

2023



Kia rite

GETTING STARTED



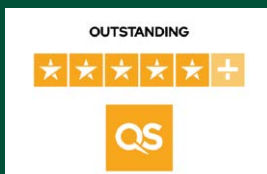
VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA



“University is the best time to explore and learn more about who you are. If I’d told my high school self I would be president of the Commerce Society, she wouldn’t have believed it.”

Fatima Ahmer

Student, Bachelor of Commerce in Accounting and Information Systems
Former President of Victoria University Commerce Students’ Society



Te Herenga Waka—Victoria University of Wellington has been awarded an overall five-stars-plus rating in the QS Stars university rating system, one of only 17 universities worldwide to do so. The University gained a total score of 966 out of a possible 1,000 points across eight audited categories, including maximum points for the employability and inclusiveness categories. Maximum points were awarded for 25 of the more than 30 indicators, including overall student satisfaction; further study; graduate employment rate; international diversity, support, and collaborations; academic reputation; satisfaction with teaching; campus facilities; accreditations; art and cultural investment and facilities; disabled access; scholarships and bursaries; low-income outreach; and student cohort diversity.

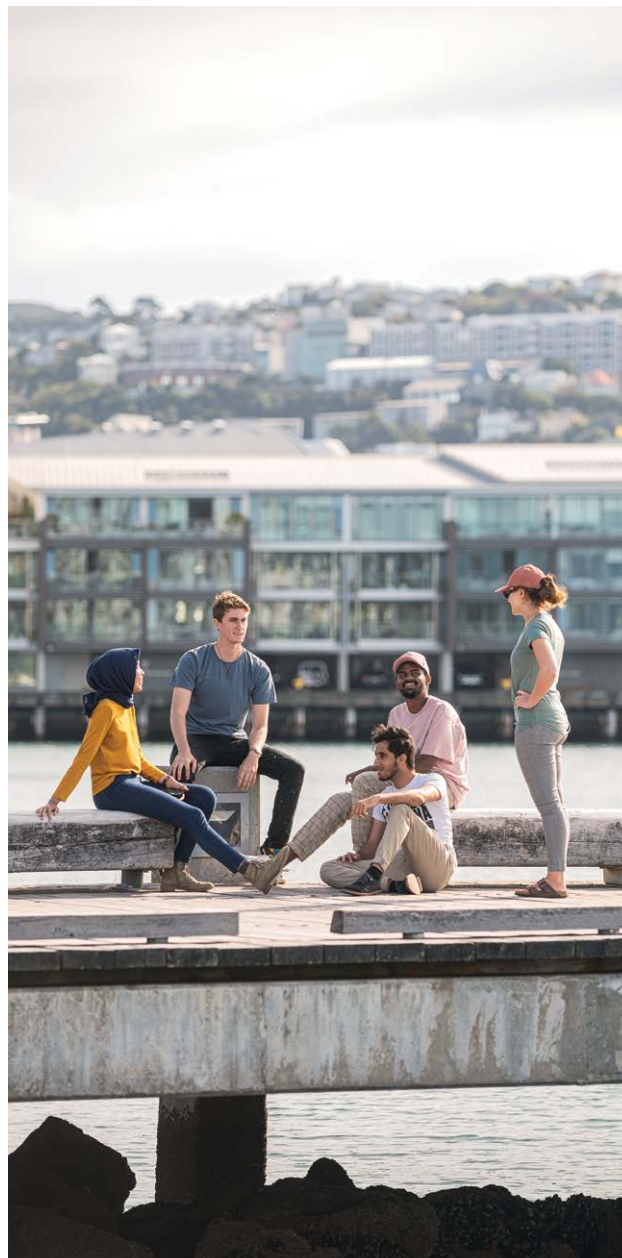
CONTENTS

Nau mai, haere mai	3
Getting prepared	6
The first trimester of your first year	8
Before you start	10
Once you start	13
New Students' Orientation	16
Starting classes	20
Wellington and New Zealand	22
Glossary	24
Kelburn campus map	28

As you are a new student at Te Herenga Waka—Victoria University of Wellington, we want to make sure your experience here is successful. This publication provides information about important things you need to know and do. Read on to find out about:

- ▶ things to get done—even before you start classes
- ▶ links to further information online
- ▶ advice from current students
- ▶ contact information for our student services if you need advice or support.

IMPORTANT NOTICE: Te Herenga Waka—Victoria University of Wellington uses all reasonable skill and care to ensure the information contained in this document is accurate at the time of being made available. However, matters covered by this document are subject to change due to a continuous process of review and to unanticipated circumstances, including those caused by COVID-19. The University therefore reserves the right to make any changes without notice. So far as the law permits, the University accepts no responsibility for any loss suffered by any person due to reliance (either whole or in part) on the information contained in this document, whether direct or indirect, and whether foreseeable or not.



NAU MAI, HAERE MAI

Being a new student is both exciting and daunting, whether it's your first time at university, you're embarking on postgraduate study, or you've just moved to Wellington.

I warmly welcome you to Te Herenga Waka—Victoria University of Wellington. You will be part of a supportive community, and I assure you that we will help you find your way.

We offer a highly connected student experience and provide a range of support options to facilitate student study needs and circumstances.

Aotearoa's capital city is a remarkable and exciting place to be a student, and I am sure you will enjoy being part of our welcoming, vibrant, and energetic community. Wellington offers so many opportunities to engage with the leaders, creators, and thinkers who live and work here, and to make this city your own.

This guide is designed to help you on the first part of your journey at our university. The information in it will help you prepare for university life, get the most out of your studies, and ensure your time with us—inside and outside the lecture theatre—is rich and rewarding.

You've made a great decision to join our university community. If you need some advice or run into a problem—academic, financial, social, or personal—there is always someone who can help.

Welcome.

Professor Nic Smith

Vice-Chancellor



Paihau—Robinson
Research Institute
LOWER HUTT



Te Kāuru—Ferrier
Research Institute
LOWER HUTT



Pipitea campus

Study Commerce and Law in
the heart of Wellington's legal,
government, and business district.



Kelburn campus

The centre of your first-year
on-campus experience.



Miramar Creative Centre
MIRAMAR



School of Nursing, Midwifery,
and Health Practice
WELLINGTON REGIONAL HOSPITAL,
NEWTOWN



Coastal Ecology Lab
ISLAND BAY



Te Aro campus
Explore Architecture and Design
Innovation and soak up the culture
in the creative Cuba Quarter.



Malaghan Institute of
Medical Research
WELLINGTON



GETTING PREPARED

Current students Ludo Palfry and Sanjana Murthy give us their advice on starting university.

Ludo and Sanjana are leaders at the Bubble, a comfortable, friendly place on campus for students to take time out. Bubble leaders can help you with advice, connect you with services, or just make time for a chat. To find the Bubble, head to level 2 of the Student Union building.



What's the biggest difference between secondary school and university?

Ludo: "You get a lot of independence when you come to university. It's all on you how to manage your time and how you work through assignments."

"Socially, it's tough but it's exciting as well. You come out of your groups of friends in high school and you end up meeting a lot of different people. I came from a small town to Wellington and there's lots of social stimulation here."

Sanjana: "At school you have a set number of classes you have to take, but at university we get to discover what we want and what we're good at."

"You end up meeting a lot of people in different spaces. You make more connections and they're more diverse than they are at school because you hang out with so many different groups of people. It can be a bit overwhelming to start with, but you get used to it and you start to really enjoy it."

What tips do you have for new students coming to university?

Ludo: "Put yourself out there. Go to events and clubs and make sure you access the services around the University. There is so much on offer and, if you can go out and find it, you can really immerse yourself in the University culture."

Sanjana: "Attend all the events that you can. It's great to experience new things around the University and the city."



What would you say are the best things about Wellington?

Ludo: “I can’t imagine living in another city in Aotearoa. Friends who come from down south or from Auckland can’t believe how open-minded people are here. Wellington pushes so many social fronts and that comes out in the way people dress. People come here and find their style and the groups they want to be in. There’s something nice about being able to go outside and dress in whatever you want and still be accepted. It’s a really accepting city.

“What I love about the geography of Wellington is that it’s so compact, whereas with Christchurch you’ll have to drive around. The central hub just brings everyone together by having everyone in one place, like Cuba Street. Other cities in New Zealand don’t come to life in the same way.”

Sanjana: “I love the windy city. It’s nice when you’re trying to walk up a hill and then the wind just blows you to the top.

“The people here are so friendly. You’ll be walking past someone in the morning and they’ll say ‘good morning’ and smile and it makes your day. The bus drivers are also really helpful when you don’t know where to go. They’ll say ‘you need to go here and take this one’ and it’s really nice. It’s definitely more laid back than Auckland because up there everyone’s just in such a rush all the time.”

THE FIRST TRIMESTER OF YOUR FIRST YEAR

GET PREPARED

- ▶ Follow the advice on pages 10–15 and 20–21
- ▶ Participate in New Students' Orientation
- ▶ Make an effort to get to know other students

THE FIRST WEEKS OF UNIVERSITY LIFE

What you might face

- ▶ New challenges and experiences
- ▶ Independent study
- ▶ Meeting new people
- ▶ Worrying about skills and new courses
- ▶ Adapting to online study

If you have moved to Wellington, you might feel homesick and face challenges adjusting to living in a new environment.

How to prepare

- ▶ Find out about student services
- ▶ Plan your study routine
- ▶ Sign up to Te Taiako—Student Learning workshops
- ▶ Check your course outlines
- ▶ Make course changes by the end of the second week
- ▶ Meet faculty staff
- ▶ Meet your student success adviser
- ▶ Have fun and make friends
- ▶ Treat your study like a job

SIX-WEEK DIP

What you might face

- ▶ Struggling with the new environment
- ▶ Course doubts—can I do this?
- ▶ Pressure, high workload, and assignments due
- ▶ Do I need to upskill?
- ▶ Feeling isolated or distant
- ▶ Handling new relationships, your living situation, and homesickness
- ▶ Money issues

How to prepare

- ▶ Take action
- ▶ Get learning advice—from tutors, student learning advisers, and workshops
- ▶ Get advice—speak to Manawa Ora—Student Wellbeing, Mauri Ora—Student Health and Counselling, and Te Ratonga Penapena Pūtea—Student Finance
- ▶ Remember when you have faced hard things before and build on that
- ▶ Plan how to use the mid-trimester break

MID-TRIMESTER BREAK

- ▶ Take stock, catch up, and get sorted.
- ▶ Time to study without lectures and tutorials, and come back well prepared.



FEBRUARY MARCH



APRIL

SETTLING IN

What you might face

- ▶ New strategies to support a more proactive study routine
- ▶ Excitement about social and academic life at university

How to prepare

- ▶ Keep seeking help/workshops if needed
- ▶ Balance study/work/socialising/sleep/eating and exercise
- ▶ Check budget regularly

ASSESSMENTS

What you might face

- ▶ Self-doubt as you hit 'crunch time'—final assessments and exams
- ▶ Stress, pressure, and worry
- ▶ Possible health worries

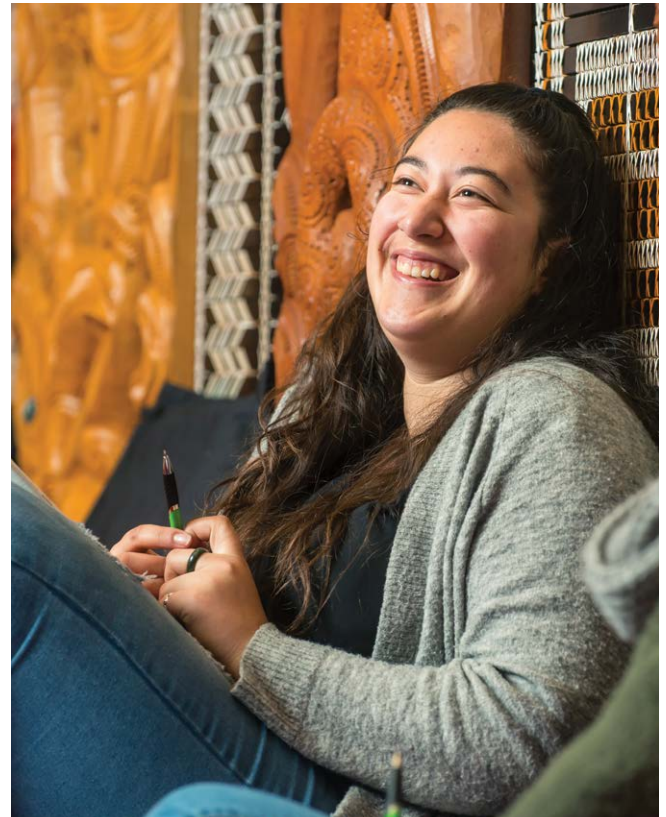
How to prepare

- ▶ Check exam details
- ▶ Attend exam and assessment preparation workshops at Te Taiako—Student Learning
- ▶ Take care of yourself—eat, sleep, and exercise
- ▶ Check out online resources from Manawa Ora—Student Wellbeing
- ▶ If you are feeling stressed, you can seek confidential support at Mauri Ora—Student Health and Counselling
- ▶ Access other student services

CELEBRATION!

The end of your first trimester

- ▶ Celebrate and reflect on your trimester.
- ▶ Confirm your courses for next trimester.
- ▶ Get course advice from your student success adviser if you are adjusting your programme.
- ▶ Enjoy the mid-year break—catch up with friends and family.
- ▶ Get mentally ready for next trimester.



MAY JUNE JULY

THERE WILL BE UPS AND DOWNS!

BEFORE YOU START



Make sure you are set up for study at Te Herenga Waka—Victoria University of Wellington.

ACCOMMODATION

If you are living in Wellington, make sure you have arranged your accommodation. The University offers a range of catered halls of residence and self-catered flats and apartments close to our campuses with something to suit everyone.

i www.wgtn.ac.nz/accommodation

COMMUNITY SERVICES CARD

You may qualify for a Community Services Card, which will make your health services cheaper. The Work and Income website has details of how to apply.

i www.workandincome.govt.nz

This card is not available to international students. International students have medical and travel insurance to cover the cost of health services while studying in New Zealand.

i www.wgtn.ac.nz/international-insurance
i www.wgtn.ac.nz/international-insurance-claim

COURSE ENROLMENT

Remember to select and enrol for your courses. You select courses for one academic year at a time. There is more information about how to make changes to your course selection on page 20.

i www.wgtn.ac.nz/accepting-your-offer

International students complete enrolment before International Orientation.

i www.wgtn.ac.nz/international-enrolment

FEES

Any tuition fees and levies for domestic students are due the Friday before courses start. To avoid a late payment penalty, make sure you pay on time, have an approved Student Loan, or have confirmed your eligibility for the Tertiary Education Commission to pay on your behalf under the Government's fees-free tertiary initiative.

i www.wgtn.ac.nz/fees
i www.feesfree.govt.nz

Apply early for a Student Loan. If you're intending to begin study in Trimester 1 and haven't already submitted your loan application, contact StudyLink as soon as possible. You don't need to be accepted or enrolled to start the process.

i www.studylink.govt.nz

Student finance advisers can answer your queries.

i www.wgtn.ac.nz/students/money/fees

International students in New Zealand may need to pay their fees in full before the University's deadline to complete their visa application with Immigration New Zealand.

i www.wgtn.ac.nz/international-fees

GOALS

Think about your course options and future career plans.

i www.wgtn.ac.nz/course-advice

i www.wgtn.ac.nz/careers

HEALTH AND COUNSELLING

Register online with Mauri Ora—Student Health and Counselling to receive free appointments on campus. You can book an appointment at our Kelburn or Pipitea clinics in person or over the phone. You can also manage your healthcare through our patient portal, myIndici.

International students based in New Zealand can access all health and counselling services but are not eligible for free healthcare under New Zealand's public health system. Some international students on special government scholarships may be eligible for free healthcare. For all other international students based in New Zealand, healthcare costs will be covered in most instances by your insurance, and counselling is always covered. Without insurance, medical treatment for international visitors can be extremely expensive. We encourage all international students to register with Mauri Ora as their primary healthcare provider.

📞 + 64 4 463 5308

i www.wgtn.ac.nz/mauri-ora

COVID-19

The University continues to follow all protocols and advice from the Ministry of Health and the New Zealand Government in response to the COVID-19 pandemic. We will continue to support students who are affected by COVID-19, and resources can be found on the website. Unless there is a change in circumstances around the pandemic, the majority of teaching and learning in 2023 will take place in person.

i www.wgtn.ac.nz/covid-19

Immunisations and vaccinations

We recommend that all students are fully immunised, including against measles, mumps, and rubella (MMR), meningococcal B and ACWY, and pertussis (whooping cough). The varicella (chickenpox) immunisation is recommended for students who have not had chickenpox or have not already completed a course of the varicella immunisation.

If you are not able to have these immunisations before arriving on campus, you can book an appointment to have them at Mauri Ora—Student Health and Counselling, ideally during New Students' Orientation.

i www.wgtn.ac.nz/mauri-ora

SOCIAL MEDIA

The University has several social media channels, including Facebook, Instagram, LinkedIn, TikTok, and YouTube. Follow us to keep up with the latest news, events, and information about our university community.

#WellingtonUni

If you have any ideas about what you'd like to see on our social media accounts, or would like to take over the University's Instagram account, send us a DM or an email: social-media@vuw.ac.nz

Be sure to share your Wellington student experience with us.

i www.wgtn.ac.nz/social-media

TEXTBOOKS

Vic Books is your online and on-campus destination for all required course material—textbooks, student notes, stationery, and lab coats. Search by trimester and faculty, or simply enter your university course code in the handy search engine at www.vicbooks.co.nz/textbooks to find everything you need for classes. You can also visit the friendly team in store at the Kelburn campus.

i www.vicbooks.co.nz



INTERNATIONAL STUDENTS

Find out more about getting ready to study, including arranging your accommodation and applying for insurance.

i www.wgtn.ac.nz/pre-arrival

Studying outside New Zealand

Staff are here to ensure you are well supported while studying overseas. You can contact our student support teams by email or by phone, attend online workshops and appointments, and access a range of online resources.

i www.wgtn.ac.nz/offshore-support

Banking

Open a New Zealand bank account that has an EFTPOS (debit) card, as this is the safest way to access your money while in New Zealand. To open an account, most banks require a proof of address, a copy of your student visa, and identification such as your passport and your tax identification number (TIN) from your home country.

i www.wgtn.ac.nz/international-banking

International Buddy Programme

Sign up for a buddy and get information and advice from a friendly current student. Students who are studying by distance can also apply.

i www.wgtn.ac.nz/international-buddy

KEY DATES

Key dates for the University are on our website. They are also available through Pūaha.

i www.wgtn.ac.nz/dates

i www.wgtn.ac.nz/puaha

ONCE YOU START

Services and support are available across the University to help you settle into academic life, enhance your learning experience, and achieve your study and career goals.

i www.wgtn.ac.nz/student-support

THE PASTORAL CARE CODE

The Government's Pastoral Care Code sets out the University's role and responsibilities in ensuring the wellbeing and safety of all our students. This includes fostering learning environments that are safe and designed to support positive learning experiences of diverse student groups. During your time here, you have access to a range of services and support to promote your overall wellbeing, development, and educational achievement.

Read more about the code and our responsibility to you.

i www.wgtn.ac.nz/pastoral-care

ACTIVATE YOUR UNIVERSITY LOG IN

Once enrolled, you will be given a username. Use this to access student computers, Wi-Fi, and printing on campus. Your username is on the top right of your Offer of Place email or form and is usually the first six characters of your surname, followed by the first four characters of your first names.

Go to <https://password.student.vuw.ac.nz> and enter your username to set your password.

A security code will be sent to the email address you provided at enrolment. Enter this code on the website and then choose a password. If you have trouble logging in to your account, phone + 64 4 463 5050 or 0800 04 04 04.

You can also use your student username and password to log in to Pūaha, your student portal, if you have an existing account.

i www.wgtn.ac.nz/puaha

CHECK YOUR TIMETABLE

You can find your timetable in Pūaha under Taku hōtaka—My schedule.

i www.wgtn.ac.nz/timetables

GO TO YOUR STUDENT SUCCESS OFFICE

Your student success adviser will help you navigate the University and support you to identify and select the best pathway to achieve your academic and career goals. This includes advice on planning and sequencing courses in your degree, credit for previous study, change of degree or major, opportunities for studying abroad, internships, extracurricular activities, and advice on workload management.

i www.wgtn.ac.nz/student-help

LOG IN TO NUKU TO ACCESS YOUR COURSES

Nuku is your virtual campus and online learning environment for all your courses. You can access course readings, videos, and resources, view and manage all your assignments and tests, participate in online learning activities, and collaborate with students in your class.

The Study Resources and Help course in Nuku has useful resources, workshops, and other information to help you succeed with your studies and assignments. You can enrol in this course by clicking the link in the Help & Info menu on the global navigation bar. Once you've enrolled, it'll appear on your dashboard with your other courses.

i <https://nuku.wgtn.ac.nz>

NOTE BREAKS, ASSESSMENTS, AND EXAM TIMES

Make a note of key dates in your diary or phone and check each of your course outlines for your assessment due dates. These are also available in your personalised calendar in Pūaha.

i www.wgtn.ac.nz/dates

i www.wgtn.ac.nz/puaha

READ YOUR COURSE OUTLINES

Each course has a course outline that is accessible on Nuku or on the University's website using the course finder. Read the outlines carefully, as they provide information on course readings and requirements, tutorials, and assessment due dates.

i <https://nuku.wgtn.ac.nz>

i www.wgtn.ac.nz/courses

SET UP YOUR EMAIL

The University's main channel of communication is through your email address. You can set up your university email account through Pūaha and see emails from the University there. Sign into the mail system with your university username and password. You can also use your personal email as your preferred email address by changing your details in Pūaha. Make sure you add students@vuw.ac.nz to your trusted contacts.

i www.wgtn.ac.nz/puaha

VISIT TE AMARU—DISABILITY SERVICES

Te Herenga Waka—Victoria University of Wellington welcomes students with ongoing or temporary disabilities. Staff work in partnership with you to ensure you can fully participate and achieve your aspirations. Contact Te Amaru—Disability Services early to ensure your needs can be met.

i www.wgtn.ac.nz/disability



STUDYING ON CAMPUS

Apply for your tertiary transport concession

All full-time or limited full-time students studying at Te Herenga Waka—Victoria University of Wellington are eligible for a 25 percent discount on the peak adult Snapper or single 10-trip ticket fare on Metlink bus, rail, and ferry services (see page 22). The concession doesn't apply to cash fares or monthly rail passes. Tertiary concessions are valid across the academic year and expire at the end of February the following year.

i www.wgtn.ac.nz/tertiary-concession

Collect your student ID

Your card will be available when your enrolment is complete, you have provided a suitable photo, and applicable fees are paid. It is your library card, as well as your student discount card. If you are in a hall of residence, your ID card will also be used as your hall access card and this will be available to you on move-in day if you have met all the conditions for an ID card. If you are not a hall resident, you will receive an email around the start of the trimester to collect your ID card from the Admissions and Enrolments office located on Level 1 of the Hunter building.

If you are a distance student, you will need to email student-cards@vuw.ac.nz to request an ID card to be posted to your home address. Students studying overseas are not sent an ID card.

i www.wgtn.ac.nz/id

Find all your classrooms

Make sure you know where your lectures and tutorials are before your classes begin.

i www.wgtn.ac.nz/finding-your-way

i www.wgtn.ac.nz/maps

Getting help on campus

If you need help, information, or have any questions while you are on campus, there are friendly staff who can assist you.

Tītoko—Student Service Centres

- ▶ Level 1, Hunter building, Kelburn campus
- ▶ Level 4, Murphy building, Kelburn campus
- ▶ CO144, Cotton building, Kelburn campus
- ▶ Ground floor, Rutherford House, Pipitea campus
- ▶ Ground floor, 139 Vivian Street, Te Aro campus.

Auckland premises and Miramar Creative Centre

You can also get help at these locations at our Auckland premises and at Te Iho ki Motukairangi—the Miramar Creative Centre:

- ▶ Level 4, 50 Kitchener Street, Auckland premises
- ▶ Level 1, Te Iho ki Motukairangi—Miramar Creative Centre.

i www.wgtn.ac.nz/student-help

NEW STUDENTS' ORIENTATION

New Students' Orientation takes place the week before the trimester begins, and will help you make the most of your time at university.

Trimester 1 has the University's biggest intake of new students, and a full programme of in-person and online events and information sessions is offered.

Orientation is an opportunity for all new students to explore university life and study, as well as get to know awesome new people. Specific sessions are available for Māori, Pasifika, mature, postgraduate, rainbow, and refugee-background students. It is also an opportunity to take tours of campuses and the city, as well as participate in social activities throughout the week hosted by WGTN Hall, the Victoria University of Wellington Students' Association—Te Aka Tauira (VUWSA), the Postgraduate Students' Association, and other student groups and student services at the University. You will be invited to faculty orientations, sessions on student systems and technology, and academic and student preparation workshops.

A condensed orientation programme is held later in the year for new students starting in Trimester 2 and in Trimester 3.

The timetable is available online.

i www.wgtn.ac.nz/orientation

INTERNATIONAL ORIENTATION

Orientation is a compulsory programme for all new international students in their first trimester of study. It involves online and in-person activities so you can take part wherever you are studying. If you are studying in New Zealand, it will also prepare you for your life here—including getting you set up for study, familiarising you with Wellington and New Zealand, and helping you adjust to the cultural differences you may experience while living here. If you are studying outside New Zealand, it will help you get set up for online study and answer any questions you might have about online tools, access, and support.

You can also take part in other New Students' Orientation events to get to know more about the University and your faculty and to meet other new students.

i www.wgtn.ac.nz/international-orientation



ON-CAMPUS ACTIVITIES

Clubs expos

The clubs expos provide you with a chance to find and connect with your club of choice. Joining a club is a great way to make new friends, learn new skills, and make your experience at university a rich and rewarding one.

Trimester 1 Clubs Expos

- ▶ 10 am–2 pm, Tuesday 28 February and Wednesday 1 March, the Hub, Kelburn campus
- ▶ 10 am–2 pm, Thursday 2 March, Rutherford House, Pipitea campus

Check the website for Trimester 2 clubs expo dates.

i www.wgtn.ac.nz/clubs

Orientation fitness membership special

Take advantage of University Recreation Wellington's orientation fitness membership special, on sale for a limited time only, from Monday 20 February 2023. This membership gives you access to the fitness studio, functional training room, and full group exercise programme at both the Kelburn Recreation Centre and Pipitea Fitness for Trimesters 1 and 2. Sweat more and stress less!

i www.wgtn.ac.nz/recreation

OWeek

Start your year off with some fun during OWeek, which will be run by VUWSA from Monday 20 February until Friday 24 February 2023. Check out as many events as you can, make some new mates, party at our music gigs, have a laugh, and get involved with university life outside the classroom.

i www.vuwsa.org.nz/oweeek

UNI 101

Student ambassadors will be on campus to help you with your transition to Te Herenga Waka—Victoria University of Wellington. The two-week programme consists of small-group activities and events, led by experienced students. You will have the opportunity to get to know other new students who study similar subjects to you. Alternatively, you can have a one-off personalised tour to help you find your lecture theatres, student services, and other helpful places to know about on campus.

i www.wgtn.ac.nz/uni101

VUWSA

The Victoria University of Wellington Students' Association—Te Aka Taurira (VUWSA) makes sure you're having the best possible experience during your years of study. The VUWSA executive, and more than 1,400 class representatives and faculty delegates, are committed to making sure student voices and opinions are heard at all levels of the University. We campaign on the issues students care about, offer welfare services, run events and activities, manage student media, and have advocates to offer support and guidance.

f www.facebook.com/vuwsa

i www.vuwsa.org.nz

STUDENT COMMUNITIES

During your time here, you will have lots of opportunities to try something new and make friends and connections from across the University. Our student population includes people from a diverse range of communities and there are lots of support networks available. There are also many extracurricular opportunities and clubs and societies to get involved with.

 www.wgtn.ac.nz/get-involved

Māori students

Nau mai, haere mai ki Te Herenga Waka. As part of New Students' Orientation, there will be a programme of events designed especially for taura Māori throughout the week, including a pōhiri to welcome you and your whānau to our community. Come along, meet other Māori students and staff, and get connected with the services at the University. Whakaarahia ake ngā pou o tō whare—pitch the pillars of your own destiny.

 www.facebook.com/ngaitauravuw

 www.wgtn.ac.nz/maori-hub

Mature students

A session for mature students is held during New Students' Orientation. Come along to find out about services for students, pick up or refresh some study tips, hear from current mature students, and network with other people.

 www.wgtn.ac.nz/mature-students

Pasifika students

Tālofa lava, kia orana, mālō e lelei, ni sa bula vinaka, fakaaalofa lahi atu, fakatalofa atu, kam na mauri, gud de tru, kaselehlhie, halo olgeta, la orana, aloha mai e, noa'ia, kia ora, warm Pasifika greetings.

New Students' Orientation is a time to welcome and connect new Pasifika students with each other, staff, and student leaders in the Pasifika community at Te Herenga Waka—Victoria University of Wellington. There will be a programme of events throughout the week, including getting to know key Pasifika staff and Pasifika student ambassadors, a UNI 101 session, PasiVic Games, and more. Look out for the opportunity to meet the Pasifika Students' Council and other Pasifika student-led cultural and academic associations. There is also the chance to write for *Wan Solwara*, the Pasifika edition of *Salient*. Throughout your time at university, there are dedicated Pasifika spaces available to you around campus along with committed staff and services to help you with your studies.

 www.wgtn.ac.nz/pasifika

 www.wgtn.ac.nz/pasifika-voice

Postgraduate students

The Postgraduate Students' Association is the representative organisation for postgraduate students. It represents postgraduate students on committees and boards across the University, working to ensure that the postgraduate student voice is heard. During New Students' Orientation there will be a number of events, including a breakfast social and a networking event.

 www.facebook.com/pgsa

 www.vuwpgsa.ac.nz

Rainbow students

Welcome to all rainbow (lesbian, gay, bisexual, transgender, queer, intersex, asexual/agender (LGBTQIA+) and takatāpui) students of all sexualities, genders, and sex characteristics. Come along to a welcome for rainbow students during New Students' Orientation and meet the rainbow and inclusion adviser, as well as members of UniQ—a student-led representative and advocacy group for rainbow students.

i www.wgtn.ac.nz/rainbow

Refugee-background students

A warm welcome to all students from refugee backgrounds.

The refugee-background-students adviser and the staff network can connect you to people and services to help support your studies and enable you to make the most out of your time at university. They also run events throughout the year. Join the refugee-background students' afternoon tea and welcome during New Students' Orientation.

You are also encouraged to join the VIC Without Barriers student club. The club is run by students and meets for fun events, peer support, and academic advice.

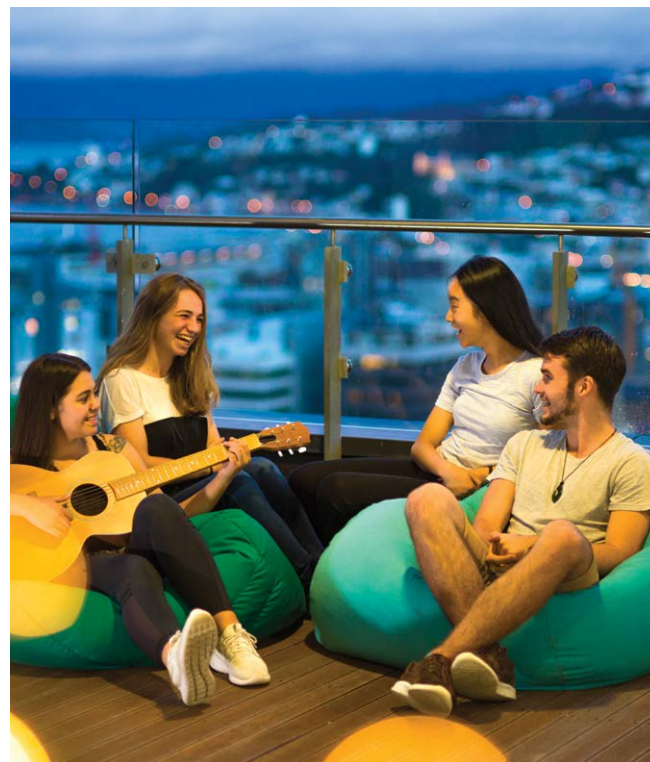
f www.facebook.com/vic.without.barriers

i www.wgtn.ac.nz/refugee-background-students

WGTN Hall

Joining WGTN Hall, a 'hall without walls', gives first-year students who are not living in a hall of residence the chance to participate in activities, sports, and academic sessions. The programme of activities during New Students' Orientation is designed to help you get involved, meet new people, and make the most of your first year at Te Herenga Waka—Victoria University of Wellington. WGTN Hall coordinators are senior students who provide a supportive environment, run events and competitions online and in person, and help you navigate your first year of study.

i www.wgtn.ac.nz/wgtn-hall



STARTING CLASSES

CHANGING YOUR COURSES

To change or withdraw from a course, you can go online to Pūaha, our student portal. Use your 'myvuw' email address and password to log in and select Student Records. In Student Records, use 'Add/Drop Courses' to submit your changes.

Alternatively, you can email info@vuw.ac.nz or visit your faculty's Student Success office.

i www.wgtn.ac.nz/puaha

i www.wgtn.ac.nz/student-help

International students should consult with Te Haumiri—International Student Experience's team before dropping courses, as there may be visa implications.

i www.wgtn.ac.nz/international-student-support

It's important that you make any changes before the free withdrawal period deadline (the Friday of the second week of classes for Trimesters 1 and 2) so that you can get a fees refund, if applicable. Some Trimester 3 courses may have shorter deadlines for changing or withdrawing—check online or contact your faculty's Student Success office to confirm.

i www.wgtn.ac.nz/add-drop

Consider using the myDegree tool in Pūaha to ensure any changes you make to your courses will help you complete your qualification.

i www.wgtn.ac.nz/mydegree

GETTING STUDY HELP

For general study and academic writing advice, Te Taiako—Student Learning provides workshops, one-to-one appointments, and library help-desk sessions. All students are welcome.

i www.wgtn.ac.nz/student-learning

JOINING A LIBRARY TOUR

The University has four libraries, with a range of resources, facilities, and staff to support your study. Look for library tours during New Students' Orientation and in the first week of Trimester 1.

i www.wgtn.ac.nz/library

USING OFFICE 365

You can access Office365 through Pūaha, using your student email account.

1. Log in to Pūaha.
2. Click on Office 365.

If you are not automatically signed in to your Office 365 account, you can log in with your student email address and password.

Once you're logged in, you can use online versions of Office 365 applications or download and install these on your personal computer.

This software includes:

- ▶ Access—database management system
- ▶ Excel—spreadsheet and data tool
- ▶ OneDrive—cloud file-hosting service

- ▶ OneNote—information gathering and collaboration tool
- ▶ Outlook—email and personal information management software
- ▶ PowerPoint—slideshow presentation software
- ▶ Publisher—desktop publishing software
- ▶ Skype—videoconferencing tool
- ▶ Word—word processing program.

i www.wgtn.ac.nz/puaha

SIGNING UP FOR TUTORIALS

Tutorials are small-group teaching sessions led by a tutor or lecturer to provide the opportunity for discussion, experiments, project work, and individual assistance. Tutorials will be offered both in person and online for the majority of courses—check your course outline for information about tutorial requirements for individual courses. Sign up to your tutorials separately through myAllocator. Many sign-ups open before the trimester starts, so check Canvas or your email for notifications.

i www.wgtn.ac.nz/student-tools

STUDYING ONLINE

If you experience technical issues while studying online, the Digital Solutions team can help. While they might not be available immediately, depending on the time of day, they will get back to you as soon as they can.

☎ +64 4 463 5050

✉ servicedesk@vuw.ac.nz

i www.wgtn.ac.nz/digital-solutions-student

Learning online is great for flexibility but involves different challenges to learning in person. Te Taiako—Student Learning has put together a module on skills for online learning to help you prepare. You can complete it at your own pace and start with any topic.

i www.wgtn.ac.nz/online-learning-skills

ON CAMPUS

Logging in to Wi-Fi

All campuses have computers for student use. You can also log in to the University's free, secure Wi-Fi with your computer or phone by using your university login details.

i www.wgtn.ac.nz/set-up-online

Printing your work

You can top up and check the balance of your printing account on any student computer or by logging in to Pūaha. You can also ask for assistance at any of the Student Service Centre sites on campus.

i www.wgtn.ac.nz/puaha

WELLINGTON AND NEW ZEALAND

Wellington is a multicultural city, full of open and friendly people. There are lots of great places to walk around and feel the vibe of what Lonely Planet called the 'coolest little capital in the world'. Download a map of Wellington to orient yourself and find out about the many things to do in your new city.

i www.wellingtonnz.com

CULTURAL ADJUSTMENT

For students new to Wellington, there is a wealth of information available online about the culture, people, and city to help you adjust to your new environment.

i www.wellingtonnz.com/life-in-wellington

GETTING AROUND

Walking

Wellington is easy to explore on foot and you will get used to walking up hills. There are handy pedestrian shortcuts from downtown Wellington to the Kelburn campus—download maps to explore different ways to get to campus.

i www.wgtn.ac.nz/transport

Cycling

There are some great areas for cycling in Wellington, especially on the iconic waterfront. Make sure you ride to be seen, wear a cycle helmet, and obey the road rules.

Buses and trains

Pipitea campus is located by the Wellington Railway Station—also home to the central bus terminus. All campuses are close to bus stops.

Buses and trains in Wellington are operated by Metlink—check their website for timetables. You can take the number 22 or 37 bus to travel between the Pipitea campus or the central city and the Kelburn campus. Take the number 18 or number 21 bus to travel between the Kelburn and Te Aro campuses.

Single tickets can be bought from the driver or conductor. If you plan to use a bus or train regularly, it's cheaper to buy a Snapper card and load it up with credit. Tag your Snapper card when you get on and off and the cost of your trip will be deducted at a discounted rate. Snapper cards can be bought and topped up at many supermarkets and dairies, at kiosks on our campuses, or by using the Snapper smartphone app.

Register your Snapper card online to protect your balance in case it gets lost or stolen.

i www.snapper.co.nz

i www.metlink.org.nz

i www.wgtn.ac.nz/transport

Tertiary travel discount

See page 15 to read about the discount on travel for Te Herenga Waka—Victoria University of Wellington students.

i www.wgtn.ac.nz/tertiary-concession



GLOSSARY

(1/3): A first-trimester course that runs from February until July.

(1+2/3): A course that runs for the first two trimesters, from February until November.

(2/3): A second-trimester course that runs from July until November.

(3/3): A third-trimester, or summer, course that runs from either November until December, January until February, or November until February.

admission: This describes the process where your eligibility to attend Te Herenga Waka—Victoria University of Wellington is assessed. There are different admission types depending on your previous qualifications. You need to ensure you apply by the due dates and satisfy any other specific degree requirements.

Bachelor's degree: A first or undergraduate degree. We also use the terms 'degree programme' or 'programme of study' to refer to the overall programme you are studying.

bridging course: A course to help prepare you for university study.

Canvas: Our online learning management system, which is part of Nuku. Use a web browser or the Canvas Student mobile app to access your courses in Nuku.

Certificate of Proficiency: You can enrol in a Certificate of Proficiency if you want to do a course without counting it towards a Te Herenga Waka—Victoria University of Wellington qualification. You still need to gain admission to the University.

conjoint degree programme: A specialised programme in which you study courses for two Bachelor's degrees at the same time. Students must maintain a B– grade average each year to remain in a conjoint programme. The degrees are awarded together.

corequisite (C): A course that must be taken at the same time as, or before, another course.

course: A block of work in a field of study, which has a points value assigned to it; for example, ACCY 111 is worth 15 points (see 'points').

course code: Each course has a code of four letters and three numbers. The letters show the subject, and the numbers show the level. For example, CHEM 113 is a Chemistry course at 100 level; ENGL 234 is an English Literature course at 200 level.

course outline: Information about assessment, course learning objectives, and assignments—found online through the course finder or available on Canvas.

course reference number (CRN): A number that identifies each course offering. Not the same as a course code, as it also identifies the stream (see 'stream'). A CRN can be three, four, or five digits long and is always preceded by the letters CRN; for example, CRN 2166.

cross credit: A course is cross credited when it counts towards more than one degree—this applies to students studying for conjoint degrees. Talk to your student success adviser about cross crediting.

degree: A qualification gained by completing certain requirements, including the number of points, level of study, and subject combinations. Sometimes referred to as a programme. A Bachelor's degree takes at least three years of full-time study.

degree programme: See 'programme of study'.

diploma: A qualification that can be at undergraduate or postgraduate level.

direct entry: If you have excellent academic results from school, you may be able to skip some 100-level courses and be admitted to 200-level courses by direct entry.

Discretionary Entrance: A form of admission for secondary school students who wish to apply to university prior to gaining a university entrance qualification. You must have achieved the University Entrance literacy and numeracy standards and normally need to have an NCEA Level 2 certificate endorsed with merit or better and not have studied towards Year 13.

double major: When you are enrolled in two majors within the same degree.

Enrolment Agreement: Te Herenga Waka—Victoria University of Wellington's response to a student's enrolment application, informing you of the qualification(s) and courses in which the University is offering you a place and the exact costs.

enrolment application: After accepting your Offer of Place to the University and your chosen degree, you will be invited to select your courses once course enrolment is open. You select courses for one academic year at a time.

faculty: A unit within a university, comprising a number of schools. Te Herenga Waka—Victoria University of Wellington has eight teaching faculties: Architecture and Design Innovation; Education; Engineering; Health; Humanities and Social Sciences; Law; Science; and the Wellington School of Business and Government. Each teaches and administers a range of programmes.

first-year student: A student who has never studied at a New Zealand university before.

full-time student: For Student Allowance and Student Loan purposes, a full-time student is one studying at least 96 points in a full year (that is, over Trimesters 1, 2, and 3) or at least 48 points in a half year. Part-time students do fewer than 96 points a year.

lab: See 'tutorial'.

lecture: A university class where all students enrolled in a course are taught by a lecturer. Lectures can include as many as 350 students.

limited entry: A course or programme where a limit is placed on numbers of students. Limited-entry courses have earlier application dates than open-entry courses, and entry is normally based on selection.

major: The field of study you specialise in and take to 300 level. You can also do a double major, specialising in two fields of study within the same degree.

minor: A smaller concentration in one field of study than a major, made up of 60 points at 200- and 300-level courses. You can do minors in the Bachelor of Arts, Bachelor of Commerce, Bachelor of Design Innovation, Bachelor of Health, and Bachelor of Science.

myAllocator: A tool to sign up to tutorials and labs and plan your timetable.

myDegree: A degree planning tool.

myTimetable: Your online timetable, including your lectures, tutorials, and labs. You can also view your timetable in Pūaha.

Nuku: Our virtual, online campus and learning environment for all your courses. Access course readings, videos, and resources, view and manage all your assignments and tests, and collaborate with students in your class through Nuku.

Offer of Place: Te Herenga Waka—Victoria University of Wellington's confirmation of a student's admission, informing you that you have been accepted to study your programme of choice at the University. This Offer will confirm any conditions international students must meet before applying for a student visa. Once you have met the conditions on your Offer, you will be eligible to complete your enrolment. Your Offer of Place may be conditional on meeting certain requirements, such as supplying documentation and meeting admission requirements if you are a domestic student (for example, when your NCEA results are available). You must accept your Offer of Place by the due date in order to be enrolled fully.

points: Every course is worth a certain number of points. Each course you pass gives you points towards the total required for your degree. Most courses are worth either 15 or 20 points.

postgraduate: Study done at a higher level after you have completed an undergraduate degree.

prerequisite (P): A course that must be passed before you can take another particular course, usually at a higher level.

programme of study: The overall group of courses you enrol in for your degree—including the required courses for the major(s), minor(s), or specialisation(s) you wish to complete.

Pūaha: Our online self-service portal for students. It's where you can find tools and information for your studies, such as your timetable, grades, tutorial sign-up, and key dates.

qualification assessment: If you have qualifications from another tertiary institution or from outside New Zealand, your qualification may be assessed for admission to Te Herenga Waka—Victoria University of Wellington.

restricted course (X): A course that is so similar to another course that you cannot enrol in both.

restricted enrolment: The requirements under the Academic Progress Statute that restrict or limit students' enrolment if they are not making adequate progress.

returning student: A student whose most recent enrolment was at Te Herenga Waka—Victoria University of Wellington.

schedule: A list of courses that are offered for a particular qualification. Degree schedules and full degree regulations are on the University's website at www.wgtn.ac.nz

Special Admission: A form of admission, usually for applicants 20 years or older who have not met other university admission requirements.

stream: Some courses are taught in streams to accommodate large numbers of students. The same course may be taught at different campuses or at different times of the week.

student success adviser: All students have an assigned adviser who will help you navigate the university environment and give you advice and information about your degree and student administrative processes.

studio: See 'tutorial'.

Tītoko: The centre for student success that will provide you with support for your studies, student administration, access to services, and student life in general. See also 'student success adviser'.

transfer of credit: If you have already started a degree or have done some study at degree level (at another tertiary institution), you may be able to transfer some of the points you have completed into a Te Herenga Waka—Victoria University of Wellington degree. Check with your Student Success office about regulations.

transferring student: A student whose most recent enrolment was at another New Zealand university. Transferring students are subject to the Academic Progress Statute.

trimester: The University has three trimesters. Trimester 1 is from February until July, Trimester 2 is from July until November, and Trimester 3 (the summer trimester) can be either November to December, January to February, or November to February. The trimesters are often written as 1/3, 2/3, and 3/3.

tutorial: A university class led by a tutor (teacher) where a small group of students discuss topics from their course and get individual help. Students studying some sciences and 'hands-on' subjects such as Architecture or Design Innovation will also have practical classes, called labs or studios. In some courses, attendance at tutorials is mandatory to meet course requirements.

undergraduate degree: A Bachelor's, or first, degree.



KELBURN CAMPUS MAP

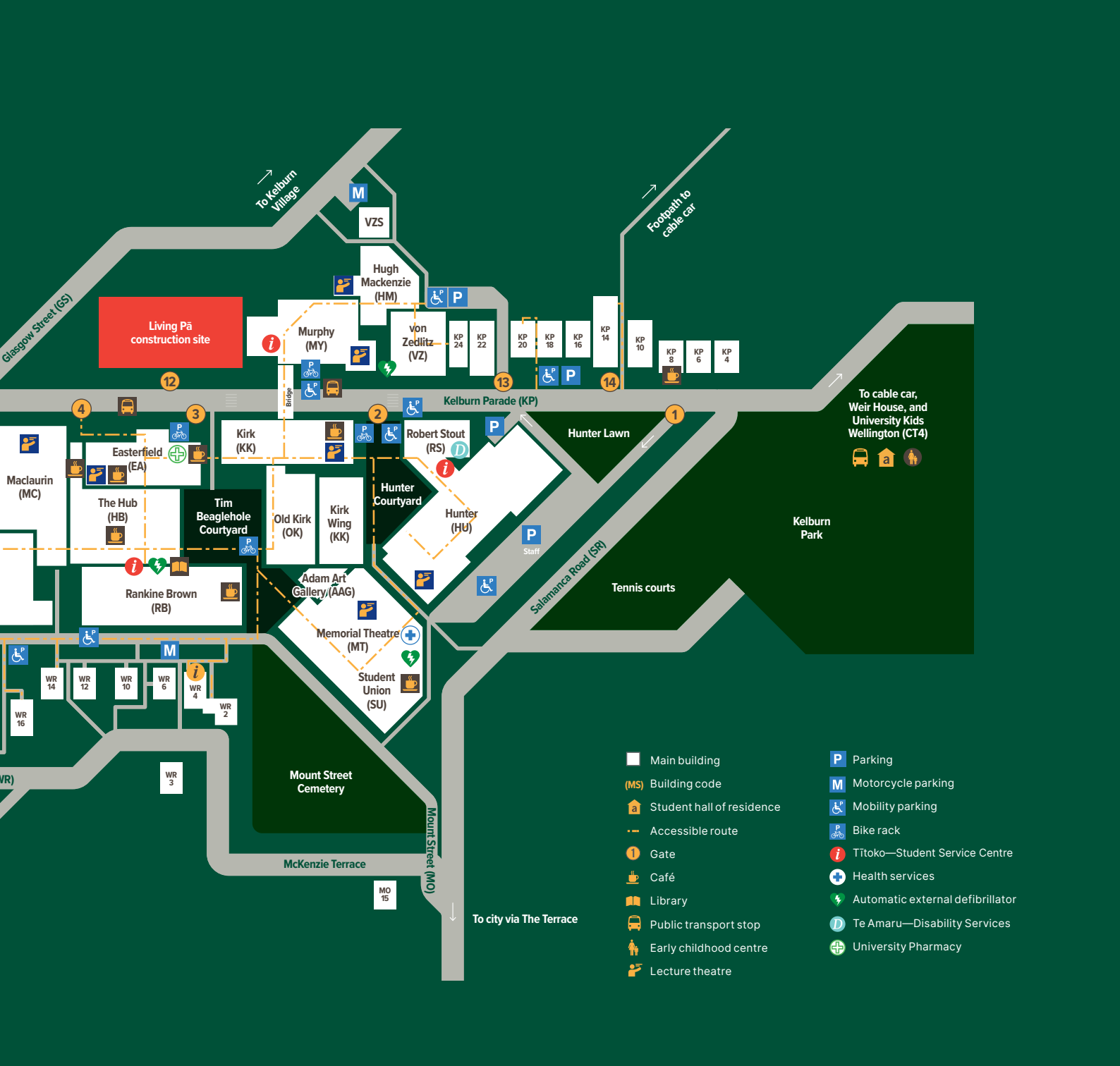


 Campus Safety (Security)

04 463 5398

 Te Herenga Waka—Victoria University of Wellington


0800 04 04 04



- Main building
- Parking
- Building code
- Motorcycle parking
- Student hall of residence
- Mobility parking
- Accessible route
- Bike rack
- Gate
- Titoko—Student Service Centre
- Café
- Health services
- Library
- Automatic external defibrillator
- Public transport stop
- Te Amaruru—Disability Services
- Early childhood centre
- University Pharmacy
- Lecture theatre



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

 0800 04 04 04

 info@vuw.ac.nz

 www.wgtn.ac.nz/study