



Study Abroad Guide 2024

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Key Dates

2024 Dates

Key calendar dates for the current and future years can be found [here](#).

- Trimester 1 – Feb/Mar to Jun
- Trimester 2 – Jul to Oct
- Trimester 3 – Nov to Jan (summer school)

Our Trimester 3 occurs over the New Zealand summer period, which means there are fewer academic offerings, courses are usually more intense due to a more condensed timeline and a less vibrant campus for this experience. For these reasons, *students should not apply for admission for Study Abroad/First Year Abroad for Trimester 3*. 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.

Event	Trimester 1, 2024	Trimester 2, 2024
Move-in day	18 Feb	30 Jun
Study Abroad orientation	19 - 23 Feb	(tentative) 1 - 5 Jul
Course commencement	26 Feb	8 Jul
Mid-trimester break	3 - 14 Apr	17 Aug - 1 Sep
Last day of classes	31 May	11 Oct
Exam period	4 - 22 Jun	14 Oct - 2 Nov
Move-out day	22 Jun	9 Nov

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

Orientation

Orientation is held during the week before classes commence. Orientation schedules are released a few weeks before orientation and can be found online. The latest information on orientation dates is available [here](#).

Orientation dates listed above are subject to change.

Deadlines

Application Deadlines

Trimester 1 (Feb): 1 Dec

Trimester 2 (Jul): 1 May

Submitting applications as early as possible is encouraged as they will be processed on a rolling basis.

Accommodation Deadlines (Halls of Residence)

Trimester 1 start = Applications open on 1 August

Trimester 2 start = Applications open on 1 April

Accommodation applications are separate to degree applications. Please visit [Accommodation](#) to learn more about the application process. Please visit [Accommodation profiles](#) to learn more about our halls of residence.

Students can apply for accommodation even if they don't have an Offer of Place for their academic programme. If students are 20 or over, they can only apply for self-catered halls.

Applications for Trimester 1 (traditionally the largest intake) open on 1 August. The first round of offers goes out to students from 1 October. Students have one week to take of the offer. If the offer is not accepted (or decline), the spot will be offered to the next student.

A guide for private and short-term accommodation can be found here: [Private rental accommodation](#) / [Temporary accommodation](#)

Early application deadlines

Some specific courses may have an earlier application deadline and may require additional documents. See [Study Abroad and Exchange Restrictions](#)

Late applications

Late applications can be accepted on a case-by-case basis. We recommend applications are received no later than 6 weeks before the start of a Trimester to allow enough time for Visa processing.

Course Approval and Enrolment

Course Selection and Pre-Approval Process

Course Levels and Selection

000	Pre-degree courses	Pre-degree, undergraduate and graduate courses
100	First-year undergraduate courses	
200	Advanced undergraduate courses (usually second year)	
300	Advanced undergraduate courses (usually third year)	
400	Honours courses + some Master's courses	Postgraduate courses
500	Master's courses	
600	PhD courses	
700+800	Diploma, certificate and other courses	

Courses taken at 200 or 300 levels (second or third year) are often considered suitable for upper-level undergraduate credit transfer (not applicable for First Year Abroad students as they can only select 100-level courses).

Students should use the [Course Finder](#) to explore the courses available at VUW. They can search for specific courses, or browse all the courses available in a subject area. Once they've entered their search, they can use the filters on the right-hand side to narrow down the results.

The course offering for Trimester 1 and 2 is usually confirmed in September/October of the previous year (and for Trimester 3 in August/September of the same year).

Study Abroad students can select any course as long as:

- The student meets the pre-requisites of the course
- The course is not on the restricted list: [Study Abroad restrictions](#)
- The student's home university approves the course
- The student hasn't studied the same or similar content before

Points vs Credits

Most courses are worth 15 or 20 points. The number of points indicates the workload—a 15-point course normally requires a total of 150 hours of study (including class time and independent study) and a 20-point course requires a total of 200 hours of study.

- 15 points = 3.75 US credits / 7.5 ECTS*
- 20 points = 5 US credits / 10 ECTS*

* based on recommendations from Victoria University of Wellington

The University considers 60 points per trimester a full study load, which means an academic year is 120 points. Enrolment in less points is possible.

Immigration New Zealand requires international students to enrol in at least 3 courses (usually 45 points) per trimester to meet the visa requirement of full-time study (applicable for in-person/onshore study only).

Course Approval

1. Students who receive an Offer of Place letter will also be sent an email to choose courses and go through the Course Approval stage. Course Approval is on a rolling basis, therefore we recommend submitting applications as soon as available.
2. Relevant Faculty/Academic staff will assess the student's academic documents (and portfolio, if applicable) against the student's course selections. Students should list a min. of 4, max. of 8 available courses per trimester. Students applying for 2 trimesters must list all courses at time of application.
3. Outcomes are sent via email and are expected to be ready within 10 working days. However, for postgraduate courses and during peak periods, it may take longer to assess.

Please see details on the Course Approval process [here](#) under Course Load.

Approved Courses

Students will enrol through the online enrolment system (after they have been invited by email). Please note that popular courses may become full.

Declined Courses

Relevant Faculty/Academic staff may suggest alternative courses the student may wish to consider enrolling into. We will only accept additional courses for approval assessment, if the student has not been approved (or suggested) into enough courses.

Online Enrolment

1. Students will be sent an email invitation to access the Online Enrolment System (OES), which contains important information and instructions on how to complete the online enrolment, so recipients must read it carefully.
2. It is essential for students to complete their online enrolment process prior to arriving to secure their spot and avoid missing out on their preferred course options. Students who do not make a submission (before the closing date) will need to enrol using a paper form upon arrival.
3. Changes cannot be made after students successfully submit an online enrolment. There will be a course add/drop period after the Trimester begins.
4. Approximately 10-15 days after completing the online enrolment, a confirmation email will be sent to the student. Confirmation email sent to the student will contain their VUW network log-in details and student email account information.

Students cannot enrol online before receiving the invitation email. In order to access the OES, students are required to enter their VUW ID number, email address, and date of birth. The date of birth should be entered in the *ddmmyyyy* format.

To complete enrolment, students will be required to upload a second copy of their certified passport. The same copy provided with their application can be uploaded. Please note that our admissions team does not have access to the online enrolment system and cannot upload the passport on the student's behalf.

Transcripts

E-transcripts

One copy of the official academic transcript will automatically be issued and sent to the student. Students are able to share this e-transcript with their home university.

Official transcripts cannot be issued if a student has outstanding fees or charges on their account (for example; tuition fees, insurance fees, accommodation charges, library fines). Students are advised if they have outstanding fees.

Please view VUW's grading system [here](#).

Additional Transcripts

Students can order additional transcripts. Details on how to can be found [here](#).

Accommodation and Insurance

Accommodation

- [Overview of halls of residence](#)
- [Application deadlines and procedure](#)

If students wish to start in Trimester 1 (February), they are strongly encouraged to apply by 1 October to have the best possible chance to get into your preferred hall.

Age group	Accommodation option
17 and under	homestay family + catered hall of residence
18+19	homestay family + catered hall of residence + private accommodation
20 and above	self-catered halls + homestay + private accommodation

Insurance

Please be informed that all students are covered automatically by Studentsafe-University insurance.

In New Zealand, all international students are required to have current and appropriate medical and travel insurance. All international students are automatically signed up to the Studentsafe Inbound University insurance and pay for this upon enrolment at VUW. 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.

Students can apply to have an alternative policy assessed to see if it meets these requirements in order to exempt them from purchasing Studentsafe. Students need to provide the international office at VUW with a comprehensive layout of the insurance policy. If approved, the fee for the Studentsafe policy can be refunded to the student's account after the withdrawal period has ended. Studentsafe is provided by Allianz.

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