



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

**2021**

# SERVICES FOR STUDENTS

**TE HERENGA WAKA—VICTORIA UNIVERSITY OF WELLINGTON HAS A RANGE OF SERVICES TO ENSURE YOUR STUDENT EXPERIENCE IS POSITIVE.**

 [www.wgtn.ac.nz/student-support](http://www.wgtn.ac.nz/student-support)

## **INFO IHONUI**

Info Ihonui are places around campus you can go for general university advice, information, and assistance.

- 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 Innovation, Te Aro Campus
- Level 1, Miramar Creative Centre
- Level 4, 50 Kitchener Street, Auckland premises.


 [www.wgtn.ac.nz/info-ihonui](http://www.wgtn.ac.nz/info-ihonui)

Cover: The patiki (flounder) is a symbol of hospitality.

## **ACCOMMODATION**

Apply for a hall of residence, find a flat, or learn more about other accommodation options.

University Accommodation Wellington

 2 Waiteata Road, Kelburn Campus


 04 463 5896


 [accommodation@vuw.ac.nz](mailto:accommodation@vuw.ac.nz)

 [www.wgtn.ac.nz/accommodation](http://www.wgtn.ac.nz/accommodation)

## **CAMPUS SAFETY**

Get help in emergencies.

 8888 (if calling from within the University)

 0800 842 8888

## **CAREERS AND EMPLOYMENT**

Get connected with employers and the community.

Develop your skills and experiences through employability programmes and launch your career with confidence.

 Wellington Careers and Employment

Room HU120, Hunter Building, Kelburn Campus

 04 463 5393

 [careers-service@vuw.ac.nz](mailto:careers-service@vuw.ac.nz)

 [www.wgtn.ac.nz/careers](http://www.wgtn.ac.nz/careers)

## **JOBS ON CAREERHUB**

Search for internships and graduate jobs, part-time positions, and work-experience opportunities. Find tools and videos to help with career planning, job applications, and interview tips.

 [www.wgtn.ac.nz/careerhub](http://www.wgtn.ac.nz/careerhub)


## **CHAPLAINCIES**

The University's chaplains offer pastoral and practical support for all, regardless of belief. They're available if you need someone to talk to in confidence about spirituality, God, study, or life.

 [chaplaincy@vuw.ac.nz](mailto:chaplaincy@vuw.ac.nz)

 [www.chaplaincyvuw.org.nz](http://www.chaplaincyvuw.org.nz)


## **ANGLICAN/ECUMENICAL**


 Ramsey House, 8 Kelburn Parade

 Room RH112, Level 1, Rutherford House (Pipitea campus)

 04 463 5499

## **CATHOLIC**

 Berrigan House, 4 Kelburn Parade, Kelburn Campus

 021 0254 3407

 [daniellewebb02@gmail.com](mailto:daniellewebb02@gmail.com)


## **MĀORI CHAPLAIN**


 [mamari.stephens@vuw.ac.nz](mailto:mamari.stephens@vuw.ac.nz)

## **CLUBS**

Make friends and learn new skills by joining one of our more than 180 clubs and societies, including cultural, performing arts, political, religious, social, and sporting groups.

 04 463 5538

 [universityclubs@vuw.ac.nz](mailto:universityclubs@vuw.ac.nz)

 [www.wgtn.ac.nz/clubs](http://www.wgtn.ac.nz/clubs)

## **DIGITAL SOLUTIONS**

Get help with computers, printing, and access to your digital tools, as well as basic support and diagnosis for personal laptop issues.

 04 463 5050

 [its-servicedesk@vuw.ac.nz](mailto:its-servicedesk@vuw.ac.nz)

 [www.wgtn.ac.nz/digital-solutions](http://www.wgtn.ac.nz/digital-solutions)

## **DISABILITY SERVICES**

If you have a temporary or ongoing disability, impairment, condition, or injury, you can get advice and support—such as individual coaching, academic liaison, adaptive technology, note-taking assistance, assessment arrangements, mobility parking, and rest and study rooms.

📍 Level 1, Robert Stout Building, Kelburn Campus

📞 04 463 6070

✉️ [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/disability](http://www.wgtn.ac.nz/disability)

## **EARLY CHILDHOOD SERVICES**

There are two early childhood services for students to use at the Kelburn campus. They are located at Fairlie and Clermont Terraces. Places are available throughout the year.

📞 04 463 5151

✉️ [victoriakids@vuw.ac.nz](mailto:victoriakids@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/university-kids](http://www.wgtn.ac.nz/university-kids)

## **ENROLMENT OFFICE**

Prospective and current students can contact the Enrolment Office to get enrolment information, advice, and support.

📍 Level 1, Hunter Building, Kelburn Campus

📞 0800 04 04 04

✉️ [enrolments@vuw.ac.nz](mailto:enrolments@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/apply](http://www.wgtn.ac.nz/apply)

## **FEES AND PAYMENTS**

Get information about fees (including TEC fees-free study), payments, and student levies, as well as advice on dealing with StudyLink for loans and allowances.

📞 0800 04 04 04

✉️ [student-finance@vuw.ac.nz](mailto:student-finance@vuw.ac.nz)

✉️ [freefees@vuw.ac.nz](mailto:freefees@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/fees](http://www.wgtn.ac.nz/fees)

## **FINANCIAL ADVICE**

Get information and advice on managing your money as well as how to apply for support from the Pūtea Āwhina/Hardship Fund.

📞 0800 04 04 04

✉️ [student-hardship@vuw.ac.nz](mailto:student-hardship@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/financial-advice](http://www.wgtn.ac.nz/financial-advice)

## **GRADUATION OFFICE**

Get information about graduation—how to apply to graduate, hire academic dress, or graduate *in absentia*.

📍 Room HU319, Hunter Building, Kelburn Campus

📞 04 463 5389

✉️ graduation@vuw.ac.nz

🌐 www.wgtn.ac.nz/graduation

## **JUSTICES OF THE PEACE**

Justices of the Peace are available at the Kelburn campus (Thursdays, noon to 1 pm) to certify copies of documents and take statutory declarations.

📍 Info Ihonui, Level 2, Kelburn Library entrance, Kelburn Campus

## **LANGUAGE LEARNING CENTRE**

Access language learning resources, including audio, DVDs, print, software, and online resources for more than 80 languages. A noticeboard to find a language exchange buddy is also available.

📍 Level 0, von Zedlitz Building, Kelburn Campus

📞 04 463 5315

✉️ llc@vuw.ac.nz

🌐 www.wgtn.ac.nz/llc

## **LEADERSHIP PROGRAMMES**

### **WELLINGTON INTERNATIONAL LEADERSHIP PROGRAMME**

This free, interdisciplinary programme offers you the opportunity to learn alongside globally minded students, strengthen your professional networks, and make a difference. Choose from a range of seminars and activities to complete the programme at your own pace.

📍 Room EA210, Easterfield Building, Kelburn Campus

📞 04 463 7459

✉️ international-leadership@vuw.ac.nz

🌐 www.wgtn.ac.nz/international-leadership

### **WELLINGTON PLUS PROGRAMME**

Connect to your community and gain skills that will impress employers through this service and leadership development programme. It can be completed at certificate or award level.

📍 Room HU120, Hunter Building, Kelburn Campus

📞 04 463 5390

✉️ wellington-plus@vuw.ac.nz

🌐 www.wgtn.ac.nz/wellington-plus

## **LIBRARY**

The University's Library team is here to help you with your study and research so you can make best use of our resources and facilities.

- ☎ 04 463 6186 (Kelburn Library, Kelburn Campus)
- ☎ 04 463 6241 (Architecture and Design Library, Te Aro Campus)
- ☎ 04 463 7495 (Commerce Library, Pipitea Campus)
- ☎ 04 463 6372 (Law Library, Pipitea Campus)
- ✉ [library@vuw.ac.nz](mailto:library@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/library](http://www.wgtn.ac.nz/library)

## **MĀORI AND PASIFIKA LIBRARY SUPPORT**

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

- 🌐 [www.wgtn.ac.nz/maori-subject-librarian](http://www.wgtn.ac.nz/maori-subject-librarian)
- 🌐 [www.wgtn.ac.nz/pasifika-subject-librarian](http://www.wgtn.ac.nz/pasifika-subject-librarian)

## **MĀORI STUDENTS' SUPPORT**

### **ĀWHINA**

Āwhina is the on-campus whānau for Māori students. Based at the marae, we provide a range of programmes in each faculty to support your learning, keep you connected, help out with scholarship applications, and work collectively to share knowledge and achieve academic success.

- ☎ 04 463 5987
- ✉ [awhina@vuw.ac.nz](mailto:awhina@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/awhina](http://www.wgtn.ac.nz/awhina)

### **TE HERENGA WAKA MARAE**

The marae is a teaching, learning, engagement, and research hub. We are here to help support you in your academic studies and give you a quiet space to study. Lunches are available for \$5 during Trimesters 1 and 2. There is a computer suite on site, and we provide Whānau Housing.

- 📍 46 Kelburn Parade, Kelburn Campus
- ☎ 04 463 7423
- ✉ [marae-bookings@vuw.ac.nz](mailto:marae-bookings@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/marae](http://www.wgtn.ac.nz/marae)

## **PASIFIKA STUDENTS' SUPPORT**

The Pasifika Student Success team works alongside Pasifika students to navigate the journey into tertiary study and success. We provide a pastoral, holistic, and academic mentoring service, with advisers in most faculties, and a central hub with dedicated Pasifika support staff. We also run an outreach programme in Wellington secondary schools.

- ✉ [pasifika-student-success@vuw.ac.nz](mailto:pasifika-student-success@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/pasifika](http://www.wgtn.ac.nz/pasifika)

## **PASIFIKA HAOS**

The Pasifika Student Success team is based in Pasifika Haos. Come and visit and use the various study and social spaces, including computer rooms, meeting rooms, and a kitchenette.

📍 15 Mount Street, Kelburn Campus

☎ 04 463 6015

🌐 [www.wgtn.ac.nz/pasifika-haos](http://www.wgtn.ac.nz/pasifika-haos)

## **POLICE LIAISON**

The University has its own police liaison officer who is available to give advice and speak to students who have anything they would like to discuss with the Police.

☎ 04 381 2000

✉ [benjamin.hopkins@police.govt.nz](mailto:benjamin.hopkins@police.govt.nz)

## **POSTGRADUATE STUDENTS' ASSOCIATION**

The Postgraduate Students' Association (PGSA) ensures postgraduate representation on university boards and committees, advocates on issues that affect postgraduate students, and runs events for postgraduate students to build community and support postgraduate students' professional development.

☎ 04 463 6973

✉ [pgsa@vuw.ac.nz](mailto:pgsa@vuw.ac.nz)

🌐 [www.vuwpgsa.ac.nz](http://www.vuwpgsa.ac.nz)

## **RAINBOW AND INCLUSION**

We offer a range of services and resources for students who identify with diverse sexual orientations and sex and gender identities. Contact the rainbow and inclusion adviser for advice and guidance.

📍 Level 2, Student Union Building, Kelburn Campus

☎ 04 463 6712

✉ [rainbow@vuw.ac.nz](mailto:rainbow@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/rainbow](http://www.wgtn.ac.nz/rainbow)

## **REFUGEE-BACKGROUND STUDENTS**

The University has more than 200 students from diverse refugee backgrounds, who are supported by an adviser and a network of academic and professional staff. Students can contact the adviser for advice and guidance.

📍 Level 2, Student Union Building

✉ [refugeebackgroundstudents@vuw.ac.nz](mailto:refugeebackgroundstudents@vuw.ac.nz)

🌐 [www.wgtn.ac.nz/refugee-background-students](http://www.wgtn.ac.nz/refugee-background-students)

## **SCHOLARSHIPS OFFICE**

Contact us for information on what scholarships are available and how to apply.

📍 10 Kelburn Parade, Kelburn Campus

☎ 04 463 5890

✉ scholarships-office@vuw.ac.nz

🌐 [www.wgtn.ac.nz/scholarships](http://www.wgtn.ac.nz/scholarships)

## **STUDENT HEALTH AND STUDENT COUNSELLING (MAURI ORA)**

### **STUDENT HEALTH**

Access a full range of healthcare services from our team of friendly professional nurses and doctors. Consultations are available at the Kelburn and Pipitea campuses and are free or low cost for domestic students. The cost of healthcare for international students will usually be covered by insurance—check with your provider for details.

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

☎ 04 463 5308

📍 Te Taunaki, Mezzanine Floor, Rutherford House,  
Pipitea Campus

☎ 04 463 5308

🌐 [www.wgtn.ac.nz/mauri-ora](http://www.wgtn.ac.nz/mauri-ora)

### **STUDENT COUNSELLING**

Make an appointment for professional and confidential counselling for any issue affecting personal or academic success. Available at all campuses.

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

☎ 04 463 5308

✉ counselling-service@vuw.ac.nz

🌐 [www.wgtn.ac.nz/mauri-ora](http://www.wgtn.ac.nz/mauri-ora)

## **STUDENT INTEREST AND CONFLICT RESOLUTION**

This team is available to support students who have experienced sexually harmful behaviour, conflict, or who have a complaint or an issue with anyone in our university community.

✉ student-interest@vuw.ac.nz

🌐 [www.wgtn.ac.nz/student-interest](http://www.wgtn.ac.nz/student-interest)



## STUDENT LEARNING

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 skills, and mathematics.

- 📍 Hunter Courtyard, Level 0, Kirk Building, Kelburn Campus
- 📍 Mezzanine Floor, Rutherford House, Pipitea Campus
- ☎ 04 463 5999
- ✉ student-learning@vuw.ac.nz
- 🌐 [www.wgtn.ac.nz/student-learning](http://www.wgtn.ac.nz/student-learning)

## STUDENT WELLBEING

Maintaining a good level of wellbeing can be a challenge while you are studying. Get some helpful tips, access resources, or attend one of our workshops. You can also join one of our peer-support groups and study and relax in the Bubble.

- 📍 Level 2, Student Union Building, Kelburn Campus
- ☎ 04 463 6832
- ✉ student-wellbeing@vuw.ac.nz
- 🌐 [www.wgtn.ac.nz/wellbeing](http://www.wgtn.ac.nz/wellbeing)

## WELLINGTON GLOBAL EXCHANGE

Our student exchange programme offers you the opportunity to broaden your horizons while studying towards your degree at one of more than 140 partner universities in more than 30 countries around the world.

- 📍 Level 2, Easterfield Building, Kelburn Campus
- ☎ 04 463 5667
- ✉ student-exchange@vuw.ac.nz
- 🌐 [www.wgtn.ac.nz/student-exchange](http://www.wgtn.ac.nz/student-exchange)

## WELLINGTON UNIVERSITY INTERNATIONAL

International students can get information, support, and advice about anything relating to their studies at the University. Student visa renewal and insurance claim support is also available.

- 📍 Level 2, Easterfield Building, Kelburn Campus
- ☎ 04 463 5350
- ✉ international-support@vuw.ac.nz
- 🌐 [www.wgtn.ac.nz/international-student-support](http://www.wgtn.ac.nz/international-student-support)

## UNIVERSITY RECREATION WELLINGTON

Get access to recreation, fitness, clubs, and sports to stay healthy and happy during your studies.

- 📞 04 463 6614 (Kelburn)
- 📞 04 463 6994 (Pipitea)
- ✉️ [university-recreation@vuw.ac.nz](mailto:university-recreation@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/recreation](http://www.wgtn.ac.nz/recreation)

## VICTORIA UNIVERSITY OF WELLINGTON STUDENTS' ASSOCIATION

Independent from the University and free for all to join, Victoria University of Wellington Students' Association (VUWSA) is a student-led organisation that provides support services, events, and representation for students, making sure their university experience is the best it can be.

- 📞 04 463 6716
- ✉️ [kelburn@vuwsa.org.nz](mailto:kelburn@vuwsa.org.nz)
- 🌐 [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## FACULTIES

Get information, support, and advice about your degree or courses.

### ARCHITECTURE AND DESIGN INNOVATION

Wellington Faculty of Architecture and Design Innovation

- 📍 139 Vivian Street, Te Aro Campus
- 📞 04 463 6200
- ✉️ [foad@vuw.ac.nz](mailto:foad@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/wfadi](http://www.wgtn.ac.nz/wfadi)

### BUSINESS AND GOVERNMENT

Wellington School of Business and Government

- 📍 Room RHG19, Rutherford House, 23 Lambton Quay, Pipitea Campus
- 📞 04 463 5376
- 📍 Room MY209, Murphy Building, Kelburn Campus
- 📞 04 463 6870
- ✉️ [wsbg@vuw.ac.nz](mailto:wsbg@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/business](http://www.wgtn.ac.nz/business)

### EDUCATION

Wellington Faculty of Education

- 📍 Room MY411, Murphy Building, Kelburn Campus
- 📞 04 463 9500
- ✉️ [education@vuw.ac.nz](mailto:education@vuw.ac.nz)
- 🌐 [www.wgtn.ac.nz/education](http://www.wgtn.ac.nz/education)

## ENGINEERING

Wellington Faculty of Engineering

 Room CO144, Cotton Building, Kelburn Campus

 04 463 5101

 [engineering@vuw.ac.nz](mailto:engineering@vuw.ac.nz)

 [www.wgtn.ac.nz/engineering](http://www.wgtn.ac.nz/engineering)

## GRADUATE RESEARCH

Wellington Faculty of Graduate Research

 10 Kelburn Parade, Kelburn Campus

 04 463 5890

 [pg-research@vuw.ac.nz](mailto:pg-research@vuw.ac.nz)

 [www.wgtn.ac.nz/fgr](http://www.wgtn.ac.nz/fgr)

## HEALTH

Wellington Faculty of Health

 Room EA122, Easterfield Building, Kelburn Campus

 04 463 4750

 [health@vuw.ac.nz](mailto:health@vuw.ac.nz)

 [www.wgtn.ac.nz/health](http://www.wgtn.ac.nz/health)


## HUMANITIES AND SOCIAL SCIENCES

Wellington Faculty of Humanities and Social Sciences

 Room MY411, Murphy Building, Kelburn Campus


 04 463 5745

 [fhss-enquiries@vuw.ac.nz](mailto:fhss-enquiries@vuw.ac.nz)

 [www.wgtn.ac.nz/fhss](http://www.wgtn.ac.nz/fhss)


## LAW

Faculty of Law

 Room GB31, Government Buildings, 55 Lambton Quay

 04 463 6366


 [law-enquiries@vuw.ac.nz](mailto:law-enquiries@vuw.ac.nz)

 [www.wgtn.ac.nz/law](http://www.wgtn.ac.nz/law)

## SCIENCE

Wellington Faculty of Science

 Room C0144, Cotton Building, Kelburn Campus

 04 463 5101

 [science-faculty@vuw.ac.nz](mailto:science-faculty@vuw.ac.nz)

 [www.wgtn.ac.nz/science](http://www.wgtn.ac.nz/science)



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

**INFO IHONUI**

0800 04 04 04 | [info@vuw.ac.nz](mailto:info@vuw.ac.nz) | [www.wgtn.ac.nz](http://www.wgtn.ac.nz)