

## STUDY ABROAD & EXCHANGE PARTNER INFORMATION COURSE RESTRICTIONS & ADDITIONAL REQUIREMENTS

Last updated: July 2012

### ACADEMIC ENTRY REQUIREMENT

Study Abroad and Exchange students are required to have a minimum cumulative GPA of 2.7 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 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. An offer will only be issued if students have at least three postgraduate courses being approved.

### GRADING SYSTEM

For information regarding the grading system at Victoria University of Wellington, please visit:  
<http://www.victoria.ac.nz/home/study/grades.aspx>

### ADDITIONAL NOTES

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

**Portfolio requirement:** Students can only submit portfolio in a CD, PDF, in a proper booklet format or a website. Printouts are strongly discouraged. If students are applying for several ARCH/DESN courses, please make several copies of the portfolio (e.g. CD) so that the course approval process can be speed up (each course has different academic staff to assess them).

1)100 level SARC courses

These are not available to Study Abroad and Exchange students as these courses are only available to full degree Architecture students.

2) Design/Architecture courses at 200-level or above and DSDN 142 – Creative Coding	<p>Students must provide a portfolio of work for pre-approval <i>before International Orientation and Enrolment week at Victoria University of Wellington</i>. The portfolio can be in any format e.g. folder, CD, website, and the portfolio must be an accurate representation of the student's skills set to date.</p> <p><b>NOTE:</b> Exchange students from the University of Reunion Island are not required to provide portfolio.</p>
3) DSDN 144 – Photography	<p>This is a limited entry course. Preference is given to Victoria full degree students. However, if a study abroad student would really like to take it (and have a valid reason) then it may be possible for them to enrol in it. The student must submit a detailed explanation concerning why they need to enrol in DSDN 144 e.g. home university course requirement.</p>
<b>FACULTY OF COMMERCE AND ADMINISTRATION</b>	
Commerce Course Outlines	<a href="http://www.victoria.ac.nz/fca/studenthelp/CourseOutlines.aspx">http://www.victoria.ac.nz/fca/studenthelp/CourseOutlines.aspx</a>
100 level Commerce courses	Students can gain direct approval for all 100 level Commerce courses apart from ECON 140.
MMBA/Postgraduate Courses	<p>Available to Study Abroad and Exchange students, but they need to have completed the equivalent of a NZ Bachelor's degree, and also have had approximately five years demonstrated, successful work experience.</p> <p><b>NOTE:</b> Exchange students from WHU Otto Business School can apply for MMBA courses directly.</p>
400 level IBUS/MARK courses	These are not available to Study Abroad and Exchange students.
<b>FACULTY OF EDUCATION</b>	
<p>Some courses titled with 'KURA' and 'EPOL' are not available for Study Abroad or Exchange students – they are only available as part of full degree teaching programmes. Some 'EPSY' courses are also not available to Study Abroad and Exchange students (e.g. EPSY 111). Please also note that EPSY 142 is a distance course and is not available to Study Abroad or Exchange students. Please refer to the online course catalogue for specific course information. These are the FEDU, KURA and EPOL courses which are available to Study Abroad and Exchange students:</p> <p>FEDU 101 ,EPOL 113, 180-189, EPSY 113, 140-149, KURA 101</p> <p>EPOL 215, 280-289, EPSY 240-249, KURA 241-249</p> <p>FEDU 301 and 40 further points from EPOL 317, 385-389, EPSY 315, 340-349, 389, KURA 341-349, 389</p>	

FACULTY OF HUMANITIES AND SOCIAL SCIENCES	
Humanities Course Outlines	<a href="http://www.victoria.ac.nz/fhss/student-admin/course-outlines.aspx">http://www.victoria.ac.nz/fhss/student-admin/course-outlines.aspx</a>
1) Music – composition (CMPO) courses	<p>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.</p> <p><u>Deadline:</u> For Trimester 1, 2013 the samples of work must be received by 8<sup>th</sup> October, 2012.</p>
2) Music – performance (PERF) courses:	<p>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: <a href="http://www.nzsm.ac.nz/downloads/Application%20Form%202008%20for%20Perf%202009%20WEBSITE.pdf">http://www.nzsm.ac.nz/downloads/Application%20Form%202008%20for%20Perf%202009%20WEBSITE.pdf</a>. Students are also required to provide a DVD or recording of their audition and a NZ\$50 bank cheque/draft. DVD recordings will not be returned.</p> <p><u>Deadline:</u> For Trimester 1, 2013 the Application for Audition Form should be received by 1<sup>st</sup> September and DVD by 8<sup>th</sup> October, 2012.</p> <p><b>PERF 251 – Pacific Islands Performance 1 does not require any additional material.</b></p>
3) MUSC 166	<p>Students interested in MUSC 166 may be required to show evidence that they have passed Grade 5 theory (Trinity, ABRSM, or AMEB) or successfully passed an equivalent test recognized by the New Zealand School of Music.</p>
4) Creative Writing (CREW) courses	<p>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. An application form can be downloaded from the following link: <a href="http://www.victoria.ac.nz/modernletters/student-help/publications/UG09_10application_form.pdf">http://www.victoria.ac.nz/modernletters/student-help/publications/UG09_10application_form.pdf</a>. Students should submit all of the documentation to Victoria International. It will then be forwarded to the International Institute of Modern Letters.</p> <p><u>Deadline:</u> 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.</p>

	<p>Students should be aware that Victoria University's creative writing courses are <b>not graded</b>. Students receive an 'H' 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.</p>
5) Film & Theatre courses:	<p>Some film courses are limited entry. 'A' indicates limited entry courses on the Course Catalogue. To view the course catalogue, please click on the following link:  <a href="http://www.victoria.ac.nz/home/study/subjects/coursecatalogue.aspx?d=Film&amp;l=200&amp;t=20091&amp;res=d">http://www.victoria.ac.nz/home/study/subjects/coursecatalogue.aspx?d=Film&amp;l=200&amp;t=20091&amp;res=d</a>.</p> <p>Contact the Victoria International Admissions team for a limited entry course form by 1 December of the previous year. The form needs to be filled out and submitted to Victoria International by 1 December of the previous year.</p>
6) 200-level language courses	<p>Students who are applying for 200-level language courses or higher will probably need to have their proficiency assessed by the School/Faculty when they arrive in person.</p>
<b>FACULTY OF LAW</b>	
Law Course Outlines	<a href="http://www.victoria.ac.nz/law/courses/UG%20Courses/index.aspx">http://www.victoria.ac.nz/law/courses/UG%20Courses/index.aspx</a>
<p>Study Abroad and Exchange students are not allowed to enroll in LAWS 122, LAWS123, any 200-level (2<sup>nd</sup> year) Law papers or in LAWS301. Students may enroll in the 300-level elective papers (except courses for which pre-requisites and co-requisites have been prescribed) and in no more than one 400-level Law seminar. Please contact International Admissions at <a href="mailto:victoria-international@vuw.ac.nz">victoria-international@vuw.ac.nz</a> for further details or clarification.</p>	
<b>FACULTY OF SCIENCE</b>	
Science Course Outlines	<p>Some course outlines available here:  <a href="http://www.victoria.ac.nz/science/study/course-outlines/scps-course-outlines">http://www.victoria.ac.nz/science/study/course-outlines/scps-course-outlines</a> </p>
<p>Most courses are available for Study Abroad and Exchange students, including the field trip courses, with the exception of postgraduate research and thesis based courses.</p> <p><b>BIOL 370</b> is an eight day field trip commencing at the end of January – the Admissions Officer will need to contact The Faculty of Science to comment on the precise date and to note it in the offer letter. Students should be informed in the offer letter 'Please note that BIOL 370 is an eight day field trip commencing on _____. You will need to attend an orientation/enrolment one or two days before BIOL 370 commences. Please contact Victoria International closer to the time to arrange a specific orientation/enrolment date.'</p>	

FACULTY OF ENGINEERING	
Engineering Course Outlines	Some course outlines available through the <a href="#">Faculty of Engineering's website</a> . Otherwise, please email Sue Hall to request a copy.