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International orientation & enrolment

International orientation and enrolment is run before the start of each trimester to prepare students for study, living in New Zealand and to complete their enrolment process. All international students (excluding EPP and PhD students) are required to attend a two-day mandatory orientation before they begin their study.

EPP students have a half-day orientation and enrolment and PhD students have a mandatory one-day orientation and an optional second day.

Orientation dates

Working with the Manager, Admissions and Conversion, orientation and enrolment dates are set for the main orientations over a year in advance (usually around T1 orientation for the following year). Early orientation and enrolments are organised individually with Admissions and Programme Directors/faculties. EPP orientation and enrolments are organised with ELI.

It's helpful to provide late orientation dates as early as possible (particularly with the Conversion team now managing late orientations).

<M:\ISO FILING SYSTEM\Student Services\Orientations, Presentations & Events\Orientation dates>

Room bookings

Orientation and enrolment bookings should be emailed through to room-bookings a year ahead. These requests are held by room bookings until class and exam timetables are confirmed and they will then email to advise of what can and can't be booked.

For T1, work with Talya Coates from SRAO for bookings over O week as she will manage all of these bookings, including any rooms we need for international orientation.

T1 and T2 room bookings tend to be similar:

- MCLT101, 102, 103 & MC153 (foyer)
- TTR104, TTR205 & TTRLT1
- AM102, AM104 & AM103
- EA201 & EALT206 (particularly for late orientations)

T3 can be a bit more challenging to secure rooms as exams are still happening. AM rooms are a good size for this cohort of students and allow break out options for different sessions.

Orientation and enrolment schedules

This is the most time-consuming aspect of the planning so start early. Ideally the schedules are up on the website 4-6 weeks before orientation, which means they need to be confirmed 8 weeks beforehand to give marketing time for design and checking. The schedules don't need to be changed a great deal unless feedback suggests this is needed, there are changes to the Code of Practice or presenters are unavailable etc.

Using the previous trimester's schedule and decide if the timings will work again for the current trimester. Contact presenters to check on their availability to facilitate sessions. Also check on facilitators for other events – pohiri, movie night, welcome to rainbow students, welcome to Muslim students and students with families sessions – see post orientation events.

We work closely with the VI Marketing team and schedules are put onto the website and also printed in-house and put into orientation packs. We also request A2 or A3 size schedules for the walls.

Communicating orientation and enrolment information

When the programme is available, send the link out to all relevant services: faculty managers, enrolments, vic info ihonui, student finance, student counselling, student learning,

Work with the Manager, Admissions and Conversion for any additional information that should be provided that should go to: Faculty Managers, Enrolment Manager and Team Leader; Student Finance Manager, Student Counselling Managers; Disability Service Manager; Student Learning Manager;

Welcome DID

Contact Kristina.keogh@vuw.ac.nz to have the Welcome to new international student DID placed on wallflower screens around campus.

Student groups

Early orientation and enrolment

Small groups of students begin their programmes early in T1 and T2 and dates for their orientations and enrolments are organised by Student Support/Admissions/Faculty and Enrolments.

Faculty of Education

- + Graduate Diploma in Teaching (Primary & Secondary) and Master of Teaching and Learning (Primary & Secondary): TBC

Faculty of Science

- + PGDip/Master of Conservation Biology & PGDip/Master of Marine Conservation, orientation: TBC, commencement: TBC
- + PGDip/Master of Geographic Information Science: TBC
- + Master of Meteorology commencement: TBC

School of Government

- + Master of Public Policy: TBC
- + Postgraduate Diploma in Public Policy: TBC
- + Postgraduate Certificate in Public Policy: TBC
- + Master of Public Management: TBC
- + Postgraduate Diploma in Public Management: TBC
- + Postgraduate Certificate in Public Management: TBC
- + Master of E-Government: TBC

PhD Students

PhD students attend international orientations for one day only, day 2 is optional. A registration link is set up through Eventbrite and FGR pass this to students when they enrol. Link in with Alana Hamill at FGR to confirm who should be attending based on enrolments since the previous orientation at least 3 weeks before orientation. It's helpful to send an email to those that have not already registered a couple of weeks before the event, so they are able to attend. Historically, we have required PHD students to attend international orientation, but this has proven challenging. We have more recently sent orientation presentation information by email to all newly registered PhD students to ensure they have the information as per the Code of Practice.

EAP Students

All EAP students attend a placement test on the Wednesday before their classes start and orientation and enrolment on the Thursday before.

EPP students begin their trimester within a few days or weeks of the main orientation and we work closely with the Admissions team for this event. Returning EPP students enrol in the morning new EPP students given orientation, enrolment and a campus tour in the afternoon.

International orientation presentations

The PowerPoint presentations for international orientation is modified before each intake. Take into account: feedback from the previous trimester; changes to the Code of Practice;

Registration desk

Managed by the Business support team.

Vic Crew

Each year we recruit up to 20 casual staff who are Victoria students to work as Vic Crew. Vic Crew are integral to our Arrival Meeting Service and orientation and enrolment.

Recruitment is usually through word of mouth, students the team meets during the year and students who have volunteered at previous orientations.

Arrival Meeting Service

Contact Wellington International Airport a few weeks before orientation if you plan to have a desk set up to greet new students. This is very useful in T1 and T2 when we have large numbers of students arriving in a short period of time. The current contact at Wellington airport is [REDACTED] and she responds quickly to requests < [REDACTED] >. I usually request the following:

We have international orientation coming up again, and we are keen to have a desk set up on the ground floor of the airport as we did last year. We would like to set the desk up from Sunday 30th June – Wednesday 3rd July inclusive to welcome new international students – would you be happy with this? We will bring a fold down table and chair and if we could store these on site that would be great.

Generally, the AMS Coordinator mans the desk during extended office hours, greets students but does not transfer with them to their accommodation. When the coordinator is not at the airport, Vic Crew are utilised as normal to collect and drop off students.

Ordering stock for orientation

See 'ordering stock for orientation' for full list and contact details -

https://vuw.sharepoint.com/:w:/r/sites/VI_StudentSupport/_layouts/15/Doc.aspx?sourcedoc=%7BC31C5D4C-E859-4C14-A6BF-E8A255D904BB%7D&file=Ordering%20stock%20for%20international%20orientation.docx&action=default&mobileredirect=true

Prizes

- Moore Wilsons for boxes of chocolate fish
- Fruit and vege coop for bags of fruit and veges
- Lighthouse cinemas for movie vouchers (usually 20 a year will see us through)
- Rece centre for gym vouchers – we usually go halves in two T1 and two T2 vouchers – current contact is [REDACTED]
- Vic books will sometimes offer a prize pack - check with them in advance about this.

Other

Tablecloths: Leah Johanson

Engagement and Events Adviser

HU319, Victoria University of Wellington PO Box 600, Wellington

Phone: +64-4-463 6770

Mobile [REDACTED]

www.vuw.ac.nz/events

DID's

These are managed by central marketing and they have our DID – our marketing team can connect with them directly.

Enrolment

We work closely with the Admissions Team in the planning of orientation and they in turn work with Enrolments and Faculties to ensure a smooth enrolment process.

Trimester one

Early orientation and enrolment

Trimester one begins with orientation and enrolment for early start programmes (see: Early orientation and enrolment)

Dates for early sessions are set with Admissions, Faculties and Enrolments the previous year. Sessions are usually run in the VI meeting room, starting at 9.30am when possible. A larger room may need to be booked if there are more than 10 students. Following the orientation session, Admissions will meet with the students to complete relevant paperwork and if the student needs to be signed into courses, will then be taken to faculty or Programme Directors and then to enrolments by Vic Crew. This is usually followed by a campus tour.

Main orientation and enrolment

Trimester two

Trimester three

Trimester three is our smallest orientation – usually around 40-50 students, excluding PhD's which can be 30-50 students.

The orientation is usually run in AM with day two on Pipitea campus due to the large proportion of commerce students in this intake. AM102/104 are a good option and allow the room to be opened up and closed down depending on numbers and sessions. The Mezzanine rooms in Pipitea works well.

As no additional sessions are available to students enrolling in trimester 3 (faculty orientations, faculty tours, campus coaches etc.) we need to ensure that international orientation provides as many of these as possible.

A large number of trimester three students will enrol in the VBS PG programmes so a tour of Pipitea campus is important, along with a tour of Kelburn campus.

City tours & campus tours

Moving students in groups around campus does not require any specific Health and Safety briefing, but Vic Crew should ensure they remind students to use hand rails when moving up and down stairs, keep to main pedestrian routes, including using road crossings and to be aware of the weather. Vic Crew generally lead the tours and can modify these dependent up on cohort. Connect with the Vic Crew coordinator about organising Vic Crew for each tour.

City tours are a standard activity as part of the VI orientation programmes. These are run by the Vic Crew who take on additional responsibilities to ensure students are safe and accounted for.

require more planning before the day to ensure all health and safety issues are considered and risk minimised. Ronnie Cowley is the current Senior Advisor at [Safety, Risk and Assurance](#) and can talk you through any concerns.

Late orientations

Inevitably there will be students who are unable to arrive in time for the main international orientation each trimester. Student numbers can range from a few to close to 100 depending on circumstances. Students will advise us they will be unable to make the main international orientation through the vi-support inbox in the months, weeks and days leading up to orientation, and some students will not notify us at all. This makes planning for late orientations challenging and it is always best to over-estimate numbers who may attend.

Late orientation dates should be scheduled in the weeks leading up to orientation and room spaces booked to more than accommodate anticipated numbers. EA206 is a good option for trimester one and two as it seats 70 and is very convenient for access to the VI team. The meeting room is fine for smaller numbers.

We usually plan late orientations to start at 9.30am at Victoria International with enrolment following at around 10.30am. Arrange a Vic Crew (or more than one depending on numbers) to be available from around 10am to help with the enrolment process and to provide a campus tour to late arriving students.

The orientation presenter should ensure a list of students who have arrived is given to the Admissions team as soon as possible after the orientation has begun. This allows them time to prepare for the enrolment that follows.

Late orientation slips

We give these to students who have either a) just arrived after orientation and need to enrol and attend late orientation or b) have completed enrolment but not attended orientation. The late orientation slips are updated each trimester and students are required to attend the closest session. The reception team can add students details directly onto the late orientation Sharepoint doc.

Post orientation events

Consider further engagement with students through events run after hours or outside of the main international orientation programme. Events that are regularly used:

- **Movie night** (run by the International Buddy Programme Coordinator). Need to book a room in advance, provide snacks/drinks; Coordinator selects movie.
- **Pōhiri** – offered each trimester through the Te Herenga Waka Marae. Book online and need to guestimate numbers well in advance. Need to book a room for pōhiri briefing (usually facilitated by one of the VI team – Amber, James). Contact all VI staff to invite them to attend pōhiri to welcome new students. Book a room.
- **Students with Families session** (T1 and T2). This is coordinated by VI and includes: VI Insurance and Visa Advisors, Student Finance, Student Health and Counselling; Careers and Employment, VUWSA, PGSA and Vic Kids. This session usually runs on the Friday before classes starts and promoted at orientation. Short presentations from: VI Insurance advisor, Student Health, Careers and Student Finance with the other services available as a mini expo after presentations. VI usually cater this event with morning/afternoon tea. Remember to cater for those students who come with their partners, as well as those who come with children. Book a room and provide snacks.
- **Meet and greet** – run at the end of the 2-day orientation programme as a chance to have a non-alcoholic drink and snacks with students' groups: V-ISA, PGSA, IBP, VUWSA etc
- **Welcome to Rainbow students:** working with Georgia Andrews – Rainbow and Inclusion Advisor. An informal evening event to learn about supports at the university and connect with other student and staff from the Rainbow community.
- **Welcome to Muslim students:** started after the Christchurch terror attacks. Work with [REDACTED] and Rana Daoud (Rana.Daoud@vuw.ac.nz) who co-facilitate the session. Book a room and provide snacks.

Other possible events:

- Tour of Beehive. Book well in advance through <https://www.parliament.nz/en/visit-and-learn/visit/guided-tours/>. Need to guestimate numbers and it's helpful if a Vic Crew can accompany students.
- Capital Safaris – have not been run since 2016 due to difficulties with Health and Safety with large numbers of students. Select a number of popular tourist activities for the weekend following orientation. Consider timing of public transport, cost of transport, safety when on tour etc. Tours are run by Vic Crew and volunteers who need to be well-briefed on the day to ensure any risks are mitigated. At least one VI staff member should facilitate this process on the day and have oversight of the planning of activities.
- Beach trip with V-ISA. V-ISA organise a trip to oriental parade for all new international students following orientation. VI include this event as part of the orientation events and promote. Usual meeting places are Kelburn campus and at the beach with a start and return time.

Planning

Two-three months before orientation

- Pohiri booking with Marae – email marae.bookings@vuw.ac.nz
- Start checking on collateral with marketing and what is currently held at VI. Order additional stock as needed.

One month before orientation:

- Orientation meetings should be weekly at this stage
- Arrival meeting service training and packing
- Schedule orientation training for Vic Crew
- Send email to the following advising of timings, rooms and include the link to the orientation schedule.
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Two weeks before orientation

- Email airport to request space for Arrival Meeting Service Coordinator to have a desk during busy times

One week before orientation

- Send reminders to all presenters of their date, time and room