2020
Student Guide
Hei ārahi i te tauira
“It’s important to treat knowledge as a privilege. You’re benefiting from the teaching of some of the finest minds in the country, so make the most of it.”

Nikau Wi Neeva
Student, Bachelor of Music
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INTRODUCTION

This publication is to help you find what you need to study successfully, become an active part of the university community, and have a meaningful student experience while studying at Te Herenga Waka—Victoria University of Wellington.

There is much on offer during your time at university and we encourage you to make the most of your time here.

Throughout this publication, you will see quotes and pieces of advice from fellow students, as well as information on who you can contact if you need help or support.

Check the colour key to identify sections relevant for you.

ALL STUDENTS

INTERNATIONAL STUDENTS

MĀORI STUDENTS

PASIFIKA STUDENTS

POSTGRADUATE STUDENTS

Cover: The poutama (step-like pattern) symbolises levels of attainment and advancement, and represents steps in learning.

Victoria University of Wellington has been awarded five stars plus overall in the QS Stars university ratings system. In addition, the University received five stars in all eight categories on which it was evaluated.

Important notice: 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. 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.
STRATEGIES FOR LEARNING SUCCESS

Follow these steps to make the most of your university experience.

DO IT!
- Go to lectures.
- Do your reading.
- Use the Library.
- Participate.
- Talk about your classes.

BE ORGANISED
- Follow a study routine.
- Use a wall planner with assignment due dates.

KEEP A BALANCE IN LIFE
- Connect with people.
- Look after yourself.
- Manage your money.

WHAT RESEARCH SAYS
- Work ethic is the number-one important skill in the top 10 rated by employers.
- Regular lecture attendance increases your chances of passing and getting good grades.
- Sleep-deprived people have 19 percent less memory than those who sleep well.
- Managing money is a skill you can learn and practise.
- Students who have university goals that relate to who they are and their values, beliefs, and interests are more likely to be engaged and motivated.
- Students who seek help early experience better outcomes.
KNOW WHY YOU ARE STUDYING
- Make goals to help your motivation and resilience when things get hard.

ASK WHEN YOU NEED TO
University is about asking questions, so:
- Ask sooner, rather than later.
- Build on what you know.
- Access the services that are available to you.
LEARNING WORKSHOPS AND SEMINARS

Student Learning provides many useful workshops and seminars. The workshops include study, writing, and exam skills as well as specialised workshops for international and postgraduate students. All students are welcome, and you don’t need to book in advance for most workshops.

The team at Student Learning is a group of professional, experienced learning advisers who specialise in helping you achieve academic success. As well as running workshops, staff can meet you on a one-to-one basis to provide general help with your studies.

All workshops are held at Student Learning, Hunter Courtyard, Level 0, Kirk Building, Kelburn Campus. The full schedule of Student Learning workshops can be found online.

📞 04 463 5999
🌐 www.wgtn.ac.nz/student-learning
MAKING THE TRANSITION TO UNIVERSITY

At university, you will encounter different expectations from those you had at school. Student Learning will run two Saturday sessions to explore some of the most important differences to help you to adapt to the academic expectations at the University.

You must register online.

www.wgtn.ac.nz/student-learning

STUDY AND PRESENTATION SKILLS

Student Learning offers a range of workshops to support your introduction to academic life at university. Learn strategies to stay on top of your studies and schedule, get the most out of your readings and notes, and present your ideas confidently.

Creating mind maps
Mind maps are an innovative way to take notes. They are useful for accelerating learning and improving recall. Explore the possibilities of this study technique.

Giving presentations
Do you have to give an oral presentation or take part in a speaking activity in your undergraduate course? Come to this workshop to learn how you can improve your presentation skills and become more confident.

Learning to learn
Have you ever thought about how you approach your study? This workshop will build on your strengths and improve your motivation and study habits.

Managing your time
Do you feel daunted by your busy schedule? Reduce the pressure of a heavy workload with a planned approach. Bring your timetable and assignment due dates to the workshop to develop a personalised plan to use time effectively.

Reading effectively
Learn some techniques to cope effectively with the quantity of reading you are required to do for your studies.

Taking notes
Taking notes from lectures, tutorials, and textbooks is one of the most important forms of writing you will use while you are at university. Learn some tips to make effective notes to assist your learning.

You can find information online, including when and where the Student Learning workshops are held.

www.wgtn.ac.nz/student-learning
ACADEMIC WRITING SKILLS
You will be expected to complete different types of university assessments. Although you may also be asked to write reports, literature reviews, journal articles, and research proposals, the academic essay is the most common written assessment. With knowledge of key writing skills, you will begin to see how to write your academic essays and identify what academic staff are looking for when they grade your essays. You will be able to apply these skills to other forms of written assessment. Student Learning offers a range of workshops to help you improve your academic writing skills.

Referencing and editing
Learn how to reference correctly and appropriately and how to proofread and edit your essays. This workshop covers the final details you need to think about before submitting assignments.

Starting and planning essays
Learn strategies to understand what is being asked in an essay assignment. This session focuses on thinking and planning so you can develop your argument clearly for a successful university essay.

Thinking critically
What do your lecturers mean when they ask you to analyse critically, discuss, or assess something? ‘Thinking critically’ is a series of three or four two-hour workshops to develop your analytical skills by exploring what it means to be a critical thinker and how to analyse a text critically. Register for the undergraduate and postgraduate series online.

Writing your essay
These two-hour sessions are useful for getting started with your essays. They include an overview of the essay-writing process, including analysis, thinking, planning, and essay structure.

TEST AND EXAM SKILLS
Regular revision (within 24 hours) of your lecture notes, doing the readings, and keeping up with your workload during the trimester will help you do well in your exams. Exams require strong course content knowledge and effective exam and test skills. These workshops aim to help you fine-tune your performance for exams and tests.

Revising for tests and exams
Get ready for exams or your end-of-trimester tests. Learn ways to make revision part of your study routine and improve your understanding of how to revise effectively.

www.wgtn.ac.nz/student-learning
INTERNATIONAL STUDENTS’ SUPPORT AND WORKSHOPS

We want to ensure our international students have all the skills and knowledge they need to be successful in their study.

As international students, you may face new study challenges and opportunities. Student Learning offers a range of programmes to help you understand the expectations of the University’s teaching staff, as well as ways to meet those expectations. You will get the opportunity to meet new people and have some fun on campus.

Academic speaking

This five-week programme will help you gain skills and confidence in academic speaking. We offer separate sessions for undergraduate and postgraduate students. There are limited spaces for these sessions, so sign up quickly.

Conversation

Meet Kiwi students for weekly conversation groups, on Tuesdays at 3.10 pm in the Student Learning Seminar Room, KK001 (starting Week 2). You do not need to book—just come along.

Excel on campus

Learn how to communicate well with university staff and how to make Kiwi friends. You will become a multicultural communicator and receive a certificate for your CV. There is a $10 fee for materials. Sign up online.

Polish your grammar

At these weekly grammar sessions, we will answer your questions and teach those tricky aspects of grammar that can be confusing. The core grammar sessions are run on Thursdays from noon until 2 pm. The advanced grammar sessions are run on Thursdays from 3 pm until 4 pm.

Preparation for academic life and study

The preparation for academic life and study (PALS) programme offers two-hour, weekly sessions that will help you become familiar with academic requirements. These sessions are:

- Getting started with academic life and study
- Researching, writing, and using the Library
- Referencing
- Summarising and paraphrasing
- Improving your English.

www.wgtn.ac.nz/student-learning
SUPPORT FOR POSTGRADUATE STUDENTS

Postgraduate study and individual and guided research projects call for advanced critical thinking, argumentation, and writing and research skills that build on your undergraduate degree. Student Learning offers workshops, seminars, and one-to-one appointments to help you through your research journey.

There are more resources available online to help you with your postgraduate study.

www.wgtn.ac.nz/student-learning

Research skills seminars
These seminars are intended as a general introduction, suitable for all levels (Honours, Master’s, and PhD), and are run from Week 2 to Week 7 of each trimester, at both the Kelburn and Pipitea campuses. A full schedule is available online.

Sessions will cover topics such as:

- ethical approval
- interview techniques
- literature reviews
- oral presentations
- qualitative research
- quantitative research
- research proposals
- thesis structure.

Thesis workshops
These two workshops are designed to help you on your research journey. Places are limited—register online.

Keeping on track
This interactive session focuses on the ‘big picture’ and motivational strategies for working on your thesis.

Writing to think
This interactive session introduces techniques to help generate ideas and organise an extended writing project.
MATHS AND STATISTICS WORKSHOPS

Student Learning provides mathematics and statistics support for students taking first-year applied statistics (STAT 193, QUAN 102) and mathematics (QUAN 111) and for students whose courses have some mathematical content but who are not studying mathematics. All workshops are student centred and problem based. Students are encouraged to bring problems to work through. No booking is needed—just turn up.

Course-specific workshops

These workshops are specifically for STAT 193, QUAN 102, and QUAN 111 students and will loosely follow the teaching programme for these courses as listed in the course outlines.

Exam revision workshops

Additional STAT 193, QUAN 102, and QUAN 111 exam revision workshops will be arranged when the end-of-trimester examination timetable is confirmed. Check the Student Learning website closer to the time.

Individual or group appointments

Appointments with the maths and statistics learning adviser can be made for individuals or small study groups.

Maths drop-in sessions

Drop-in sessions are offered across Trimesters 1 and 2 for students requiring support in any course containing statistics or mathematics. Bring examples of problems to work through.

You can find information online, including when and where the Student Learning workshops are held.

www.wgtn.ac.nz/student-learning
MĀORI AND PASIFIKA LEARNING ADVISERS

E te iti, e te rahi, nau mai, haere mai ra.

Māori learning adviser
You may prefer to work with someone from your cultural background, and the Māori learning adviser at Student Learning Te Taiako will help guide you through your university studies.

Pasifika learning adviser
Would you like someone who is familiar with your cultural background to support, develop, and encourage you in your learning journey? Drop in to see our Pasifika learning adviser at Student Learning.

Workshops
Our Māori and Pasifika learning advisers run customised workshops for Māori and Pasifika students. These workshops will provide you with tools and tips to prepare you for lectures, tutorials, assignments, and exams.

www.wgtn.ac.nz/student-learning
You can find information online, including when and where the Student Learning workshops are held.

www.wgtn.ac.nz/student-learning
ENSURING YOUR SUCCESS

A range of services and support is available across the University to help you settle in to academic life, enhance your learning experience, and achieve your study goals.

CAREERS AND EMPLOYMENT

Careers and Employment staff will connect you with employers and the community, help you develop your skills, and prepare you for future employment. They will help you explore career ideas and the career implications of subject choices, and will provide details of specific jobs, employers, and postgraduate courses.

The Careers and Employment team runs workshops and seminars on a range of career topics, including CV writing and interview preparation. Students have access to employability development programmes, plus comprehensive resources, job vacancies, and events.

www.wgtn.ac.nz/careers
DISABILITY SERVICES

Disability Services works in partnership with students to strengthen the University’s culture of inclusion, celebrate disability, and ensure students can participate fully and achieve their aspirations.

At the University, disability includes injuries, impairments, and health conditions that affect learning, concentration, mobility, hearing, speech, or vision.

The team provides individual coaching, liaison with academic staff, adaptive technology, sign-language interpreting, note-taking assistance, mobility parking, test and exam support, ergonomic furniture, and quiet places to rest and study.

[www.wgtn.ac.nz/disability]

Each campus has an accessible route, which is indicated on the map for each campus.

[www.wgtn.ac.nz/maps]

Increase your understanding of disability with disability and inclusion training. Disability Services runs sessions through the Wellington Plus programme.

[www.wgtn.ac.nz/wellington-plus]

More than 200 volunteer note takers, van drivers, access guides, and team leaders supplement the efforts of staff at Disability Services.

Make connections, gain new perspectives, and be a change-maker—find out the many ways that you can get involved.

[www.wgtn.ac.nz/volunteers]

LANGUAGE LEARNING CENTRE

Haere mai ki Te Pūtahi Reo!

If you are taking a language course, want to improve your English skills, or want to meet other language students from around the world, the Language Learning Centre (LLC) is the place for you.

The LLC offers:

- friendly language-learning advice and resource recommendations
- a welcoming space and multilingual atmosphere
- a Language Buddy programme at the start of Trimesters 1 and 2 aimed at matching you with a native speaker of the language you are learning
- self-access language-learning resources (both physical and digital) for 80 languages, which can be used on campus or at home
- online resources
- board games and subtitled movies in many languages
- bookable study rooms for group work, interviews, language club meetings, and movie viewing
- self-access computers with headsets and microphones for listening and voice recording
- printing, copying, and scanning
- troubleshooting help throughout the day.

[www.wgtn.ac.nz/llc]
LIBRARY

The four campus libraries have resources, services, and facilities tailored to support your study as well as staff who can help you access the information you need.

Help is available from front-line service staff at Info Ihonui and service points in the campus libraries. Subject librarians can help you research and improve your search skills.

You can search all the resources in the Library using Te Waharoa, the Library’s search engine, and you can also find information on the libraries, including opening hours, online.

Remember to bring your student ID with you when you visit the libraries for printing, copying, and borrowing.

www.wgtn.ac.nz/library

Māori and Pasifika support

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

www.wgtn.ac.nz/maori-subject-librarian
www.wgtn.ac.nz/pasifika-subject-librarian

Explore the Library

There are library tours, specialist training sessions, and workshops to help you get the most out of using the Library. These include workshops on finding the right resources for your assignments and using referencing software such as EndNote or Zotero. Library tours are run during New Students’ Orientation and the first week of Trimester 1, and then by arrangement at your campus library’s service point.

www.wgtn.ac.nz/library-workshops
MĀORI STUDENTS

Āwhina is the support team for Māori students. Our kaupapa (goal) is to provide academic and holistic support for Māori students enrolled in any degree or course. Our experienced staff offer one-on-one advising and mentoring sessions, tutorials, study wānanga, and a range of workshops to help you achieve your study goals.

Our culturally inclusive environment includes whānau rooms with computer facilities, study areas, free tea and coffee, a small kitchenette to prepare food, and space to meet with peers or tuākana (older students). We can help you transition successfully from secondary education or work into tertiary education.

Nau mai, haere mai—come and visit us at the Kelburn, Pipitea, and Te Aro campus spaces.

✉ awhina@vuw.ac.nz
🌐 www.wgtn.ac.nz/awhina

PASIFIKA STUDENTS

The Pasifika Student Success team fosters Pasifika learning and teaching communities in an environment that is welcoming, safe, and focused on academic excellence, personal growth, and wellbeing.

Our students have access to a mentoring programme, course-specific study sessions, exam-oriented preparation, and workshops that support learning and development as well as meeting cultural needs. Holistic support can take the form of a chat over a cup of tea, devising time-management strategies, and discussing learning objectives. We provide support to Pasifika students at every level, including postgraduate students.

We are here to help you navigate the crossing into tertiary study and look forward to welcoming you on board. There are Pasifika spaces at the Kelburn, Pipitea, and Te Aro campuses.

✉ pasifika-student-success@vuw.ac.nz
🌐 www.wgtn.ac.nz/pasifika
**PEER-ASSISTED STUDY SUPPORT**

Join a Peer-Assisted Study Support (PASS) group. These study sessions are led by successful students and are offered in a number of courses. Your PASS leader will help you develop effective learning strategies to reinforce subject knowledge in an informal environment. The leaders encourage the proactive, independent learning required at university.

Research shows that students who attend PASS regularly have a 93 percent success rate in exams. The PASS groups begin in Week 3 of Trimesters 1 and 2. Look for information in lectures and on Blackboard. Sign up online.

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

**POSTGRADUATE SUPPORT**

The Postgraduate Students’ Association (PGSA) is the representative organisation for postgraduate students. It represents postgraduate students on a number of committees and boards across the University, working to ensure that the postgraduate student voice is heard.

The PGSA also fosters and celebrates the excellence of the postgraduate community through academic conference grants, the 3-Minute Thesis competition, the Research Excellence Awards, and the annual Victoria’s Awards.

The PGSA builds community and supports postgraduate students’ professional development by hosting a number of events across the University’s three campuses. These include postgraduate student talks, an opportunity for students to present research at any stage to an enthusiastic non-expert audience, Writing to Finish—a day-long communal writing workshop broken up with opportunities to meet fellow students—and other informal social events.

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

**POSTGRADUATE STUDENT WORKSHOPS**

The Wellington Faculty of Graduate Research holds regular research-focused workshops and events for doctoral candidates. These workshops run throughout the year with presentations from local and visiting international speakers and are designed to support candidates through the different phases of their candidature.

[www.wgtn.ac.nz/phd-workshops](http://www.wgtn.ac.nz/phd-workshops)

The Wellington Faculty of Graduate Research also facilitates weekly Shut up and Write sessions on all three campuses, where students can bring their writing to work on alongside others in a relaxed, friendly environment that can increase motivation and productivity.
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 management skills, and mathematics.

KELBURN
Tuesdays 2–3 pm and Wednesdays 9–10 am, Milk and Honey

TE ARO
Thursdays 10–11 am, VS119 (in the Architecture Library)

PIPITEA
Fridays 10–11 am, RH420, Rutherford House

Student Learning offers:
- free academic-skills workshops and specialist programmes all year (see pages 6–12 for details)
- online resources, including introductions to study skills, academic writing, and research
- individual 50-minute appointments to assist your study, academic writing, mathematics, and statistics
- 15-minute express appointments with a learning adviser at the Info Ihonui, Level 2, Library entrance, the Hub, between 11 am and 2 pm, Monday to Friday
- a Māori learning adviser to support Māori students in their studies (see page 12)
- a Pasifika learning adviser to support Pasifika students in their studies (see page 12).

www.wgtn.ac.nz/student-learning

www.wgtn.ac.nz/phd-writing-sessions
INTERNATIONAL SUPPORT

Wellington University International provides support and services to international students.

The international student advisers can provide personal, academic, or cultural information, support, and advice during your time at the University. They can assist you to renew your student visa and to make insurance claims through the University’s preferred insurer, Studentsafe.

The team works closely with the University’s student services, faculties, and academic staff to provide you with the support you need to succeed.

To meet with an international student adviser, you are welcome to visit Level 2, Easterfield building, Kelburn campus, anytime between 9 am and 4.45 pm, Monday to Friday, or contact us to make an appointment.

📞 04 463 5350
✉️ international-support@vuw.ac.nz
🌐 www.wgtn.ac.nz/international-student-support
MANAGING YOUR MONEY

Money management is a life skill that you are best to start learning and practising now.

For most students, money is a scarce resource and, though it is never easy, developing money management skills can contribute greatly to your chances of enjoying and succeeding at university.

The financial survival guides equip you with realistic information about the cost of living, managing a limited income, controlling spending, and budgeting.

www.wgtn.ac.nz/money

Financial advice

The student finance advisers can help you:

- get control of your money and take the stress out of coping financially
- get emergency help when you need it (through the Hardship Fund)
- sort out StudyLink issues.

Staff are available for appointments at the Kelburn and Pipitea campuses on different days during the week.

Appointments can be booked through 0800 04 04 04, online, or in person in the foyer of Hunter building, Kelburn campus.

www.wgtn.ac.nz/financial-survival

HEALTH AND WELLBEING

Every student has the ability to thrive at university. Students who thrive are interested in what they are studying and lead balanced lives. They are engaged with others, their studies, and the University and are determined to reach their goals. They possess skills that help them live a good life at university, even in difficult and pressured times.

Looking after your mind and body is an important part of study stamina as it helps avoid burnout. Prioritise your health and wellbeing at all times, not just during down times or highly pressured times. By doing so, you will learn better and enjoy a higher quality of life.

Sometimes, you will need support and guidance from health professionals to help you through tough times. The University has excellent counselling, health, and recreation services for students.

www.wgtn.ac.nz/wellbeing
Student Counselling

Appointments for professional and confidential counselling are available at all campuses, for any issue affecting personal or academic success.

You can make an initial counselling appointment by phone or by visiting Student Counselling at Mauri Ora reception at Kelburn or Pipitea campuses during opening hours. You will be asked to complete a brief counselling intake form at reception and will then be offered an appointment for an initial counselling session. This will be an opportunity for you to discuss your concerns with a counsellor who will help resolve any immediate issues and work with you to develop a plan to get you back on track with your life and studies. The plan could include follow-up counselling, linking you with our range of wellbeing workshops, or a referral to other support services.

Student Counselling has some brief appointments, for academic or other concerns, available each day with a duty counsellor, as well as emergency sessions for those with serious concerns regarding their own safety or that of others.

Appointments are also available at Te Herenga Waka marae each week during the trimesters.

📞 04 463 5308
🌐 www.wgtn.ac.nz/counselling

Piki

Piki aims to equip you with tools that can help you overcome adversity and strengthen your wellbeing.

If you would like to access free support to help you manage your wellbeing, Piki is available for those aged between 18 and 25 and living in the Greater Wellington region.

Piki offers you free access to:
- easy and personalised therapy on campus at Mauri Ora (Student Health and Student Counselling) on the Kelburn campus
- an emotional wellness app that helps you access support and track your progress
- 24/7 support through phone and web services
- trained peer support coaches.

🌐 www.wgtn.ac.nz/piki

In crisis?

It’s okay to reach out for help—never hesitate if you are concerned for someone else or yourself.

If you would like to talk to a trained counsellor for free 24/7 confidential help, advice, or support, contact 1737 Need to Talk by calling or texting 1737 any time for support from a trained counsellor.

In the event of a life-threatening emergency:
- phone 111
- or go to your nearest hospital emergency department.
**Student Health**

Student Health offers confidential healthcare consultations. Our doctors and nurses provide a full range of health services, including care if you have had an accident, are unwell, or are managing an ongoing health condition. Appointments for contraception, sexual health checks, and preventative healthcare such as immunisations are also available.

Routine appointments with either a doctor or a nurse are free for students who are registered with Student Health.

**Health information for international students**

Unless you are here on a special government scholarship, international students are not eligible for free healthcare under New Zealand’s public health system. You can access all health services, but you will have to pay for them. Because you must have insurance to study at the University, the cost will be covered in most instances. Without insurance, medical treatment for international visitors can be extremely expensive.

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

**Outreach nurse service**

Appointments with our outreach nurses for Māori, Pasifika, gender diverse, and international students are available. If you have any questions about your health or would like to make an appointment, contact Student Health.

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

**Student Wellbeing**

Maintaining a good level of wellbeing can be a challenge while you are studying. Get some helpful tips, access resources, or attend a course or workshop.

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

**Wellbeing workshops and activities**

Our wellbeing workshops and related activities are an opportunity for you to focus on your wellbeing and personal development. Get involved in a group session with fellow students in which you will learn strategies to help support your academic success.

We’ll explore mindfulness, helping others, managing stress and anxiety, staying healthy, and good study habits.

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

**Student Wellbeing Awareness Team**

The Student Wellbeing Awareness Team (SWAT) comprises current students who help empower other students about their own health by raising awareness and providing education about health and wellbeing.

The SWAT leaders have designed and established a range of ongoing, open peer-support groups, run by students for students, in partnership with Peer Tree and Student Counselling.

✉️ vicstudentwellbeing@gmail.com

[www.wgtn.ac.nz/wellbeing-team](http://www.wgtn.ac.nz/wellbeing-team)

**The Bubble**

The Bubble is a comfortable place for students to study, relax, and connect with others. Students will find regular support from the Bubble leaders, who are students trained in peer support and who can help connect students with relevant services around campus. The Bubble is located on Level 2 of the Student Union building, Kelburn campus; student leaders are available between 11 am and 2 pm on weekdays.

[www.wgtn.ac.nz/the-bubble](http://www.wgtn.ac.nz/the-bubble)
University Recreation Wellington
Give your student experience a boost by getting involved with University Recreation Wellington. Keeping healthy, active, and social will support your academic aspirations.

🔗 04 463 6614
🌐 www.wgtn.ac.nz/recreation

Fitness memberships
While many of our spaces and equipment are free for student use, signing up for a fitness membership can give you access to the Fitness Studio, which has machines and free weights, a comprehensive selection of cardio equipment, and our popular group exercise classes.

Sports leagues
Our social sports leagues are a great way to get active in a fun and friendly environment. Enter a team with your mates or join as an individual and make new friends.

Just Play
Just Play sessions are free, flexible, and open to everyone. There are designated times for a variety of sports throughout the week. Come along and get active with like-minded people. No cost, no commitment, Just Play!

Events
The University Recreation Wellington team delivers a variety of events and programmes, including Glow Zumba classes, healthy lifestyle challenges, and programmes for students to get involved.

Athletes’ support
We support student athletes to balance the many challenges they face while juggling study and sport commitments. If you are an athlete competing at a national or international level, contact the University Recreation Wellington team to discuss the support available.

Tertiary sport competitions
Our students compete against New Zealand’s other universities and tertiary institutions in the University Tertiary Sport New Zealand championship. Trials are open to all students; we aim to select our top sportspeople and have our strongest teams representing the University.

Self-defence courses
We hold self-defence courses throughout the year. These courses are open to all self-identifying women and non-binary people.
KEEPING IN TOUCH

Connect with us to stay up to date with the latest information about your courses, important dates, and student services, as well as what’s happening across the University.

Blackboard

Blackboard is an online tool that supports the delivery of your courses. It provides course information and materials, including course administration, course outlines, communications, electronic course submissions, assessment, and evaluations. You can log into Blackboard using myTools.

Information screens

Large screens on all campuses are updated regularly with student services information, upcoming events, important dates, and promotions.

myView

myView is a student blog about anything and everything to do with learning and living here at the University and in the capital city—from study tips and life on campus to what’s happening in our halls of residence and in Wellington.

myTools

myTools is the place online where you can access and manage a number of the University’s web services, including adding or dropping courses, Blackboard, CareerHub, emails, fees, grades, myAllocator, and myDegree.
Social media
The University has multiple social media channels, including Facebook, Instagram, LinkedIn, Twitter, and YouTube. Follow us to keep up with news, events, competitions, information, and acknowledgements.

#VicUniWgtn
Be sure to share your student experience with us—tag us on Instagram and Twitter

www.wgtn.ac.nz/social-media

Info Ihonui
Info Ihonui are places you can go for general university advice, information, and assistance. There are seven locations:

- 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
- Level 0, 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
GETTING INVOLVED

University isn’t just essays and assessments. Extracurricular activities are a great way to give to others, improve your skills, increase your employability, enhance your global competence, and make friends.

“Volunteer and student service roles have given me a diverse skill set that I can apply to a range of situations.”
CLUBS AND RECREATION
Connect with others through a club, sports team, or association.
- www.wgtn.ac.nz/clubs
Keep healthy, active, and social through fitness, sports, and recreation.
- www.wgtn.ac.nz/recreation

INTERNATIONAL CONNECTIONS
All students can link in and help international students settle into our university.
- www.wgtn.ac.nz/international-connections
Go on an overseas exchange.
- www.wgtn.ac.nz/exchange

LEADERSHIP PROGRAMMES
Challenge yourself, develop confidence, and gain valuable learning. Students who complete the University’s extracurricular programmes receive awards recognising their outstanding achievement.
- www.wgtn.ac.nz/international-leadership
- www.wgtn.ac.nz/wellington-plus

MENTORING
Take the opportunity to mentor and support other students.
- www.wgtn.ac.nz/leadership-programmes

REPRESENTATION
Be the voice of other students and represent them and their concerns and ideas with lecturers, faculties, and the University as a whole.
- www.wgtn.ac.nz/become-representative

STUDY HELP ROLES
Help your fellow students by becoming a mentor or a PASS leader, volunteering, running drop-in sessions, and more.
- www.wgtn.ac.nz/give-study-support
COMMUNITIES ON CAMPUS

There are a number of communities and spaces open to you on campus. You’re invited to make the most of their services and join in on their social interactions, events, and activities.

CLUBS

Joining a club is a great way for students to make new friends, learn new skills, and make their experience at university a rich and rewarding one. The clubs directory boasts more than 180 clubs on campus, including cultural, performing arts, political, religious, social, and sporting groups.

Clubs Expo

The University’s Clubs Expo provides all students with a great chance to find and connect with their club of choice.

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<thead>
<tr>
<th>Trimester 1 Clubs Expo</th>
<th>Trimester 2 Clubs Expo</th>
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<td>10 am–2 pm, Tuesday 3 &amp; Wednesday 4 March</td>
<td>10 am–2 pm, Tuesday 7 &amp; Wednesday 8 July</td>
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<tr>
<td>10 am–2 pm, Thursday 5 March</td>
<td>The Hub, Kelburn campus</td>
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<tr>
<td>Rutherford House, Pipitea campus</td>
<td>The Hub, Kelburn campus</td>
</tr>
</tbody>
</table>

Student sponsorship

Clubs and individuals can apply for sponsorship funding to assist with events, activities, and trips for students.

www.wgtn.ac.nz/clubs
MĀORI STUDENTS

Te Herenga Waka marae

Te Herenga Waka—the University’s marae on our Kelburn campus—is a multipurpose teaching, learning, and research hub for all staff and students on campus.

Resources and activities include:

- cultural support
- Te Tumu Herenga Waka (meeting house)
- Te Whanake Mauri Tū (computer suite)
- lunches in the wharekai (dining hall) Monday to Friday at a minimal cost
- tutorial mentoring
- bookable study and meeting spaces
- whānau housing.

www.wgtn.ac.nz/marae

Ngāi Tauira / Māori students’ association

Ngāi Tauira—the Māori students’ association—represents the interests of all tauira Māori studying at the University.

The association helps with academic achievement by hosting study wānanga and sharing information about scholarships and funding. It also represents tauira Māori on university committees and boards, and contributes to national Māori student representation. Social and cultural support is given through kapa haka, celebrations, and networking opportunities.

www.facebook.com/ngaitauravuw

Explore other Māori student representative groups.

www.wgtn.ac.nz/maori-student-groups
PASIFIKA STUDENTS

Pasifika Haos

Pasifika Haos is a place of belonging for all Pasifika students at the University. It is looked after by the Pasifika student leaders who represent their student community, and is maintained by the Office of the Assistant Vice-Chancellor (Pasifika).

Located at 15 Mount Street, Pasifika Haos has study and social spaces, dedicated computer suites, bookable meeting spaces, and an audiovisual, sound-equipped common space. Pasifika Haos is also the location of the Pasifika Students’ Council office. Pasifika Haos is available for events and practices, celebrations, committee meetings, launches, and presentations.

✉ pasifikavuw@outlook.com
🌐 www.wgtn.ac.nz/pasifika-haos

Pasifika Students’ Council

The Pasifika Students’ Council is committed to success, equity, and equality for Pasifika students by advocating for, and promoting, a Pasifika voice at the University. One of its goals is to be a critic and conscience of the University, by encouraging discussion and action and ensuring Pasifika students’ issues are recognised and taken into account.

✉ pasifikavuw@outlook.com
🌐 www.wgtn.ac.nz/pasifika
RAINBOW STUDENTS

At the University, our lesbian, gay, bisexual, transgender, queer, intersex, asexual/agender (LGBTQIA+), and takatāpui communities are known as the rainbow community.

We offer a range of services and resources for students who identify with diverse sexualities, genders, and sex characteristics.

Our rainbow and inclusion adviser connects students with appropriate services and works with our community to ensure that the University is a safe and inclusive environment. Students can contact the adviser for advice and guidance.

An outreach nurse for rainbow students is available for appointments at the Kelburn and Te Aro campuses and provides support for any health-related questions (see page 24).

Information for rainbow students, including the locations of gender-diverse bathrooms, is on our website.

 rainbox@vuw.ac.nz
 www.wgtn.ac.nz/rainbow

UNIQ

UNIQ is the LGBTQIA+ students’ representative and advocacy group. We are a student-led group that offers support and safe spaces for queer and questioning university students of all gender and sexual identities.

We advocate for LGBTQIA+ students and work with the University and Victoria University of Wellington Students’ Association to ensure a safe and positive university experience for all. We are an inclusive group that hosts social spaces, movie nights, our annual Pride Week, and a variety of other events throughout the academic year.

 uniqvictoria@gmail.com
 www.wgtn.ac.nz/uniq

REFUGEE-BACKGROUND STUDENTS

The University has more than 160 students from diverse refugee backgrounds, who are supported by a network of academic and professional staff.

The network organises an annual welcome lunch as part of New Students’ Orientation Week, administers awards for promising students who are experiencing financial hardship, runs occasional workshops, and liaises with services across the University to ensure students are well supported.

The learning advisers at Student Learning are available for one-on-one appointments to support, develop, and guide refugee-background students in their study.

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

Refugee-background students club

Vic Without Barriers, a student club, is a great place to build connections, have fun, and receive informal support from other students from refugee backgrounds.

Search for VUW-RB students on Facebook to find out more.
REPRESENTING YOU

Students’ association
Victoria University of Wellington Students’ Association (VUWSA) makes sure you’re having the best experience possible during your years of study. It is independent from the University and free for all students of the University to join. Because it is student-led, student ideas shape everything it does.

The VUWSA executive consists of 10 elected students who are responsible for the direction and governance of VUWSA. The 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.

The executive runs political campaigns, including lobbying for student discounts on public transport, and for better mental health services and flatting conditions for students.

Throughout the year, VUWSA puts on a range of events such as OWeek (the annual orientation festival) and Stress-Free Study Week, which has a range of activities to help you get fighting fit and prepared for conquering exams. It provides a weekly fruit and vegetable market and monthly food trucks at the Kelburn campus.

Student media on campus, including the weekly Salient magazine, are managed by VUWSA.

It also provides welfare services to help students in need. You can pick up a Community Pantry food parcel, an inter-campus bus pass for free bus travel, or some free bread from VUWSA’s office in the Student Union building at the Kelburn campus.

Professional, confidential, and independent student support and advocacy service is available to help you with academic issues, accommodation problems, and employment and legal disputes.

Postgraduate students’ association
The Postgraduate Students’ Association (PGSA) represents all postgraduate students at the University. Services include social events such as quiz nights and chats, professional development opportunities, advice, advocacy, lobbying on important issues, and representation on university boards and committees. The PGSA organises the Victoria’s Awards, the Postgraduate Research Excellence Awards, and the 3-Minute Thesis Competition, and publishes a postgraduate e-newsletter, the Postgraduate Informer.

www.vuwpgsa.ac.nz

International students’ association
Victoria International Students’ Association (V-ISA) represents the interests of international students at the University. It organises social events across the year to foster a community spirit among international students and promotes an international student culture at the University. All students who have an interest in international student issues, or who would like to meet other students, are welcome.

www.facebook.com/vuwvisa

SPIRITUAL

Chaplaincies
The University’s chaplains offer pastoral and practical support for all, regardless of belief. If you need someone to talk to in confidence about spirituality, God, study, or life, you can pop in to 8 Kelburn Parade, or book a time online.

The chaplains also seek to nurture the faith of students and staff at the University with regular events, hospitality, and Christian worship.

www.wgtn.ac.nz/chaplains
Berrigan House
Berrigan House, at 4 Kelburn Parade, is a welcoming Catholic house of hospitality in the radical tradition of the Catholic Worker Movement. Midday mass and lunch are held every Monday.

Ramsey House and Koha
Ramsey House is the home of Koha, the University’s not-for-profit, student-run café space, where you can get filter coffee and a range of excellent teas—all for a koha.

It’s also the home of the Christian chaplains on campus. Enjoy the lounge, have a quiet muse in the library or chapel, or come and explore the difference prayer makes to life.

Māori chaplain
Reverend Māmari Stephens provides pastoral support to students and staff with the spiritual aspect of life on campus, within a Māori context.

μ mamari.stephens@vuw.ac.nz

Pipitea chaplaincy
There are also chaplains based at the Pipitea campus. You can find them in Room RH112, Level 1, Rutherford House.

μ anglican@vuw.ac.nz

Muslim students
Tahir Nawaz, a staff member in the Wellington Faculty of Education, supports Muslim students.

μ tahir.nawaz@vuw.ac.nz

The association ensures the needs of all Muslim students are catered for at the University, including providing comfortable spaces for Muslims to perform prayer on campus in the following locations:
- Kelburn campus—Rooms KK202A (males) and KK201 (females), Kirk building
- Pipitea campus—Room RH501, Rutherford House
- Te Aro campus—Room VS324.

μ vicmuslimsclub@gmail.com
μ www.facebook.com/VicMuslimsClub

STUDENTS WITH FAMILIES
We welcome students with families to the University and understand the challenges of juggling family commitments with study. Access our spaces and services for students with families, including early childhood services, baby change facilities, and breastfeeding and bottle feeding spaces, available on campus to support you and your family while you study.

μ www.wgtn.ac.nz/students-with-families

Childcare services
Students can use two early childhood education services on the Kelburn campus. High-quality services are available for children from zero to five years, part time or full time. Places are available throughout the year.

μ www.wgtn.ac.nz/victoria-kids
SUSTAINABILITY

Across the University, staff and students are working together to develop solutions for a sustainable future. The University supports and promotes the United Nations Sustainable Development Goals (SDGs) through research, education, and operations. The SDGs aim to tackle poverty, promote prosperity and wellbeing for all, protect the environment and address climate change, and encourage good governance, peace, and security.

Over the past decade, the University has improved its environmental footprint in these ways:

- 63 percent less paper
- 31 percent less water
- 20 percent decrease in carbon emissions
These improvements have taken place while the University continues to expand, but we still have work to do.

You can help by choosing low-carbon transport to get to campus, reducing your waste, using the recycling bins on campus, encouraging your friends to make sustainable choices, and getting involved in sustainability solutions.

Students are champions for a sustainable future at the University and beyond. You can get involved in sustainability through your study, clubs, leadership programmes, or by working with the Sustainability Office or VUWSA on specific sustainability projects.

www.wgtn.ac.nz/sustainability
STAYING SAFE

While you are studying at university, it’s important to look after yourself in all aspects of your life.

COMMUNITY RESPONSIBILITY

We remind students who are in halls of residence or are flatting that they are part of the Wellington community, and this brings benefits and responsibilities.

Relish the opportunities and have fun—but please treat neighbours respectfully. If you are flatting, help us keep Wellington clean and green by disposing of rubbish thoughtfully and recycling where possible.

The Wellington City Council has information about rubbish and recycling collections in your suburb.

In New Zealand, it is illegal to buy, sell, use, import, or possess certain drugs. Possession of illegal drugs and misuse of prescription medicines may be punishable by large fines or prison. Some illegal drugs are marijuana, ‘magic mushrooms’, and ecstasy.

Alcohol can be bought or consumed only if you are 18 years or older. Photographic identification is required as proof of your age, such as a driver’s licence, passport, or Hospitality NZ 18+ card. We encourage students to consume alcohol responsibly.

LEGAL AND OFFICIAL ADVICE

The Wellington Community Law Centre runs free legal advice sessions. You can get advice on general and specialist legal matters, including those concerning women, refugees and immigration, family, employment, and kaupapa Māori. Drop-in sessions are first come, first served.

www.wgtn.ac.nz/alcohol-and-drugs

www.wellington.govt.nz

www.wclc.org.nz
NATURAL DISASTERS

In an earthquake, the key advice is ‘drop, cover, hold’. Afterwards, check on those around you, and if it is necessary to evacuate, make your way to a large open space. Let your family know you are safe. It is advisable to make a plan for where you will meet friends or family after an earthquake, and create a personal emergency kit (including any medication), so that you are prepared.

POLICE

The University has a police liaison officer who is available to give advice and speak to staff or students who may have been the victim of crime. In the unlikely event of being arrested by the Police, ask for a lawyer immediately. You are entitled to speak to your lawyer in private before you answer any questions from the Police. If you do not have a lawyer, you can ask for a duty solicitor to represent you. This service is free while you are at the police station. You have the right to make one phone call.

If you are an international student or speak in a language other than English, you are entitled to ask the Police to arrange an interpreter in your native language—either in person or via telephone—when you are questioned. Support during this process may be available from Wellington University International: phone our reception (04 463 5350) and ask to speak to an international student adviser, or call the Wellington University International emergency phone (027 600 6864).

SAFETY

You are advised to use your common sense and take sensible precautions when you are out and about. You should:

- keep your belongings in a safe place at all times
- lock your flat/apartment/bedroom when you go out
- carry only enough cash for what you need
- protect your PIN when you enter it into an ATM
- ask for a receipt when you pay for things with cash
- make sure you are with a friend if you go out at night, and stick together
- always have a plan for getting home
- take care in areas where pedestrians share pathways and access with vehicles—shared areas are common on campus and around the city.

Safety on campus

For any incidents of theft or threats to personal safety on campus, contact Campus Security at 4 Waiteata Road on the Kelburn campus, or phone 04 463 5398.

For emergencies on campus, phone 0800 842 8888, and 111 for fire, ambulance, or police.

Safety off campus

In an emergency, dial 111 for fire, ambulance, or police (this number also works free of charge from a mobile).

For a non-urgent matter, contact the Central Police Station, corner of Victoria and Harris Streets.

Safety online

Social media makes it easy for us to stay in contact, but you should follow some basic rules for keeping safe. What you put on social media stays there, so post only when you are sober and calm and know who you are contacting.

www.wgtn.ac.nz/earthquake-preparedness

www.wgtn.ac.nz/student-safety

www.wgtn.ac.nz/emergencies

www.wgtn.ac.nz/online-safety
SMOKEFREE CAMPUSES

The University is committed to providing a safe and healthy environment for students by being smoke-, vape-, and drug-free.

In New Zealand, you need to be aged 18 or over to purchase cigarettes. Smoking is banned from all indoor public areas, including workplaces, shopping malls, public transport, public bars and restaurants, and many outdoor areas.

Student Health will support students who want to give up smoking. Make a 30-minute appointment with a nurse to seek help and advice on quitting.

www.wgtn.ac.nz/student-health

Go to the Smokefree website for further information and resources.

www.smokefree.co.nz

STUDENT INTEREST AND CONFLICT RESOLUTION

The Student Interest and Conflict Resolution team can provide support and guidance on matters involving conflict, misconduct, and your safety. The team will support students and staff to navigate resolution options to ensure best outcomes and fair processes.

Get in touch:

- for information on options for reporting, and support for, unwanted attention, bullying, harassment, and discrimination
- for information and support regarding student misconduct processes
- to raise concerns about behaviour regarding staff and students
- for information and support for academic matters
- for support and guidance if you feel threatened or unsafe.

The team can also provide conflict resolution assistance for issues with staff and students. Conflict can take many forms—for example, a student may think a lecturer is not respectful, find another student’s behaviour intrusive, or have difficulties with university structures.

Whatever your concern, source of conflict, or complaint, you can contact the Student Interest and Conflict Resolution team for advice and guidance.

student-interest@vuw.ac.nz

Access support and report sexually harmful behaviours

Contact the Student Interest and Conflict Resolution team for confidential information on accessing support and reporting sexually harmful behaviours.

www.wgtn.ac.nz/student-interest

STUDENT ADVOCACY

The Victoria University of Wellington Students’ Association provides free, independent advice and advocacy on any issues relating to university policy or New Zealand law.

www.vuwsa.org.nz/advocacy
LEADERSHIP PROGRAMMES

The Wellington International Leadership Programme is an extracurricular programme focused on active global citizenship. It involves learning about key challenges facing the world, engaging with a diverse community of people and organisations in global leadership roles, enhancing your cross-cultural knowledge and intercultural competence, as well as taking part in international experiences. It is free, open to all students, and can be tailored to suit your own interests and schedule.

www.wgtn.ac.nz/international-leadership

The Wellington Plus Programme is an award-winning extracurricular service and leadership development programme. It involves participating in volunteering and student leadership at the University, service to the local community, and participating in leadership, skills, and career development workshops. Wellington Plus connects you with your community, develops your employability skills, and raises awareness of social responsibility. The programme is self-directed and can be tailored to suit your own schedule and interests.

www.wgtn.ac.nz/wellington-plus

LOOKING AHEAD

Developing your employability while you are studying comes from many parts of your life, including what you are learning, how you interact with others, networking with employers, getting involved in leadership programmes, gaining work experience, or completing part of your degree overseas.
EXCHANGE PROGRAMME

Wellington Global Exchange is a student exchange programme offering you the opportunity to broaden your horizons while studying towards your Victoria University of Wellington degree at one of more than 140 partner universities in more than 30 countries around the world. When you’re accepted into the programme, you will receive a $1,000 grant towards your exchange. You are able to go on exchange from the start of your second year of studies.

www.wgtn.ac.nz/student-exchange

CAREERS AND EMPLOYMENT

From the time you arrive on campus, the Careers and Employment team will ensure your study plans reflect your career goals, assist with job and internship applications, and help you establish a career path by providing resources for ongoing career development.

Careers and Employment offers:

- daily help-desk sessions for quick queries, career resources, and general advice
- individual appointments to help with career planning, job exploration, decision-making, CVs, and interviews
- a variety of tools and resources to help you clarify your preferred skills and interest areas, and identify suitable employment options.

www.wgtn.ac.nz/careers

CareerHub

CareerHub keeps you up to date with everything you need to know to get your career on track. It’s never too early to use CareerHub.

With CareerHub you can:

- search for a range of jobs, from voluntary and part-time work to internships and graduate programmes
- be the first to hear about career expos, employer information sessions, events, and workshops
- find resources, including CVs and interview tips
- book career appointments, workshops, and events.

www.wgtn.ac.nz/careerhub

Career expos

Make sure you get along to the expos to network with employers and find out about the many opportunities available to you, from summer internships to graduate roles and everything in between.

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<thead>
<tr>
<th>Expo</th>
<th>Date</th>
<th>Venue</th>
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<tr>
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<td>Kelburn campus</td>
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www.wgtn.ac.nz/career-expos
INTERNATIONAL STUDENTS WORKING IN NEW ZEALAND

Most international students are eligible to work up to 20 hours per week in the academic year and may work full time during scheduled vacations. Study Abroad and exchange students studying for one trimester only are not entitled to work in New Zealand.

Permission to work while studying is determined by Immigration New Zealand and is printed on your student visa. If it is not, and you believe you are entitled to work, request a Variation of Conditions from Immigration New Zealand or contact Wellington University International.

www.wgtn.ac.nz/international-working

In New Zealand, a minimum wage per hour is set by law and employers cannot legally pay you less than this amount.

www.employment.govt.nz/hours-and-wages

Paying income tax

Before you start work, you must obtain an IRD number from Inland Revenue. This can take 8 to 10 days to process. Apply online or free phone 0800 227 774.

As soon as you receive income from your job or from other New Zealand income sources, you are legally obliged to pay tax to the Government. Tax is deducted automatically from your wages before you are paid. Your employer will give you a tax code declaration form to complete. If you have worked for only part of the year, you may be entitled to a tax refund.

www.ird.govt.nz

Post-study work visas

Many international students come to Victoria University of Wellington and seek employment in New Zealand after their studies. You must have a valid work visa to remain in New Zealand and work.

The post-study work visa is a three-year open work visa for all international students who graduate with a Bachelor’s degree or higher degree in New Zealand. To find out more and to apply, contact Immigration New Zealand.

www.wgtn.ac.nz/international-working
GRADUATION

Graduation is a time to celebrate your achievement and is the point at which your qualification is officially granted and you receive your certificate.

When you complete your qualification, you will be sent an email inviting you to apply for graduation. You can choose to graduate either at a ceremony or in absentia (in your absence). Ceremonies are held each May and December, and students who complete their study in Trimester 2 normally graduate the following May. If you choose to graduate in absentia, you can either collect your certificate or have it posted to you.

www.wgtn.ac.nz/graduation
# GETTING HELP

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<td>Email addresses—staff firstname.</td>
<td>Info Ihonui</td>
<td><a href="http://www.wgtn.ac.nz/info-ihonui">www.wgtn.ac.nz/info-ihonui</a></td>
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<td>Email addresses—students</td>
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<td>Enrolment</td>
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<td>Your faculty office</td>
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<td>Exam administration</td>
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<td>Fees</td>
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<td>Grades</td>
<td>Course coordinator</td>
<td><a href="http://www.wgtn.ac.nz/grades">www.wgtn.ac.nz/grades</a></td>
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<td>Graduation</td>
<td>Your faculty office</td>
<td><a href="http://www.wgtn.ac.nz/faculty-offices">www.wgtn.ac.nz/faculty-offices</a></td>
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<td>Graduation Office</td>
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<td>If you need help with</td>
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<td>Health and wellbeing</td>
<td>Mauri Ora (Student Health and Student Counselling)</td>
<td><a href="http://www.wgtn.ac.nz/student-health">www.wgtn.ac.nz/student-health</a></td>
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<tr>
<td>Information technology</td>
<td>Information Technology Services</td>
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<td>International student advice and support</td>
<td>Wellington University International</td>
<td><a href="http://www.wgtn.ac.nz/international-support">www.wgtn.ac.nz/international-support</a></td>
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<td>Information Technology Services</td>
<td><a href="http://www.wgtn.ac.nz/student-computing">www.wgtn.ac.nz/student-computing</a></td>
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<td>myAllocator</td>
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<td>Postgraduate support</td>
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<td><a href="http://www.vuwpgsa.ac.nz">www.vuwpgsa.ac.nz</a></td>
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<td>Printing</td>
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<td>Recreation</td>
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<td>Spiritual needs</td>
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<td>Student ID cards</td>
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<td><a href="http://www.wgtn.ac.nz/id">www.wgtn.ac.nz/id</a></td>
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<td>Timetable for lectures</td>
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<td>Transcripts</td>
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<td>Transfer of credit</td>
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<td>Victoria University of Wellington information</td>
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<td>Victoria University of Wellington Students’</td>
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<td><a href="http://www.wgtn.ac.nz/get-online">www.wgtn.ac.nz/get-online</a></td>
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CONTACTS

TE HERENGA WAKA—VICTORIA UNIVERSITY OF WELLINGTON
PO Box 600, Wellington 6140
☎️ 0800 04 04 04
✉️ info@vuw.ac.nz
🌐 www.wgtn.ac.nz

INFO IHONUI
- 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
- Level 0, 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

ADAM ART GALLERY
Gate 3, Kelburn Parade
☎️ 04 463 6835
🌐 www.adamartgallery.org.nz

ADVOCATE FOR STUDENTS
See Student Interest and Conflict Resolution team or Victoria University of Wellington Students’ Association

CAMPUS SAFETY (CAMPUS CARE)

Emergencies
- 8888 (if calling within the University)
- 04 463 9999 or 0800 842 8888
  (if calling from outside the University)

Kelburn campus
Level 1, Cotton Building
☎️ 04 463 5398

Pipitea campus
Rutherford House
☎️ 04 463 7464

Te Aro campus
139 Vivian Street
☎️ 04 463 6246
🌐 www.wgtn.ac.nz/student-safety

CAREERS AND EMPLOYMENT
Room HU120, Hunter Building, Kelburn Campus
☎️ 04 463 5393
✉️ careers-service@vuw.ac.nz
🌐 www.wgtn.ac.nz/careers

CHAPLAINCIES
🌐 www.wgtn.ac.nz/chaplains

Anglican
Ramsey House, 8 Kelburn Parade
☎️ 04 463 5499
✉️ anglican@vuw.ac.nz
✉️ john.dennison@vuw.ac.nz

Catholic
Berrigan House, 4 Kelburn Parade
☎️ 021 0252 8003
✉️ japleason@gmail.com

Ecumenical
Ramsey House, 8 Kelburn Parade
☎️ 022 085 7852
✉️ mmrideout@gmail.com

Pipitea chaplaincy
Room RH112, Level 1, Rutherford House
✉️ john.dennison@vuw.ac.nz
CHILDCARE
04 463 5151
victoriakids@vuw.ac.nz
www.wgtn.ac.nz/victoria-kids

CLUBS
Waiteata Road, Kelburn Campus
04 463 5538
victoriaclubs@vuw.ac.nz
www.wgtn.ac.nz/clubs

COURSE PLANNING AND ADVICE
See Faculty Student and Academic Services offices

DISABILITY SERVICES
Level 1, Robert Stout Building, Kelburn Campus
04 463 6070
disability@vuw.ac.nz
www.wgtn.ac.nz/disability

ENROLMENT OFFICE
0800 04 04 04
enrolments@vuw.ac.nz
www.wgtn.ac.nz/apply

FACULTY STUDENT AND ACADEMIC SERVICES OFFICES
Architecture and Design Innovation
139 Vivian Street, Te Aro Campus
04 463 6200
foad@vuw.ac.nz
www.wgtn.ac.nz/fad

Business and Government
Rutherford House, Pipitea Campus
Murphy Building, Kelburn Campus
04 463 5376 (Pipitea)
04 463 6870 (Kelburn)
wsbg@vuw.ac.nz
www.wgtn.ac.nz/wsbg

Education
Murphy Building, Kelburn Campus
04 463 9500
education@vuw.ac.nz
www.wgtn.ac.nz/education

Engineering
Cotton Building, Kelburn Campus
04 463 5101
engineering@vuw.ac.nz
www.wgtn.ac.nz/engineering

Graduate Research
10 Kelburn Parade, Kelburn Campus
04 463 5890
pg-research@vuw.ac.nz
www.wgtn.ac.nz/fgr

Health
Easterfield Building, Kelburn Campus
04 463 4750
health@vuw.ac.nz
www.wgtn.ac.nz/health

Humanities and Social Sciences
Murphy Building, Kelburn Campus
04 463 5745
fhss-enquiries@vuw.ac.nz
www.wgtn.ac.nz/fhss

Law
Government Buildings, Pipitea Campus
04 463 6366
law-enquiries@vuw.ac.nz
www.wgtn.ac.nz/law
Science
Cotton Building, Kelburn Campus
04 463 5101
science@vuw.ac.nz
www.wgtn.ac.nz/science

FEES AND PAYMENTS
04 463 5484
student-finance@vuw.ac.nz
www.wgtn.ac.nz/fees

GRADUATION OFFICE
Room HU319, Hunter Building, Kelburn Campus
04 463 5389
graduation@vuw.ac.nz
www.wgtn.ac.nz/graduation

HEALTH SERVICES
See Student Health and Student Counselling

INFORMATION TECHNOLOGY SERVICES
04 463 5050
its-service@vuw.ac.nz
www.wgtn.ac.nz/its

JOBS
CareerHub
www.wgtn.ac.nz/careerhub

Student Job Search
0800 757 562
student@sjs.co.nz
www.sjs.co.nz

LANGUAGE LEARNING CENTRE
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
Room EA210, Level 2, Easterfield Building
04 463 7459
international-leadership@vuw.ac.nz
www.wgtn.ac.nz/international-leadership

Wellington Plus Programme
Room HU120, Hunter Building, Kelburn Campus
04 463 9462
wellington-plus@vuw.ac.nz
www.wgtn.ac.nz/wellington-plus

LIBRARIES
Architecture and Design Innovation Library
139 Vivian Street, Te Aro Campus
04 463 6241
library-architecture@vuw.ac.nz

Commerce Library
Rutherford House, Pipitea Campus
04 463 7495
library-commerce@vuw.ac.nz

Kelburn Library
Rankine Brown Building, Kelburn Campus
04 463 6186
library@vuw.ac.nz

Law Library
Government Buildings, Pipitea Campus
04 463 6372
library-law@vuw.ac.nz
MĀORI SUPPORT

Āwhina
✉ awhina@vuw.ac.nz
🌐 www.wgtn.ac.nz/awhina

Kairauhī / Māori subject librarian
Rankine Brown Building, Kelburn Campus
📞 04 463 5883
✉ marty.king@vuw.ac.nz

Ngāi Tauira / Māori students’ association
42 Kelburn Parade, Kelburn Campus
📞 04 463 9762
✉ ngaitauira@vuw.ac.nz

MARA'E

Te Herenga Waka
46 Kelburn Parade, Kelburn Campus
📞 04 463 5282
✉ marae-bookings@vuw.ac.nz
🌐 www.wgtn.ac.nz/marae

PASIFIKA SUPPORT

Pasifika Haos
15 Mount Street, Kelburn Campus
📞 04 463 6242
✉ pasifikavuw@outlook.com
🌐 www.wgtn.ac.nz/pasifika

Pasifika liaison officer
Level 1, Hunter Building, Kelburn Campus
📞 04 463 6670
✉ tapu.vea@vuw.ac.nz

Pasifika library navigator
Rankine Brown Building, Kelburn Campus
📞 04 463 6307
✉ library@vuw.ac.nz

Pasifika student liaison (library)
Eseta Malua-Faafia
Rankine Brown Building, Kelburn Campus
📞 04 463 6202
✉ eseta.maluafaafia@vuw.ac.nz

Pasifika Students’ Council
📞 04 463 6242
✉ pasifikavuw@outlook.com

POLICE

Metro Neighbourhood Policing team
Wellington Central Police Station
📞 04 381 2000

Police liaison
📞 04 381 2000
✉ benjamin.hopkins@police.govt.nz

MUSLIM STUDENTS

Muslim Prayer Rooms
- Room KK202A (males) and Room KK201 (females), Kirk Building, Kelburn Campus
- Room VS324, Te Aro Campus
- Room RH501, Rutherford House, Pipitea Campus

Student Islamic Centre
Level 2, Kirk Building, Kelburn Campus

VicMuslim
✉ vicmuslimsclub@gmail.com
🌐 www.facebook.com/VicMuslimsClub
POSTGRADUATE STUDENTS’ ASSOCIATION
Room SU404, Level 4, Student Union Building, Kelburn Campus
📞 04 463 6973
✉️ pgsa@vuw.ac.nz
🌐 www.vuwpgsa.ac.nz

RAINBOW AND INCLUSION STUDENTS
📞 04 463 6712
✉️ rainbow@vuw.ac.nz
🌐 www.wgtn.ac.nz/rainbow

REFUGEE-BACKGROUND STUDENTS
Learning advice
Kristen Sharma
Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus
📞 04 463 6619
✉️ kristen.sharma@vuw.ac.nz

Programme and general advice
Dr Sara Kindon
Room CO123, Level 2, Cotton Building, Kelburn Campus
📞 04 463 6194
✉️ sara.kindon@vuw.ac.nz

SALIENT
✉️ editor@salient.org.nz
🌐 www.salient.org.nz

SCHOLARSHIPS OFFICE
10 Kelburn Parade, Kelburn Campus
✉️ scholarships-office@vuw.ac.nz
🌐 www.wgtn.ac.nz/scholarships

School-leaver and undergraduate scholarships
📞 04 463 9598

Postgraduate scholarships
📞 04 463 5557

STUDENT FINANCE ADVISERS
📞 0800 04 04 04
✉️ student-hardship@vuw.ac.nz
🌐 www.wgtn.ac.nz/financial-advice

STUDENT HEALTH AND STUDENT COUNSELLING
Student Counselling
Level 1, Mauri Ora, Student Union Building, Kelburn Campus
For other campus hours and locations, go to the website.
📞 04 463 5308 (all campuses)
✉️ counselling-service@vuw.ac.nz
🌐 www.wgtn.ac.nz/counselling

Student Health
Level 1, Mauri Ora, Student Union Building, Kelburn Campus
Te Taunaki, Mezzanine Floor, Rutherford House, Pipitea Campus
📞 04 463 5308 or 04 463 7474
✉️ student-health@vuw.ac.nz
🌐 www.wgtn.ac.nz/student-health

STUDENT INTEREST AND CONFLICT RESOLUTION
Level 1, Robert Stout Building, Kelburn Campus
✉️ studentinterest@vuw.ac.nz
🌐 www.wgtn.ac.nz/student-interest

STUDENT LEARNING
Level 0, Kirk Wing, Hunter Courtyard, Kelburn Campus
Mezzanine Floor, Rutherford House, Pipitea Campus
📞 04 463 5999
✉️ student-learning@vuw.ac.nz
🌐 www.wgtn.ac.nz/student-learning
🌐 www.wgtn.ac.nz/studyhub

STUDENT NOTES
See Vic Books
STUDENT RECRUITMENT AND ORIENTATION
Level 1, Hunter Building, Kelburn Campus
📞 0800 04 04 04
✉ course-advice@vuw.ac.nz
🌐 www.wgtn.ac.nz/study

STUDENT WELLBEING
Room SU213, Level 2 Student Union Building
📞 04 463 6832
✉ student-wellbeing@vuw.ac.nz
🌐 www.wgtn.ac.nz/wellbeing

STUDYLINK
📞 0800 889 900
🌐 www.studylink.govt.nz

UNIVERSITY ACCOMMODATION WELLINGTON
2 Waiteata Road, Kelburn Campus
📞 04 463 5896
✉ accommodation@vuw.ac.nz
🌐 www.wgtn.ac.nz/accommodation

UNIVERSITY RECREATION WELLINGTON
🌐 www.wgtn.ac.nz/recreation

Recreation Centre
Waiteata Road, Kelburn Campus
📞 04 463 6614
✉ rec-centre@vuw.ac.nz

Pipitea Fitness
Basement level, Rutherford House, Pipitea Campus
📞 04 463 6994

VIC BOOKS AND STUDENT NOTES
Easterfield Building, Kelburn Campus
📞 04 280 6200
Rutherford House, Pipitea Campus
📞 04 280 6212
✉ enquiries@vicbooks.co.nz
🌐 www.vicbooks.co.nz

VICTORIA UNIVERSITY OF WELLINGTON STUDENTS’ ASSOCIATION (VUWSA)
Level 4, Student Union Building, Kelburn Campus
📞 04 463 6716 (Kelburn)
✉ kelburn@vuwsa.org.nz

Student advocate, VUWSA
📞 04 463 6984
✉ advocate@vuwsa.org.nz
🌐 www.vuwsa.org.nz

WELLINGTON GLOBAL EXCHANGE
Level 2, Easterfield Building, Kelburn Campus
📞 04 463 5667
✉ student-exchange@vuw.ac.nz
🌐 www.wgtn.ac.nz/student-exchange

WELLINGTON UNIVERSITY INTERNATIONAL
Level 2, Easterfield Building, Kelburn Campus
📞 +64 4 463 5350
✉ international-support@vuw.ac.nz
🌐 www.wgtn.ac.nz/international
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