

STUDY ABROAD & EXCHANGE PARTNER INFORMATION

COURSE RESTRICTIONS & ADDITIONAL REQUIREMENTS

Last updated: March 2016

ACADEMIC ENTRY REQUIREMENT

Study Abroad and Exchange students are required to have a minimum cumulative GPA of 2.7 (or equivalent – please check the country specific requirements document to see your country's grade requirement) before we will accept them at Victoria University. If they have not achieved a minimum CGPA of 2.7 or higher (but they are very near the desired mark), we would still encourage them to apply, but their offer will probably be conditional upon gaining a CGPA of 2.7 or higher and providing full original/certified academic transcripts before they can receive an unconditional offer letter or enrol. If students are still not able to achieve CGPA of 2.7, request them to provide a reference letter and a statement of intent (stating the reason why they should still be considered for admission even they did not meet the requirement). We will reassess their application once these documents are received.

Postgraduate courses are available only for Study Abroad and Exchange students who have the equivalent of a New Zealand Bachelor's degree. However, processing may take longer if they want to study a full time course load at postgraduate level (approx 4-6 weeks). Therefore, students are strongly encouraged to submit an application earlier. Note that there are no postgraduate (LLM) exchanges accepted in the Faculty of Law.

GRADING SYSTEM

For information regarding the grading system at Victoria University of Wellington, please visit:

www.victoria.ac.nz/grades

Study Abroad and Exchange students often ask us to assess how much credit can be granted towards their home degree once they have completed their studies at Victoria University of Wellington. This is the decision of the home university and students need to check with their home university beforehand to work out how their courses at Victoria University will transfer back to their degree.



FACULTY SPECIFIC COURSE RESTRICTIONS AND ADDITIONAL REQUIREMENTS

FACULTY OF ARCHITECTURE AND DESIGN

100 level SARC courses

These are not available to Study Abroad and Exchange students in Trimester 1 as these courses are only available to full degree Architecture students. Places may be available in Trimester 2.

Design/Architecture courses at 200-level or above

Students must provide a portfolio of work for pre-approval before International Orientation and Enrolment week at Victoria University of Wellington. Students can only submit portfolios in a CD, PDF, website or proper booklet format.

Hosting websites include: Cloroflot (<https://www.coroflot.com/signup>), Behance (<https://www.behance.net>).

Printouts are strongly discouraged. The portfolio must be an accurate representation of the student's skills set to date.

DSDN 144 Photography and DSDN 142 Creative Coding

Spaces in these courses are limited by resources. Preference will be given to Victoria full degree students. There may be some places available for Study Abroad students.

FACULTY OF COMMERCE

Commerce Course Outlines <http://www.victoria.ac.nz/vbs/studenthelp/course-outlines>

100 level Commerce courses

Students can gain direct approval for all 100 level Commerce courses apart from FINA 101.

MMBA/MMIM/EGOV/GOVT Courses

Available to Study Abroad and Exchange students, who have completed the equivalent of a NZ Bachelor's degree, and can also show they have had approximately five years full-time relevant work experience.

400 level IBUS/MARK courses

These are not available to Study Abroad and Exchange students.

PADM/MAPP courses are not available to Study Abroad and Exchange students.

FACULTY OF EDUCATION

In 2016 Study Abroad and Exchange students are able to select courses with the code EDUC.

Undergraduate courses currently available are:

EDUC 101, 115, 116, 141, 215, 221, 222, 223, 224, 243, 244, 321, 322, 323, 341, 342, 343

Please refer to the course finder to find which trimester these courses are available in.

Students are able to gain direct approval for 100 level courses, but will require course-co-ordinators permission for 200 and 300 level courses.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Humanities Course Outlines www.victoria.ac.nz/fhss/student-admin/course-outlines

New Zealand Sign Language courses:

NZSL101, NZSL102 are high demand courses with limited spaces available. It is recommended that students apply early in order to be considered for these courses.

CRIM 111

CRIM 111 is a high demand course. It is recommended that students apply early in order to be considered for this course.

Music – composition (CMPO) courses

To be considered for entry in to CMPO courses at 200-level or above, students must provide samples of their compositions. Students should provide two or three works that they feel are representative of the field of composition they are interested in studying at Victoria University. These can be provided electronically in PDF and/or MP3 format.

Music – performance (PERF) courses:

For consideration for entry in to any performance course, students must provide an Application for Audition Form along with the Study Abroad/Exchange Application Form. To download the application for audition form, please click on the following link: www.nzsm.ac.nz/study-careers/audition

Students are also required to provide a DVD or recording of their audition and a NZ\$52 bank cheque/draft. DVD recordings will not be returned.

PERF 251 , Pasifika Performance 1; PERF 351, Pasifika Performance 2; and PERF250, Gamelan Performance do not require any additional material.

PERF 250 (2013) Gamelan Performance is limited entry but does not require additional material.

PERF 151 Does not have any pre-requisites.

MUSC 166, CMPO 101, CMPO 130

Students interested in MUSC 166, CMPO 101 and CMPO 130 are required to show evidence that they have passed Grade 5 theory (Trinity, ABRSM, or AMEB) or successfully passed an equivalent recognized by the New Zealand School of Music.

Creative Writing (CREW) courses

Creative Writing (CREW) courses are competitive and limited entry. To be considered for entry into CREW courses, students are required to complete an additional application form for desired CREW courses and submit this with a sample of their work.

Information on submission requirements can be found at: www.victoria.ac.nz/modernletters/study/how-to-apply#undergrad

An application form can be requested from Victoria International.

Students should submit all of the documentation to Victoria International. It will then be forwarded to the International Institute of Modern Letters.

Deadline:

For Trimester 1, the additional application and sample work must be received by 1 December the year before. Notification of approval is given by mid-January.

For Trimester 2 the additional application and sample work must be received by 1 May of the same year. Notification of approval is given by mid-June.

All applications for CREW courses go through a selection process and are assessed as a bulk.

Students should be aware that Victoria University's creative writing courses are not graded. Students receive an 'P' grade (ungraded pass) or 'F' (ungraded fail), along with written feedback from their workshop leader. We are aware that this has caused problems for some of our American students in the past. Students should double-check with their home university that they can credit ungraded courses to their degree.

Film & Theatre courses:

Some film and theatre courses are limited entry. '^' indicates limited entry courses on the Course Catalogue. To view the course catalogue, please click on the following links:

Film: <http://www.victoria.ac.nz/courses/by-subject?sub=53>

Theatre: <http://www.victoria.ac.nz/courses/by-subject?sub=140>

Deadline:

Contact the Victoria International Admissions team for a limited entry course form. The form needs to be filled out and submitted to Victoria International by 1 December of the previous year. This includes courses offered in Trimester 2 of the following year.

Limited entry courses include:

FILM210, FILM310, FILM311

THEA203, THEA204, THEA210, THEA301, THEA302, THEA304, THEA308, THEA323

200-level language courses

Students who are applying for 200-level language courses or higher will need to have their proficiency assessed by the School/Faculty when they arrive in person.

BA Internship courses

BA Internship courses (FHSS202, FHSS302) are not available to Study Abroad/Exchange Students.

FACULTY OF LAW

Law Course Outlines <http://www.victoria.ac.nz/law/study/outlines>

Study Abroad and **Exchange** students are unable to enrol in LAWS 122*, LAWS 123, 200-level (2nd year) Law papers, 500-level law papers (postgraduate) or LAWS 301, LAWS 312, and LAWS 389.

Exchange students may enrol in most 300-level elective papers and, if space is available, in no more than one 400-level Law seminar.

Please contact International Admissions at victoria-international@vuw.ac.nz for further details or clarification.

*an exception may be made for Law students with a background in civil law.

FACULTY OF SCIENCE

Science Course Outlines <http://www.victoria.ac.nz/science/study/subjects>

The following courses are not available to Study Abroad and Exchange students:

BIOL/GEOG 222, BIOL 227, BIOL 228, BIOL 243, BIOL 271, BIOL 314, BIOL 340, BIOL 343, BIOL 370, BIOL 371, BIOL 372 and BIOL 424.

BMSC 334, BMSC 335, BMSC 339, and BMSC 343

ESCI 241, ESCI 341 and ESCI 342.

Limited spaces are available in the following high-demand courses:

BIOL 111, BIOL 113, BIOL 114, BIOL 252, BIOL 325, BIOL 327, and BIOL 328.

BMSC 117, BMSC 323, BMSC 301 and BMSC 354.

FACULTY OF ENGINEERING

Engineering Course Outlines

Limited spaces are available in the following high-demand courses:

COMP308, COMP 313 and NWEN 304.

Please note that COMP 313 has an early application deadline. Students must apply by December 10.

Some course outlines available through the Faculty of Engineering's website. Otherwise, please email Victoria International to request a copy.

Exchange Information for Victoria University of Wellington

Last updated: April 2016

UNIVERSITY AND AREA	
Name of University	Victoria University of Wellington
Location	Wellington, New Zealand's capital city Wellington is a beautiful, compact city situated at the southern tip of the North Island, between a beautiful harbour and rolling green hills. It hosts regular cultural festivals as well as offers a healthy lifestyle in a mild to temperate climate. Wellington is the gateway to the rest of New Zealand, with the busiest airport in the country and being only a ferry ride away from the South Island.
Faculties	*Architecture and Design, Commerce and Administration, Education, Engineering, Humanities and Social Sciences, Law, Science *Some partner universities may have agreements with specific faculties only
Total number of students	Over 22,000 students, including 3,000 international students
Setting	Victoria has 4 main campuses, three of which are all within a 15 minute radius in the city, in the midst of the cafes, galleries, and shops.
Websites	University website: www.victoria.ac.nz International website: http://www.victoria.ac.nz/international Exchange/Study Abroad website: www.studyabroadnz.com
ACADEMIC CALENDAR	
Academic Year	Trimester 1 (February – June) Trimester 2 (July – November) The University also has a third trimester which runs from November to February and is commonly known as the summer trimester. <u>Exchange students should not apply for admission for the third trimester.</u> Students staying for two trimesters beginning in Trimester 2 typically take a break over the summer period and resume study at the beginning of Trimester 1.
Trimester 1, 2017 Dates	Exchange Student Orientation: 28-29 February Classes commence: March 6 Mid Trimester Break: 14 April – 30 April (includes Easter break) Last day of classes: 9 June Exam Period: 16 June – 5 July End of Trimester: 5 July *Please note: Students should not confirm return ticket dates until the exam timetable is released. Exams dates cannot be changed.
Trimester 2, 2017 Dates	Exchange Student Orientation: 12-13 July Classes commence: 17 July Mid Trimester Break: 28 August – 8 September Last day of classes: 20 October Exam Period: 27 October - 18 November End of Trimester: 18 November *Please note: Students should not confirm return ticket dates until the exam timetable is released. Exams dates cannot be changed.
Future trimesters	For finalised dates through to the end of Trimester 2, 2017, please see http://www.victoria.ac.nz/home/study/dates.aspx#approved (The dates will be updated later this year)

APPLICATION GUIDELINES	
Application Deadlines	<p>Trimester One (Feb start): 1 October* Trimester Two (July start): 1 May</p> <p>*Please note that although we can accept exchange applications as late as 1 December, the accommodation application deadline for Trimester 1 is 1 October. Students <u>DO NOT</u> need an acceptance or ID number in order to apply for on-campus accommodation.</p> <p>Please note that students wanting to study a full-time course load at postgraduate level should apply earlier as applications will take longer to be processed (approx 4-6 weeks).</p>
Academic Requirements	<p>Generally, a 'B' average or 2.7 on a 4.0 GPA scale.</p> <p>Academic average requirements will differ depending upon the programme you are applying for and the country of your previous studies. Please see the Course Restrictions and Additional Requirements information sheet for information regarding restrictions and requirements for particular areas of study.</p>
English Requirements	<p>English language scores*:</p> <p><u>Undergraduate requirements</u></p> <p>TOEFL minimum score of 80 for the internet-based test please have your testing centre send results to Victoria International; IELTS - minimum overall score of 6.0 with no sub score below 5.5 (must be the academic test paper); PTE 58 with a minimum of 50 in a 'Communicative' score</p> <p>If you're from:</p> <ul style="list-style-type: none"> - Denmark: you need a grade of 7 in English in the Secondary School Certificate - Finland: you need a grade of 8 or higher in English in the Upper Secondary Certificate - Germany: you need a grade of 13 in English in the Abitur/Zeugnis or DAAD with minimum grade of B2 in each section - Norway: you need a grade of 4 in English in the Vitnemal fra den Videregaende - Sweden: you need a grade of 4/VG in English in the Slutbetyg. <p>If you're planning to study teaching, you may need to have a minimum IELTS overall band of 7.0 with no sub-score below 7.0.</p> <p><u>Postgraduate requirements</u></p> <p>TOEFL minimum score of 90 for the internet-based test please have your testing centre send results to Victoria International; IELTS – minimum score 6.5 overall with no sub-score below 6.0; PTE 65 with a minimum of 58 in a 'Communicative' score.</p> <p>* Some partner universities have a previous arrangement which allows their exchange office to provide a letter "guaranteeing a sufficient English level to undertake a full course load at Victoria University of Wellington" in place of the tests above.</p> <p>* Some postgraduate courses may require higher English language requirements.</p> <p>If you are submitting TOEFL results as part of your application, please request for a copy of your TOEFL result to be sent directly from the ETS centre to Victoria University of Wellington (VUW Institution code = 9485, department code = 00).</p> <p>Testing scores must be less than 2 years old at time of application.</p>
Application Procedures	<p>All students must be nominated to VUW before their application documents are sent. Please contact us first to check how many of your students we will be able to accept.</p> <p>We can accept applications by post or email. Emailed applications are preferred. Please ensure that all documents have been stamped and signed by your institution's exchange office as being true copies of the originals.</p> <p>Please send originals/certified copies of the following documents:</p>

	<ul style="list-style-type: none"> • Application form: https://www.victoria.ac.nz/international/applying/publications/study-abroad-application.pdf (please note the nomination section which must be completed by your home University's Exchange Office). • Course Selection Form (part of the application form). Students should list a min of 3/ max of 8 courses <u>per trimester</u>. Listing more will delay the student's application. Full year or 2 trimester students must list all courses at time of application. Once students have been pre-approved into at least three courses and have an unconditional offer of place, they will receive an email inviting them to enrol in those pre-approved courses online (and explaining the enrolment process). It is essential that students complete the online enrolment process rather than waiting to enrol upon their arrival, to avoid missing out on their preferred course options. • A photocopy of your passport • An original/certified copy of your academic transcripts at tertiary level, translated into English by the university or other official bodies (eg. Google translate or translation by the students cannot not be accepted). • Architecture and Design students are required to submit a portfolio of their work. The portfolio can be in any format (ie; folder, CD, website-website. Digital copies are preferable) and should be an accurate representation of your skills set to date. • Please refer to the 'Course Restrictions and Additional Requirements' document to check which courses are restricted or have additional document requirements.
Mailing address for Applications	<p>Attn: Student Exchange Office Victoria International Victoria University of Wellington PO Box 600 Wellington 6140 New Zealand</p> <p>Email: VictoriaAbroad@vuw.ac.nz</p>
Courier address for Applications	<p>Attn: Student Exchange Office Victoria International Level 2, Easterfield Building Kelburn Parade, Gate 4 Wellington New Zealand Ph: +64-4-463 5350</p>
Study areas restricted to exchange students	<p>Please refer to the 'Course Restrictions and Additional Requirements' document to check which courses are restricted or have additional document requirements.</p> <p>'Course Restrictions and Additional Requirements' are subject to change</p>
Course Information	<p>Up to date information about courses offered each year can be found on our course catalogue; http://www.victoria.ac.nz/home/study/subjects/searchcourses</p> <p>Detailed course outlines are not released for the current trimester until classes begin, however students are encouraged to refer to previous course outlines available from some Faculty websites.</p> <p>Not every course is offered every year/trimester, so students may need to search a little to find where their course is.</p> <p>Some course outlines are available at the below links: Faculty of Science (look through the different School websites for course info) Faculty of Engineering Faculty of Law Faculty of Architecture and Design</p>

	<p>* Faculty of Humanities and Social Sciences</p> <p>* Victoria Business School</p> <p>*> Expand the relevant year > Relevant Trimester > Relevant Subject Area (HIST for History) > Course code. The outlines are then available in pdf format for viewing or downloading.</p>
Full-time Academic Load	Students must be enrolled in a minimum of 45 points in order to be considered a full-time student. 60 points (3-4 courses) per trimester is a standard course load.
VUW Grading Scale	www.victoria.ac.nz/home/study/grades.aspx
Transcripts	One official transcript will be sent to the home university international office after final grade release, only at the end of a student's exchange period. Transcripts will be withheld if the student has an outstanding fee with the university. In the case that additional copies are required, students can request an additional copy from their respective Faculty Administration Office at Victoria for a small fee.
ACCOMMODATION – Please note that the accommodation office is separate to Victoria International	
Accommodation Options	<p>Recently, changes to the New Zealand University environment, and a general shortage of accommodation in Wellington, have resulted in an acute shortage of student accommodation at Victoria.</p> <p>It is particularly difficult to accommodate students coming in VUW's Trimester One (March start) for a one trimester only exchange. An additional levy on the university accommodation price is also incurred for these students (10%) to cover the increased administrative costs caused by the five month contract and subsequent replacement for the room.</p> <p>Students coming to VUW for Trimester Two only (July start) or for a full year exchange have a much higher chance of securing university accommodation, provided they submit their accommodation application and application fee by the deadline.</p> <p>Please inform your students of the current accommodation situation, and discuss the different options with them. You are welcome to discuss any concerns or other options with the Exchange Coordinators at VUW.</p> <p>Particularly for Trimester 1 only students, it is unlikely students will be offered another place in university accommodation if they decline their first offer of accommodation.</p> <p>Mature students or students who have experience living away from home are advised to consider the self-catered halls of residence.</p>
Accommodation Service Website	http://www.victoria.ac.nz/accommodation/
Email	accommodation@vuw.ac.nz
Application	<p>Online applications can be found on the accommodation website. Students must pay the application fee before their application will be considered.</p> <p>Students do not need to be accepted for admission to the University prior to applying for accommodation.</p> <p>Students must list themselves as Victoria Students on the application.</p> <p>Full year accommodation from T2 to T1 is possible.</p> <p>Please be sure to state any <u>health, religious or dietary</u> requirements if you will need special accommodation during your stay.</p>
Accommodation Deadlines *Please note this is NZ time.	<p>Students applying for exchange beginning in Trimester 1 must submit their accommodation application by 1 October in order to be considered in the first selection round and have the best chance of being placed in university accommodation.</p> <p>Trimester One (Feb start): 1 October Trimester Two (July start): 1 May</p>

STUDENT SERVICES AND SUPPORT	
Student Services and Support	<p>Our Student Services Group includes the Student Health Service, Counselling Service, Disability Support Services and Student Learning Support are available for exchange students. The Victoria International support team includes Student Advisors, a Visa Officer and an Insurance Officer. Student Advisors are here to help with any academic and personal concerns students face. Please see http://prearrival.victoria.ac.nz/#/welcome for further information.</p> <p>Students are introduced to the different services and support available to them during International Orientation.</p>
International Buddy Programme	<p>Arriving in a new city and new university can be overwhelming. It can also be exciting. A great way to start, meet new people and find your way around is to sign up for a Victoria International Buddy. Your buddy will welcome you to campus, help you with information about university and local customs and provide advice about flatting and living in Wellington. Most of all, your buddy will be a friendly face who is keen to learn about you. All local buddies will receive support training to assist in their role.</p> <p>See: http://www.victoria.ac.nz/international/buddy</p>
COSTS AND ADDITIONAL INFORMATION	
Insurance	<p>All international students are automatically signed up to the Studentsafe University insurance and pay for this upon enrolment at Victoria. This policy provides comprehensive cover throughout the course of study, and also covers the insured student's travel to New Zealand and time spent in New Zealand up to 31 days before the start of their course. This retrospective cover is provided automatically, irrespective of whether the student has paid the insurance premium in advance or not.</p> <p>Requests for exemption from StudentSafe in place of other insurance policies may be considered if submitted to Victoria's Insurance Advisor at least 2 weeks before arriving in New Zealand. The alternative policy must meet all of our requirements which at present not many other insurance providers are able to fulfill. Victoria University of Wellington recommends Studentsafe-University insurance, a comprehensive, Code-compliant insurance designed and supported by all New Zealand universities. It is provided by Allianz.</p> <p>For more information on the StudentSafe insurance policy, or minimum requirements for alternative policies, please visit: http://prearrival.victoria.ac.nz/#/insurance</p> <p>-</p> <p><u>Rates for 2016 (Rates for 2017 will be updated in August 2016)</u></p> <p>One trimester (up to 6 months**): NZD\$295</p> <p>Full year premium (up to 12 months**): NZD\$589</p> <p>**For the duration of their visa.</p>
Living Costs	<p>For information on living costs in Wellington, including budgeting information for halls of residence and private housing, please see here: http://www.victoria.ac.nz/international/planning/costs.aspx</p> <p>International Students' Financial Survival Guide</p>

Additional fees	Students are responsible for course related costs (such as lab fees, etc) which vary depending on the course and which must be paid to the university. Students also need to purchase their course related materials as required (text books, student notes, stationery, etc.)	
Visa Information	Students must have a student visa for the duration of their studies in New Zealand. See http://prearrival.victoria.ac.nz/#/student_visa for details. Students studying for two trimesters are eligible to work part time, and up to full time during holidays. Students studying for one trimester are not able to work. Students can apply for a visa through Immigration ONLINE-Student platform.	
Pre-Arrival Information	A useful tool for your students when planning their trip, this includes information on Airport Pickups, Travel, Banking, Orientation and many more services: http://prearrival.victoria.ac.nz/#/welcome	
Victoria International Leadership Programme (VILP)	<p>The Victoria International Leadership Programme (VILP) is an academically-oriented extra-curricular programme open to all students at Victoria.</p> <p>VILP is structured around the themes of global leadership, cross-cultural communication and global connectedness and includes seminars, speaker events and experiential activities relevant to the themes of :</p> <ul style="list-style-type: none">• international leadership• cross-cultural communication• global connectedness, and• sustainability <p>Exchange and Study Abroad students can complete a tailored version of the programme made to be completed over the course of their studies at Victoria. Recognition of successful completion of the VILP will be added to students' official transcript.</p> <p>See: http://www.victoria.ac.nz/home/vilp/default.aspx</p>	
Victoria International Exchange Club (VIX)	A student run club that organizes events for international and local students. Students can join the club via their Facebook page: VIX Club	
CONTACT INFORMATION		
Coordinators	North America, Asia and Oceania & Partner Exchange Agreements Zoe Kazurinsky Team Leader, Student Exchange Phone: +64 4 463 6794 Fax: +64 4 463 5056 zoe.kazurinsky@vuw.ac.nz	Europe and Latin America & Transcript Processing Aiko Sato Student Exchange Coordinator Phone: +64 4 463 5667 Fax: +64 4 463 5056 aiko.sato@vuw.ac.nz
Enrolment and Admission enquiries	Lulu Shanaher Admissions Officer Phone: +64 4 463 5592 Fax: +64 4 463 5056 Lulu.shanaher@vuw.ac.nz	