Notes to Applicants for PhD Admission and Victoria Doctoral Scholarships

Read these instructions carefully before applying online.

All applicants are advised to consult the website of the Wellington Faculty of Graduate Research [www.victoria.ac.nz/fgr/prospective-phds/](http://www.victoria.ac.nz/fgr/prospective-phds/)

Glossary

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>WFGR:</td>
<td>Wellington Faculty of Graduate Research</td>
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<tr>
<td>Full-time Doctoral Student:</td>
<td>Students are deemed to be full-time when they are able to devote a minimum of 30 hours per week to the thesis, on average, over the year. This workload excludes statutory holiday periods. <em>Note: a realistic workload for a full-time student hoping to complete within 3-4 years would be 40–50 hours per week.</em></td>
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<tr>
<td>Half-time Doctoral Student:</td>
<td>Students who cannot work on the thesis for the minimum amount of 30 hours per week are deemed to be half-time students.</td>
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Section A - General information

Distance study and international students
The University may consider applications for enrolment as a distance student provided mandatory requirements can be met. Please carefully read the Doctoral Study by Distance Guidelines for the conditions which apply. *This is not an option available to international students who are in New Zealand on a study visa.*

Required documentation and incomplete applications
Applications will only be considered once all documentation and supporting material has been received, including two academic references.

*Note: if you provide information over and above what has been requested, this will not be forwarded to selection panels.*

Certified copies of official documents
Before you can be admitted as a doctoral student, you must supply the Wellington Faculty of Graduate Research (WFGR) with [original or certified paper copies](#) of your academic transcripts and degree certificates.

Please do not send these original or certified copies when you apply. Successful applicants will receive an offer of place which will be conditional on the WFGR receiving original or certified copies. International students should note that Immigration New Zealand *may* require an unconditional offer before they will issue you with a student visa.

Copies of your official documents must be certified by the institution of issue, or by an official notary, and must bear the official stamp of the institution or person.
Return of documents
WFGR does not undertake to return documents supplied.

Privacy and storage of personal information
The information you provide as part of this application will be held and used in accordance with the Privacy Act 1993. For further information, please read the following webpage:
www.victoria.ac.nz/home/admisenrol/enrol/privacy.aspx

In accordance with the Public Records Act 2005 and the General Document Disposal Authority for New Zealand Universities, the WFGR undertakes, in the event that you are successful, to store your application in a secure place for seven years after completion of the course or programme of study. In the event that you are unsuccessful, your application will be stored in a secure place for one year only.

Section B - Application form

Personal information—Citizenship
International students do not need to have a student visa at the time of application. You can apply for a student visa after you receive an offer of place.

Victoria scholarships
Applicants for Victoria PhD Scholarships must read the full PhD scholarship regulations (Victoria PhD Scholarship—Information and Regulations) which you can download from the following webpage:

- Victoria PhD scholarships are open to all applicants.
- There are limited numbers of scholarships available each round.
- Applicants for Victoria PhD Scholarships must:
  a. have completed a Bachelor’s or Master’s degree with academic distinction equivalent to a First Class Honours degree at a New Zealand University; or
  b. have a significant publication record, research experience and/or professional experience
- You may be offered admission without a scholarship. It is therefore important that you investigate alternative funding options.
- If you intend to study half-time, you are not eligible to apply for a Victoria PhD scholarship.
- Victoria University academic staff are not able to hold a Victoria University scholarship.
- If you hold a full Victoria scholarship, you are limited to a maximum of 600 hours of employment per year, preferably in an area related to your research.

Proposed start date
You are required to nominate a start date for your PhD to assist schools with their planning. Dates may later be changed by negotiation.

You are strongly encouraged to begin your studies within six weeks of one of the Wellington Faculty of Graduate Research’s orientation programmes for new students. See the FGR website for dates:
www.victoria.ac.nz/fgr/current-phd/orientation.aspx

Successful applicants will receive an offer of place around six weeks after the closing date for applications. You will have one month to accept the offer and will be expected to begin your PhD within six months of your acceptance if you are a domestic student or within nine months if you are an international student.
**Academic qualifications**

Applicants who have studied at a New Zealand university will need a first- or second-class, division one pass in an Honours or Master’s degree, or be currently enrolled in a Master’s by thesis.

Overseas applicants need to have equivalent qualifications to New Zealand applicants. In general, for applicants who have a four year Bachelor’s degree graded in a four point GPA system, the GPA should be at least 3.0 out of 4.0. For applicants who have a Bachelor’s degree graded in the British system, including India, the degree must be awarded with first or upper second-class honours. For some programmes evidence of relevant work/research experience may be necessary.

You must provide certified copies of academic transcripts for all qualifications except those you have obtained at Victoria University of Wellington (see **Certified copies of official documents** in Section A above).

**Academic referees—confidential report**

References form a critical part of your application. You must ask two referees to evaluate your academic ability and research potential.

- Your application will be considered incomplete if your referees do not submit their references by the application deadline.
- You are strongly advised to ensure that at least one (but preferably both) referees have experience with the successful completion of research students.
- If you are asking a potential Victoria University supervisor for a reference, please note that only one potential supervisor may be allowed to provide a reference and they must have had experience supervising you.
- Referees’ statements are confidential to the Victoria University panels considering your application.

**Non-degree research experience**

Provide a statement (up to 500 words) describing your research experience other than that obtained from past degrees. Use the following as a guide.

**March 2007–June 2009:** I worked at M & M Pharmaceuticals as part of a team investigating a new beta-blocker. My role was as a research associate, and my primary responsibilities were to assist the principal scientist in the lab, to use HPLC to analyse body fluids for the metabolites of these beta-blockers and to help prepare summary reports for review by the Food and Drug Administration.

**Publications**

Below is an example of a complete reference.


**Section C - International students**

**International students** please see the Victoria International website for information on services and support:

http://www.victoria.ac.nz/international/

**Translations of official documents**

If your documents are in a language other than English, you must upload English translations certified by an accredited translator and bearing the translator’s official stamp. Please upload both certified copies of your academic transcript and certified copies of the translation.
English language requirements

Victoria’s English language requirements are strict and **are not negotiable**. If you do not provide evidence of meeting these requirements any offer of place will be issued as conditional, which will affect your ability to obtain a student visa. These requirements are outlined below:

- IELTS overall band of 6.5, no sub-score below 6; or
- TOEFL 90 on the internet-based test with a minimum of 20 in writing; or
- PTE overall score of 65 or above, communicative score of not less than 58; or
- a minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme test – see [www.victoria.ac.nz/international/study-options/esl.aspx](http://www.victoria.ac.nz/international/study-options/esl.aspx)

**Important notes:**

- If you are submitting a TOEFL test result, please use institution code 6765 as the score recipient.
- Even if you meet the minimum English language requirements, you may still be required to do a Victoria University English Proficiency Programme before you begin your doctoral studies or as part of your provisional registration. On average it takes three months full-time English language study to improve an overall IELTS bandwidth score by 0.5 or a TOEFL score by 25 points.
- You may also wish to provide additional information regarding your English proficiency in the relevant section of the online application.

**Student visa**

Before coming to study at a New Zealand university you will need a student visa. Your nearest New Zealand Diplomatic Office can provide you with the necessary information and the forms to complete. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from the Immigration New Zealand website [www.immigration.govt.nz](http://www.immigration.govt.nz)

**Medical and travel insurance**

Most international students are not entitled to freely access publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may have to pay the full cost of your treatment. Full details of entitlements to publicly-funded health services are available through the Ministry of Health at [www.moh.govt.nz](http://www.moh.govt.nz)

All international students at Victoria University must have appropriate and current medical and travel insurance while studying in New Zealand. To find out more, go to [http://www.victoria.ac.nz/international/current-students/insurance.aspx](http://www.victoria.ac.nz/international/current-students/insurance.aspx) or email vi-insurance@vuw.ac.nz

**Accident insurance**

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website [www.acc.co.nz](http://www.acc.co.nz)

**Code of Practice for the Pastoral Care of International Students**

The Code of Practice for the Pastoral Care of International Students (“the Code”), published by the Ministry of Education, is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student. Victoria University has agreed to observe and be bound by the Code. Copies of the Code are available on request from Victoria International or from the New Zealand Ministry of Education website [www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForInternationalStudentsAndParents/CodeOfPracticeInfoForStudents.aspx](http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForInternationalStudentsAndParents/CodeOfPracticeInfoForStudents.aspx)

Please direct application enquiries to [pg-research@vuw.ac.nz](mailto:pg-research@vuw.ac.nz) or to the Wellington Faculty of Graduate Research
Phone +64 4 463 5890