PhD Study – Notes to Accompany the Offer of Place Letter

Duration of Offer
Your offer of a place at Victoria will be open for one month from the date that admission was approved. This date is shown on the Offer of Place letter.

Conditional Offers
Please carefully note any conditions on the Offer of Place. If your offer is conditional on you providing original or certified copies of documents or evidence of English language proficiency, you must provide these before your offer becomes unconditional. You can post your documents to:

PhD Admissions and Scholarships
Faculty of Graduate Research
Victoria University of Wellington
PO Box 600, Wellington 6140
New Zealand.

International Students
Immigration New Zealand require an unconditional offer before they will issue you with a student visa. As conditions are met the online Offer of Place will be updated to remove those conditions.

Beginning Your Studies
If you accept the offer, you will need to contact your supervisor to discuss a start date for your PhD.

You are expected to commence your studies within six months of accepting the offer if you are a domestic student and within nine months if you are an international student. Any requests for an extension will be considered in relation to your programme of research and University requirements. If you have been offered a Victoria Doctoral Scholarship, this must be taken up with one year otherwise the offer will be withdrawn.

All new PhD students must attend the Faculty of Graduate Research Induction programme. We run this programme four times every year, and it’s a great opportunity to get your studies off to the best possible start. For dates and information, please click here.

Enrolment
Your official start date must be the 1st of a month, and you must arrive and enrol prior to your start date.

To enrol in your PhD programme, please make an appointment with the Faculty of Graduate Research – phone 04 463 5113 or email fgr-postgrads@vuw.ac.nz.

PhD enrolment extends from first enrolment until you have lodged your thesis in the University Library and completed your degree. See the information below about annual registration.

Attendance at the University
PhD study is carried out under academic supervision. It is expected that you will attend Victoria on a regular basis and participate in the intellectual life of your school and the wider University. If
During your PhD study you need to work away from Wellington for data collection or fieldwork, you must seek approval from your school. International students are limited to a total of twelve months absence for approved research purposes during the PhD programme. In some circumstances you may be able to enrol as a distance student – this is available to New Zealand citizens only and conditions apply.

**Provisional Registration**

Once you arrive at Victoria you will be provisionally registered as a PhD student. Provisional registration normally lasts 6–12 months. During this time:

- You will be required to write a full research proposal
- You may be required to undertake up to 60 points of coursework relevant to the proposed topic if deemed necessary by your School
- You may also be required to present your proposal to the School.

Your School will provide guidance on these matters.

Full registration is usually confirmed within 12 months and once all requirements have been satisfactorily completed. If there are any doubts about your ability to proceed with your PhD research, your School will raise this with you during provisional registration. Please see the *Doctoral Policy and the PhD Procedures* for more details on provisional registration and the general rules about PhD study at Victoria.

**Examination process**

As part of the examination process, all PhD students are expected to defend their thesis in person. The oral examination will usually occur about four months after the thesis has been submitted. Students must make all necessary arrangements to attend their oral examination in Wellington.

**Tuition Fees and Levies**

All students are required to pay tuition fees and levies for the programme in which they are enrolled. For more information on fees visit *Victoria Finance*.

For full information on these charges, see the *Victoria University Fees Statute*.

You will receive a fees invoice once you arrive at Victoria and are provisionally registered. If you are a recipient of a Victoria University Scholarship, your tuition fees only will be covered by the scholarship for three years. You are responsible for payment of your annual levies and, in the case of international students, insurance. For more information on compulsory insurance, please click here.

**International Students**

You are required to pay your fees before arriving at Victoria (unless you are offered a Victoria Doctoral Scholarship). Information on Fees including payment information can be found at [http://www.victoria.ac.nz/study/student-finance/fees](http://www.victoria.ac.nz/study/student-finance/fees).

International students who require a student visa must submit evidence of payment of fees as part of the visa application unless another proof of funds is supplied e.g. a scholarship or a student loan award letter. **Please note:** to assist with visa processing requirements it is advisable that students pay their tuition fees and other charges at least two months prior to their arrival, as it can take up to six weeks for student visas to be processed.

For information on our accepted methods of payment, visit *Victoria International*.

When the payment has been cleared, Victoria International (VI) will issue a *Summary of Deposit* by email and send it to the contact details supplied to the University.
Your fees assessment will include the premium for the StudentSafe-University policy. If you have organised your own insurance policy and confirmed with the VI Insurance Office that it meets the minimum required standard, you will not be liable for the StudentSafe-University policy fees.

Annual registration
You will be automatically registered in December each year for the second and third calendar years of your PhD study. Unless you have formally notified your School of your intention to withdraw from or suspend your studies, you will also receive an invoice each year for fees for which you are liable. If your tuition fees are paid through a scholarship administered by Victoria University, your scholarship will be applied to your fees account prior to your invoice being emailed to you. You must pay your fees and levies no later than 10th February.

International students
You must have a valid student visa at the time of annual registration. If you do not, please contact Victoria International's Visa Officer vi-studentvisa@vuw.ac.nz as soon as possible.

Privacy of Personal Information
Please read this at information.

International Students Only
Code of Practice
The Code of Practice for the Pastoral Care of International Students (the Code) is published by the Ministry of Education. It sets the standards of advice that must be given by an institution to an international student. Victoria University has agreed to abide by the Code. Copies of the Code are available on request from Victoria International or from the New Zealand Ministry of Education.

Pre-arrival Information
For information about coming to study at Victoria University of Wellington and life in Wellington, please visit Victoria International.

For detailed personal financial advice regarding living costs, please contact Financial Support and Advice.