



## Doctoral Study – Notes to Accompany the Offer of Place Letter

### Duration of Offer

Your offer of a place at Victoria University of Wellington 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. Please email these to the Scholarships and Doctoral Admissions office at [pg-research@vuw.ac.nz](mailto:pg-research@vuw.ac.nz)

### 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 of Place, you will need to contact your supervisor to discuss a start date.

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 can be emailed to [pg-research@vuw.ac.nz](mailto:pg-research@vuw.ac.nz) and will be considered in relation to your programme of research and University requirements.

If you have been offered a Wellington Doctoral Scholarship, this must be taken up within one year otherwise the offer will be withdrawn.

All new Doctoral students must attend the Faculty of Graduate Research Induction programme. We run this programme three times per 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

To enrol in your Doctoral programme, please make an appointment with the Faculty of Graduate Research – email [fgr-postgrads@vuw.ac.nz](mailto:fgr-postgrads@vuw.ac.nz).

Your official start date must be the 1<sup>st</sup> of a month. You **must** arrive and enrol prior to your start date unless you have been given an exemption to enrol offshore by the Dean, Faculty of Graduate Research.

### Attendance at the University

Doctoral study is carried out under academic supervision. It is expected that you will attend the University on a regular basis and participate in the intellectual life of your school and the wider University.

If during your Doctoral study you need to work away from Wellington for data collection or fieldwork, you must seek approval from the Faculty of Graduate Research and your school. International students are limited to a total of twelve months absence for approved research purposes.

## Confirmation of Provisional Registration

After the first month of your Doctoral study at Victoria University of Wellington you will need to complete a Confirmation of Provisional Registration form.

Please see the ***Doctoral Policy and the Doctoral Procedures*** for more details on provisional registration and the general rules about [Doctoral study at Victoria](#).

## Tuition Fees and Levies

All students are required to pay tuition fees and levies for the programme in which they are enrolled. See here for full information on [Victoria University Fees Statute](#).

For more information on fees visit [Student Finance](#).

You will receive a fees invoice at your enrolment appointment. These are due to be paid 14 days from the date of the appointment.

Wellington Doctoral Scholarship recipients, will only have their tuition fees only will be covered for 36 months full-time. 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 the University (unless you are offered a Wellington Doctoral Scholarship). Information on fees including payment information can be found [here](#).

International Students must notify [fgr-postgrads@vuw.ac.nz](mailto:fgr-postgrads@vuw.ac.nz) prior to arriving in New Zealand.

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 [Wellington University International](#).

When the payment has been cleared, Wellington University International (WUI) 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 and confirmed with [International Student Support](#) 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 Doctoral study. Unless you have formally notified the Faculty of Graduate Research and 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 of Wellington, 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 10<sup>th</sup> February the following year.

### **International students**

You must have a [valid student visa](#) at the time of annual registration. If you do not, please contact [Wellington University International](#) as soon as possible.

### **Privacy of Personal Information**

Please read this [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 of Wellington has agreed to abide by the Code. Copies of the Code are available on request from Wellington University International.

#### **Pre-arrival Information**

For information about coming to study at Victoria University of Wellington and life in Wellington, please visit [Wellington University International](#).