

Advising of studying language papers at Victoria University of Wellington

Student Experience - Academic Division

In 2025 Otago students will be able to study 100 and 200-level German language papers via distance at Victoria University of Wellington (VuW). Our universities have an agreement to enable Otago students to transfer credit for the German language papers taken at VuW back to their Otago programme of study.

If you decide to enrol in German language papers at Victoria University of Wellington it is important that you complete the form below and email it to student.records@otago.ac.nz

If you have previous knowledge of German, please contact Otago's Languages and Cultures programme (email languages@otago.ac.nz) and they will help you choose the most suitable level and papers for you to take.

Personal details

Full name

Student ID

Papers

Please indicate which papers you will be taking at Victoria University of Wellington:

Victoria University of Wellington paper code	Credit	University of Otago equivalent paper code	Credit
<input type="checkbox"/> GERM 101 Intro to the German Language	20	GERM 131 Intro German I	18
<input type="checkbox"/> GERM 102 Elementary German	20	GERM 132 Intro German 2	18
<input type="checkbox"/> GERM 201 German Language 2A	20	GERM 230 German Language 2	18
<input type="checkbox"/> GERM 202 German Language 2B	20	GERM 231 Intermediate German 1	18

Declaration

I am applying to the UGCOP at Victoria University of Wellington as part of a collaboration with the University of Otago for students studying 100 and 200 level German courses in 2025 and I understand the credit for these courses will be transferred to be counted under my Otago Qualification.

Signature

Date

Important information

Fees and StudyLink

You can find information about [fees at VuW here](#).

As you will be studying at two different NZ Universities at the same time StudyLink will need to know the EFTS you will be enrolled in at both Universities and that your papers at VuW will be credited back to your qualification at Otago. To facilitate this the Languages and Cultures Head of Programme at Otago will provide a letter for Studylink which will confirm the EFTS you will study at VuW and that they will be credited back to your Otago qualification. If required please email language@otago.ac.nz to request a letter for Studylink purposes.

Workload and Withdrawal

It is important to make sure you have a workload you can manage. If you take one German language paper at VuW in a semester as well as two or three 18 point papers at Otago, this would be considered a full time workload.

Familiarize yourself with [the dates to withdraw from papers at VuW](#) so that you can make changes to your course as and when necessary.

INFORMATION ON HOW TO ENROL AT VICTORIA UNIVERSITY OF WELLINGTON IS ON THE NEXT PAGE

Enrolling at Victoria University of Wellington

You will enrol as a student at VuW under a [Certificate of Proficiency \(CoP\)](#). To start the enrolment process, there are a few steps detailed below to create a student portal account and submit an admission application. Minyi Orams will be able to assist with any queries related to the application. Monica Tempian is the academic contact person and will happily advise on German courses at Victoria. Please do not hesitate to contact her.

1. Create a puaha (student portal account): <https://puaha.wgtn.ac.nz/SignIn>
2. Email [Dr Monica Tempian](#), Senior Lecturer in German and [Minyi Orams](#) of VUW Admissions and Enrolment, to advise you are studying at Otago and wish to enrol in one or more German courses at Victoria – this will help our Admissions and Enrolment team identify and process your application appropriately. Note if you are applying for a 2025 Trimester 1 courses after 20th February – our online Admissions system will be closed and you will need to complete a paper form. Dr Tempian will send you the form with accompanying instructions.
3. Make sure you know your [NSN \(National Student Number\)](#) and start an Admission application – under the ‘My applications’ tab in the portal.
4. Follow the onscreen instructions. You can just enter your details to a bare minimum. Select the options below under the ‘What do I want to study’ section.
5. The system will display additional conditions and requirements, such as an academic transcript, but you will just need to upload a word document named ‘Additional document for Otago students studying German’ with the following text:

“I am applying to the UGCOP at Victoria University of Wellington as part of a collaboration with the University of Otago for students studying 100 and 200 level German courses in 2025 and I understand the credit for these courses will be transferred to be counted under my Otago Qualification.”

Key Contacts

Dr Monica Tempian | Senior Lecturer in German

DDI +64 4 4635548

monica.tempian@vuw.ac.nz

Minyi Orams - Admissions and Enrolment Office

minyi.orams@vuw.ac.nz