND

Most international students are eligible to work up to 20 hours per week in the academic year and up to 40 hours per week in the summer holidays. Study Abroad and exchange students studying for one trimester only are not entitled to work in New Zealand.

Permission stating your right to work is printed on your student visa label. If it is not, and you believe you are entitled to work, request a 'Variation of Conditions' from Immigration New Zealand or contact Victoria International.

► www.immigration.govt.nz

In New Zealand, a minimum wage per hour is set by law and employers cannot legally pay you less than this amount.

► www.employment.govt.nz

PAYING INCOME TAX

Before you start work, you must obtain an IRD number from Inland Revenue. This can take 8-10 days to process. Apply online or free phone 0800 227 774.

As soon as you receive income from your job or from other New Zealand income sources, you are legally obliged to pay tax to the Government. Tax is deducted automatically from your wages before you are paid. Your employer will give you a Tax Code Declaration form to complete. If you have worked for only part of the year, you may be entitled to a tax refund.

► www.ird.govt.nz

POST-STUDY WORK VISAS

Many international students come to Victoria and seek employment in New Zealand after their studies. You must have a valid work visa to remain in New Zealand and work.

The post-study work visa is a 12-month open work visa that allows new graduates to find a job that is relevant to their qualification. Graduates are eligible to apply for the visa if they have completed a Bachelor's-level degree or a higher degree in New Zealand. To find out more and to apply, contact Immigration New Zealand.

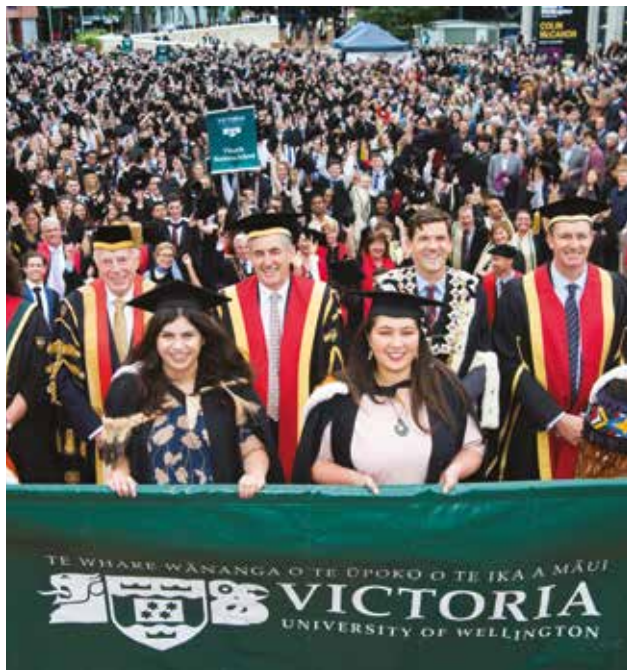
► www.immigration.govt.nz

GRADUATION

Graduation is a time to celebrate your achievement and is the point at which your qualification is officially granted and you receive your certificate.

When you complete your qualification, you will be sent an email inviting you to apply for graduation. You can choose to graduate either at a ceremony, or *in absentia* (in your absence). Ceremonies are held each May and December, and students who complete their study in Trimester Two normally graduate in the following May. If you choose to graduate *in absentia*, you can either collect your certificate or have it posted to you.

▶ www.victoria.ac.nz/graduation



GETTING HELP

If you need help with	Contact or go to	Online
Accommodation	Victoria Accommodation	www.victoria.ac.nz/accommodation
Aegrotat	Your faculty office	www.victoria.ac.nz/aegrotats
Blackboard	Your course coordinator	www.victoria.ac.nz/courses
	Information Technology Services	www.victoria.ac.nz/student-computing
Career advice	Careers and Employment	www.victoria.ac.nz/careers
Computer lab opening times and locations	Information Technology Services	www.victoria.ac.nz/computer-labs
Courses—adding or dropping	Your faculty office	www.victoria.ac.nz/add-drop
Courses and career advice	Student Recruitment and Orientation (new students)	www.myvictoria.ac.nz www.victoria.ac.nz/course-advice
	Your faculty office (current students)	www.victoria.ac.nz/faculty-offices
	Careers and Employment (graduating students)	www.victoria.ac.nz/careers
Dates	Victoria Info Ihonui	www.victoria.ac.nz/dates
Degree planning	Your faculty office	www.victoria.ac.nz/faculty-offices
	MyDegree	www.victoria.ac.nz
Disability and inclusion advisers	Disability Services	www.victoria.ac.nz/disability
Disputes	Student interest and resolution adviser	www.victoria.ac.nz/disputes-advice
Distance courses	Course finder	www.victoria.ac.nz/distance-courses
Education access plans	Disability Services	www.victoria.ac.nz/disability
Email addresses—staff firstname.lastname@vuw.ac.nz	Victoria Info Ihonui	www.victoria.ac.nz/info-ihonui
Email addresses—students username@myvuw.ac.nz		
Enrolment	Enrolment office	www.victoria.ac.nz/2018
	Your faculty office	www.victoria.ac.nz/faculty-offices
Exam administration	Your faculty office	www.victoria.ac.nz/exams
Exam results	myVictoria	www.myvictoria.ac.nz
Exam timetable		
Fees	Student Finance	www.victoria.ac.nz/fees
Financial advice		www.victoria.ac.nz/financial-advice
Grades	Course coordinator	www.victoria.ac.nz/grades
	myVictoria	www.myvictoria.ac.nz
Graduation	Your faculty office	www.victoria.ac.nz/faculty-offices
	Graduation Office	www.victoria.ac.nz/graduation

If you need help with	Contact or go to	Online
Health and wellbeing	Mauri Ora (Student Health and Student Counselling)	www.victoria.ac.nz/student-health
		www.victoria.ac.nz/counselling
		www.victoria.ac.nz/wellbeing
Information Technology Services	Victoria Info Ihonui	www.victoria.ac.nz/student-computing
International student advice and support	Victoria International	www.victoria.ac.nz/international-support
Justice of the Peace	Victoria Info Ihonui	www.victoria.ac.nz/info-ihonui
Learning another language	Language Learning Centre	www.victoria.ac.nz/llc
Library	Victoria Info Ihonui	www.victoria.ac.nz/library
Logging-on problems with myVictoria or Blackboard	Information Technology Services	www.victoria.ac.nz/student-computing
myAllocator	Course coordinator	www.victoria.ac.nz/myallocator
myVictoria	Information Technology Services	www.myvictoria.ac.nz
Overseas exchange	Victoria International	www.victoria.ac.nz/exchange
Postgraduate support	PGSA, Room SU211, Student Union building	www.vuwpgsa.ac.nz
Printing	Information Technology Services	www.victoria.ac.nz/student-printing
Recreation	Recreation Centre, Kelburn campus	www.victoria.ac.nz/recreation
	Pipitea Fitness	
Refugee-background students	–	www.victoria.ac.nz/refugee-background-students
Scholarships	Scholarships Office	www.victoria.ac.nz/scholarships
Spiritual needs	Chaplains	www.victoria.ac.nz/chaplains
	Muslim Students' Association	www.facebook.com/VicMuslimsClub
Student ID cards	Enrolment Office	www.victoria.ac.nz/id
Study assistance	Student Learning	www.victoria.ac.nz/student-learning
Timetable for lectures	–	www.victoria.ac.nz/timetables
Textbooks	Vic Books	www.vicbooks.co.nz
Transcripts	Your faculty office	www.victoria.ac.nz/transcripts
Transfer of credit	Your faculty office	www.victoria.ac.nz/faculty-offices
Victoria University information	Victoria Info Ihonui	www.victoria.ac.nz/info-ihonui
		www.victoria.ac.nz/maps
VUWSA	VUWSA	www.vuwsa.org.nz
Wi-Fi	–	www.victoria.ac.nz/get-online



CONTACTS

VICTORIA UNIVERSITY OF WELLINGTON

PO Box 600, Wellington 6140

📞 0800 VICTORIA (842 867)

✉ info@victoria.ac.nz

🎵 victoria.ac.nz

VICTORIA INFO IHONU

- Level 1, Library entrance, the Hub, Kelburn campus
- Level 2, Library entrance, the Hub, Kelburn campus
- Level 1, Hunter building, Kelburn campus
- Level 4, Murphy building, Kelburn campus
- Ground floor, Rutherford House, Pipitea campus
- Ground floor, Faculty of Architecture and Design, Te Aro campus
- Level 1, Miramar Creative Centre
- Level 4, 50 Kitchener Street, Auckland premises

🎵 victoria.ac.nz/info-ihonu

ADAM ART GALLERY

Gate 3, Kelburn Parade

📞 04-463 6835

🎵 www.adamartgallery.org.nz

ADVOCATE FOR STUDENTS

See Student interest and dispute resolution adviser or Victoria University of Wellington Students' Association

CAMPUS SAFETY (CAMPUS CARE)

Emergencies

📞 8888 (if calling within the University)
04-463 9999 or 0800 842 8888 (if calling from outside the University)

Kelburn Campus

Level 1, Cotton Building

📞 04-463 5398

Pipitea Campus

Rutherford House

📞 04-463 7464

Te Aro Campus

139 Vivian Street

📞 04-463 6246

🎵 www.victoria.ac.nz/student-safety

CAREERS AND EMPLOYMENT

Room HU120, Hunter Building, Kelburn Campus

📞 04-463 5393

✉ careers-service@vuw.ac.nz

🎵 www.victoria.ac.nz/careers

CHAPLAINCIES

4 & 8 Kelburn Parade

Anglican

Ramsey House, 8 Kelburn Parade

📞 04-463 5499

✉ anglican@vuw.ac.nz

john.dennison@vuw.ac.nz

Catholic

Berrigan House, 4 Kelburn Parade

✉ vuwstudent@wn.catholic.org.nz

🎵 www.victoria.ac.nz/chaplains

Ecumenical

8 Kelburn Parade

📞 021-173 5498

✉ chris.beard@vuw.ac.nz

CHILDCARE

📞 04-463 5151 (Kelburn Campus)

✉ victoriakids@vuw.ac.nz

🎵 www.victoria.ac.nz/victoria-kids

CLUBS

Waiteata Road, Kelburn Campus

📞 04-463 5538

✉ victoriacclubs@vuw.ac.nz

▶ www.victoria.ac.nz/clubs

COURSE PLANNING AND ADVICE

See Faculty and Student Services Offices

DISABILITY SERVICES

Level 1, Robert Stout Building, Kelburn Campus

📞 04-463 6070

✉ disability@vuw.ac.nz

▶ www.victoria.ac.nz/disability

ENROLMENT OFFICE

Hunter Building, Kelburn Campus

📞 0800 VICTORIA (842 867)

✉ enrolments@vuw.ac.nz

▶ www.victoria.ac.nz/enrol

FACULTY STUDENT AND ACADEMIC SERVICES OFFICES

Faculty of Architecture and Design

Victoria Info Ihonui

139 Vivian Street, Te Aro Campus

📞 04-463 6200

✉ architecture@vuw.ac.nz or design@vuw.ac.nz

▶ www.victoria.ac.nz/fad

Faculty of Education

Murphy Building, Kelburn Campus

📞 04-463 9500

✉ education@vuw.ac.nz

▶ www.victoria.ac.nz/education

Faculty of Engineering

Cotton Building, Kelburn Campus

📞 04-463 5101

✉ engineering@vuw.ac.nz

▶ www.victoria.ac.nz/engineering

Faculty of Graduate Research

10 Kelburn Parade, Kelburn Campus

📞 04-463 5890

✉ pg-research@vuw.ac.nz

▶ www.victoria.ac.nz/fgr

Faculty of Health

Easterfield Building, Kelburn Campus

📞 04-463 4750

✉ health@vuw.ac.nz

▶ www.victoria.ac.nz/health

Faculty of Humanities and Social Sciences

Murphy Building, Kelburn Campus

📞 04-463 5745

✉ fhss-enquiries@vuw.ac.nz

▶ www.victoria.ac.nz/fhss

Faculty of Law

Government Buildings, Pipitea Campus

📞 04-463 6366

✉ law-enquiries@vuw.ac.nz

▶ www.victoria.ac.nz/law

Faculty of Science

Cotton Building, Kelburn Campus

📞 04-463 5101

✉ science@vuw.ac.nz

▶ www.victoria.ac.nz/science

Victoria Business School

Rutherford House, Pipitea Campus

Murphy Building, Kelburn Campus

📞 04-463 5376 (Pipitea)

04-463 6870 (Kelburn)

✉ fcom-sas@vuw.ac.nz

▶ www.victoria.ac.nz/vbs

FEES AND PAYMENTS

Level 1, Hunter Building, Kelburn Campus

📞 04-463 5484

✉ student-finance@vuw.ac.nz

▶ www.victoria.ac.nz/fees

GRADUATION OFFICE

Room RS104, Robert Stout Building, Kelburn Campus

📞 04-463 5389

✉️ graduation@vuw.ac.nz

▶ www.victoria.ac.nz/graduation

HEALTH SERVICES

See Student health and wellbeing

INFORMATION TECHNOLOGY SERVICES

📞 04-463 5050

✉️ its-service@vuw.ac.nz

▶ www.victoria.ac.nz/its

JOBS

CareerHub

▶ www.victoria.ac.nz/careerhub

Student Job Search

📞 0800 757 562

✉️ student@sjs.co.nz

▶ www.sjs.co.nz

LANGUAGE LEARNING CENTRE

Level 0, von Zedlitz Building, Kelburn Campus

📞 04-463 5315

✉️ llc@vuw.ac.nz

▶ www.victoria.ac.nz/llc

LEADERSHIP PROGRAMMES

Victoria International Leadership Programme

Room 210, Level 2, Easterfield Building

📞 04-463 7459

✉️ vilp@vuw.ac.nz

▶ www.victoria.ac.nz/victoria-international-leadership

Victoria Plus Programme

Room HU120, Hunter Building, Kelburn Campus

📞 04-463 9462

✉️ victoriaplus@vuw.ac.nz

▶ www.victoria.ac.nz/victoria-plus

LIBRARIES

Kelburn Library

Rankine Brown Building, Kelburn Campus

📞 04-463 6186

✉️ library@vuw.ac.nz

▶ www.victoria.ac.nz/library

Architecture and Design Library

139 Vivian Street, Te Aro Campus

📞 04-463 6241

✉️ library-architecture@vuw.ac.nz

Commerce Library

Rutherford House, Pipitea Campus

📞 04-463 7495

✉️ library-commerce@vuw.ac.nz

Law Library

Government Buildings, Pipitea Campus

📞 04-463 6372

✉️ library-law@vuw.ac.nz

MĀORI SUPPORT

Kairauhi / Māori Subject (Māori)

Rankine Brown Building, Kelburn Campus

📞 04-463 5883

✉️ marty.king@vuw.ac.nz

Kaikiaki / Māori Success Coordinator

See Te Pūtahi Atawhai

Māori Law Student Coordinator

Room GBG29, Government Buildings, Pipitea Campus

📞 04-463 6305

✉️ karli.rickard@vuw.ac.nz

▶ www.victoria.ac.nz/tautoko

Ngāi Tauira / Māori Students' Association

42 Kelburn Parade, Kelburn Campus

📞 04-463 9762

✉️ ngaitauira@vuw.ac.nz

Te Pūtahi Atawhai

Level 2, Student Union Building, Kelburn Campus

☎ 04-463 6974

✉ te-putahi-atawhai@vuw.ac.nz

▶ www.victoria.ac.nz/te-putahi-atawhai

Te Rōpū Āwhina

Room CO133, Cotton Building, Kelburn Campus

Phone 04-463 5987

Room VS123, Te Aro Campus

☎ 04-463 6172

✉ teropuawhina@vuw.ac.nz

▶ www.victoria.ac.nz/awhina

MARAE

TE HERENGA WAKA MARAE

46 Kelburn Parade, Kelburn Campus

☎ 04-463 5282

✉ marae-bookings@vuw.ac.nz

▶ www.victoria.ac.nz/marae

MUSLIM PRAYER ROOMS

Room KK202A (males) and Room KK201 (females),

Student Islamic Centre, Kirk Building, Kelburn Campus

Room VS324, Te Aro Campus

Rutherford House, Pipitea Campus

✉ vicmuslimsclub@gmail.com

PASIFIKA SUPPORT

Pasifika Haos

15 Mount Street, Kelburn Campus

☎ 04-463 6242

✉ pasifikavuw@outlook.com

▶ www.victoria.ac.nz/vicpasifika

Pasifika Law Students' Coordinator

Room G28, Government Buildings, Pipitea Campus

☎ 04-463 6303

✉ lagi.tuimavave@vuw.ac.nz

Pasifika Liaison Officer

Level 1, Hunter Building, Kelburn Campus

☎ 04-463 6670

✉ tapu.vea@vuw.ac.nz

Pasifika Library Navigator

Rankine Brown Building, Kelburn Campus

☎ 04-463 6307

✉ library@vuw.ac.nz

Pasifika Student Liaison (Library)

Eseta Malua-Faafia

Rankine Brown Building, Kelburn Campus

☎ 04 463 6202

✉ eseta.malua-faafia@vuw.ac.nz

Pasifika Students' Council

☎ 04-463 6242

✉ pasifikavuw@outlook.com

Pasifika Success Coordinator

Te Pūtahi Atawhai

Level 2, Student Union Building, Kelburn Campus

Room RHMZ18, Mezzanine Floor, Rutherford House,
Pipitea Campus

☎ 04-463 5842 (Kelburn)

☎ 04-463 5233 ext 6405 (Pipitea)

✉ te-putahi-atawhai@vuw.ac.nz

Te Pūtahi Atawhai

Level 2, Student Union Building, Kelburn Campus

☎ 04-463 6974

✉ te-putahi-atawhai@vuw.ac.nz

▶ www.victoria.ac.nz/te-putahi-atawhai

Te Rōpū Āwhina

Room CO133, Cotton Building, Kelburn Campus

☎ 04-463 5748

✉ teropuawhina@vuw.ac.nz

▶ www.victoria.ac.nz/awhina

PHYSIOTHERAPY CLINIC

See Student health and wellbeing

POLICE

Metro Neighbourhood Policing Team

Wellington Central Police Station

📞 04-381 2000

Community Constable

📞 04-381 2000

✉ benjamin.hopkins@police.govt.nz

POSTGRADUATE STUDENTS' ASSOCIATION

Room 211, Level 2, Student Union Building, Kelburn Campus

📞 04-463 6973

✉ pgsa@vuw.ac.nz

▶ www.vuwpgsa.ac.nz

REFUGEE-BACKGROUND STUDENTS' DROP-IN CENTRE

Learning advice

Kirsten Reid

Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus

📞 04-463 5999

✉ kirsten.reid@vuw.ac.nz

Programme and general advice

Associate Professor Sara Kondon

Room CO123, Level 2, Cotton Building, Kelburn Campus

📞 04-463 6194

✉ sara.kondon@vuw.ac.nz

SALIENT

✉ editor@salient.org.nz

▶ www.salient.org.nz

SCHOLARSHIPS OFFICE

10 Kelburn Parade, Kelburn Campus

Undergraduate

📞 04-463 5223, extension 8035

Postgraduate

📞 04-463 5557

✉ scholarships-office@vuw.ac.nz

▶ www.victoria.ac.nz/scholarships

STUDENT ADVOCATE, VUWSA

📞 04-463 6984

✉ advocate@vuwsa.org.nz

▶ www.vuwsa.org.nz

STUDENT FINANCE ADVISERS

Level 1, Hunter Building, Kelburn Campus

📞 0800 VICTORIA (842 867)

✉ student-hardship@vuw.ac.nz

▶ www.victoria.ac.nz/financial-advice

STUDENT HEALTH AND WELLBEING

Physiotherapy Clinic

Level 9, Willbank House, 57 Willis Street, Wellington

Mauri Ora, Level 1, Student Union Building, Kelburn Campus

📞 04-384 8313

✉ info@willisstreetphysiotherapy.co.nz

▶ www.willisstreetphysiotherapy.co.nz

Student Counselling

Mauri Ora, Level 1, Student Union Building, Kelburn Campus

For other campus hours and locations, go to the website.

📞 04-463 5310 (all campuses)

✉ counselling-service@vuw.ac.nz

▶ www.victoria.ac.nz/counselling

Student Health

Mauri Ora, Level 1, Student Union Building, Kelburn Campus

Te Taunaki, Mezzanine Floor, Rutherford House, Pipitea Campus

📞 04-463 5308 or 04-463 7474

✉ student-health@vuw.ac.nz

▶ www.victoria.ac.nz/student-health

STUDENT INTEREST AND DISPUTE RESOLUTION ADVISERS

Level 1, Robert Stout Building, Kelburn Campus

📞 04-463 5023

📞 04-463 5617

✉ studentinterest@vuw.ac.nz

▶ www.victoria.ac.nz/disputes-advice

STUDENT LEARNING

Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus

📞 04-463 5999

Mezzanine Floor, Rutherford House, Pipitea Campus

✉ student-learning@vuw.ac.nz

▶ www.victoria.ac.nz/student-learning

▶ www.victoria.ac.nz/studyhub

STUDENT NOTES

See Vic Books

STUDENT RECRUITMENT AND ORIENTATION

Level 1, Hunter Building, Kelburn Campus

📞 0800 VICTORIA (842 867)

Fax 04-463 5193

✉ course-advice@vuw.ac.nz

▶ www.victoria.ac.nz/study

STUDYLINK

📞 0800 889 900

▶ www.studylink.govt.nz

VIC BOOKS AND STUDENT NOTES

✉ enquiries@vicbooks.co.nz

▶ www.vicbooks.co.nz

Easterfield Building, Kelburn Campus

📞 04-280 6200

Rutherford House, Pipitea Campus

📞 04-280 6212

VICTORIA ABROAD

Level 2, Easterfield Building, Kelburn Campus

📞 04-463 6794

✉ victoriaabroad@vuw.ac.nz

▶ www.victoria.ac.nz/exchange

VICTORIA ACCOMMODATION

2 Waiteata Road, Kelburn Campus

📞 04-463 5896

Fax 04-463 9974

✉ accommodation@vuw.ac.nz

▶ www.victoria.ac.nz/accommodation

VICTORIA INTERNATIONAL

Level 2, Easterfield Building, Kelburn Campus

📞 +64-4-463 5350

Fax +64-4-463 5056

✉ vi-support@vuw.ac.nz

VICTORIA RECREATION

Recreation Centre

Waiteata Road, Kelburn Campus

📞 04-463 6614

✉ rec-centre@vuw.ac.nz

▶ www.victoria.ac.nz/recreation

Pipitea Fitness

Level 0, Rutherford House, Pipitea Campus

📞 04-463 6994

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS' ASSOCIATION

Level 4, Student Union Building, Kelburn Campus

📞 04-463 6716 (Kelburn)

✉ kelburn@vuwsa.org.nz



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