

Victoria University of Wellington Exchange information

Location

Wellington, New Zealand’s capital city is a beautiful, compact city situated at the southern tip of the North Island, between a lovely 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 only a ferry ride away from the South Island.

Quick Facts:

- Top 1% of the world’s universities in 17 subject areas. Top 2% of the world’s 18,000 universities.
- Victoria Business School is among just 1% of business schools worldwide that hold the rare triple crown of international accreditations.
- 3 main campuses, which are all within a 15-minute radius in the city, in the midst of the cafes, galleries, and shops.
- Over 22,000 students, including 3,000 international students.
- Faculties*: Architecture and Design, Education, Humanities and Social Sciences, Law, Science & Engineering, Victoria Business School. **Some partner universities may have agreements with specific faculties only*

ACADEMIC CALENDAR

Trimester 1, 2019 (February – June)

Exchange orientation: 26-27 Feb

Classes start: 4 March

Mid Trimester Break: 15-28 April

Last day of classes: 7 June

Exam Period: 17-29 June

Trimester 2, 2019 (July – November)

Exchange orientation: 3-4 July

Classes start: Monday 8 July

Mid Trimester Break: 19 Aug – 1 Sep

Last day of classes: 11 October

Exam Period: 21 Oct - 9 Nov

Relevant Websites

[Victoria University of Wellington](#)

[Key Dates](#)

[Exchange Information](#)

[Exchange Restrictions](#)

[Victoria Grading Scale](#)

*Students should not confirm return ticket dates until the exam timetable is released. Exams dates cannot be changed.

The University has a third trimester that runs from November to February and is known as the summer trimester.

Exchange students should not apply for admission for the third trimester. Students staying for two trimesters starting in Trimester 2 typically take a break over the summer period and resume study at the start of Trimester 1.

UNDERGRADUATE ENGLISH PROFICIENCY REQUIREMENTS

TOEFL - minimum score of 80 for the internet-based test. Please have your testing centre send results to directly to Victoria University of Wellington (Victoria Institution code = 9485, department code = 00).

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

If you’re planning to study teaching, you need to have a minimum IELTS overall band of 7.0 with no sub-score below 7.0.

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. This letter should explicitly attest to a level of English proficiency with reference to a recognised framework such as the CEFR, or a grading scale used by IELTS or TOEFL, and show that the level of the student’s English proficiency is equal to or higher than the requirements stated above.

Testing scores must be less than 2 years old at time of application.

Accepted alternative evidence:

Denmark: A grade of 7 in English in the Secondary School Certificate.

Finland: A grade of 8 or higher in English in the Upper Secondary Certificate.

Germany: A grade of 13 in English in the Abitur/Zeugnis or DAAD with minimum grade of B2 in each section.

Norway: A grade of 4 in English in the Vitnemal fra den Videregaende.

Sweden: A grade of 4/VG in English in the Slutbetyg.

POSTGRADUATE ENGLISH PROFICIENCY REQUIREMENTS

TOEFL - minimum score of 90 for the internet-based test with a minimum of 20 points in writing. Please have your testing centre send results directly to Victoria University of Wellington (Victoria Institution code = 9485, department code = 00).

IELTS – minimum score 6.5 overall with no sub-score below 6.0; PTE 65 with a minimum of 58 in a ‘Communicative’ score.

Testing scores must be less than 2 years old at time of application. Please note some postgraduate courses may require higher English language requirements.

APPLICATION PROCEDURES

1. All students must be nominated to Victoria by the home university’s Exchange Office before their application documents are submitted. Please email us first to check how many of your students we can accept if we have not advised previously.
2. Please ensure that all documents have been stamped and signed by the home university’s Exchange Office as being true copies of the originals.
 - [Application form](#) (The nomination section must be completed by the home university’s Exchange Office).
 - **Course Selection Form** (part of the application form). Students should list a min of 3, max of 8 available courses per trimester. Listing more will delay the student’s application. Students applying for 2 trimesters 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. Course information and steps for how to apply can be found on our [Study Abroad and Exchange page](#).
 - **A certified photocopy of the student’s passport**
 - **An original/certified copy of academic transcripts at tertiary level**, translated into English by the university or other official bodies (online translation or translation by the students cannot be accepted).
 - **Architecture and Design students** are required to submit a portfolio of their work. The portfolio should include drawings and work that best represent the student’s strengths. These can be technical drawings, design work, sketches, photographs and more artistic pieces. The portfolio can be in any format (i.e.; folder, CD, website. Digital copies are preferable) and should be an accurate representation of your skills set to date.

Please refer to the [Study Abroad and Exchange Restrictions](#) page to check which courses are restricted or have additional document requirements.

Course Information

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.

Information about courses offered each year can be found on our [Course finder](#) and [Study Abroad and Exchange](#) pages.

Not every course is offered every year/trimester, so students may need to search a little to find where their course is.

Faculty Course Listings

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.

[Faculty of Engineering](#)
[Faculty of Law](#)
[Faculty of Architecture and Design](#)
[Faculty of Humanities and Social Sciences](#)
[Faculty of Science](#)
[Victoria Business School](#)

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 any outstanding fees 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.

[Victoria Grading Scale](#)

ACCOMMODATION

University accommodation is guaranteed for all Exchange students who apply by the deadline.

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. This means that students may not be placed in one of their initial choices for accommodation.

It is particularly difficult to accommodate students coming in Victoria'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.

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 Victoria.

Mature students or students who have experience living away from home are advised to consider the self-catered halls of residence.

Accommodation Application Deadlines

Trimester One (February start): 1 October

Trimester Two (July start): 1 May

*Full year accommodation from T2 to T1 is possible.

Applying for Accommodation

[Accommodation website and application](#)

- **Students do not need to be accepted for admission to the University prior to applying for accommodation.**
- Students must list themselves as Victoria Students on their application and pay the application fee before their application will be considered.
- Full year accommodation from T2 to T1 is possible.
- Please be sure to state any health, religious or dietary requirements if you will need special accommodation during your stay.

It is unlikely students will be offered another place in university accommodation if they decline their first offer of accommodation. Students should submit their accommodation application by the deadline in order to be considered in the first selection round and have the best chance of being placed in university accommodation.

All questions regarding accommodation applications should be directed to the [Accommodation Service](#). **We do not process accommodation applications and therefore have no impact on processing times.**

STUDENT SERVICES AND SUPPORT

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.

Students are introduced to the different services and support available to them during their orientation and enrolment.

Please see [Before you arrive](#) for further information on our pre-arrival services.

COSTS AND ADDITIONAL INFORMATION

Insurance

All international students are automatically signed up to the Studentsafe Inbound 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 courses. This retrospective cover is provided automatically, irrespective of whether the student has paid the insurance premium in advance or not.

Note: All other universities in NZ currently offer Studentsafe Insurance as their affiliated insurance.

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.

Refer to the [Studentsafe Inbound University](#) policy and [Get insurance](#) for more information.

2019 Rates

One trimester (up to 6 months or duration of visa): NZD\$310

Full year premium (up to 12 months or duration of visa): NZD\$620

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.)

For budgeting advice, please refer to the [International Students' Financial Survival Guide](#)

Visa Information

Apply online for an Exchange Student visa through [Immigration NZ](#).

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.

CONTACT INFORMATION

General enquiries: victoriaAbroad@vuw.ac.nz

Application, Enrollment and Admission enquiries: victoria-international@vuw.ac.nz

North America, Asia and Oceania & Partner Exchange Agreements

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Last updated: June 2018