



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



**VICTORIA**  
UNIVERSITY OF WELLINGTON

**Te Kawa a Māui**

# **MAOR 123**

Te Iwi Māori me āna  
Tikanga  
Māori Culture and Society

**Trimester 2  
2007**

**IMPORTANT**

**Please read and note the information  
at the back of this Course Outline**

## MAOR123

### **Te Iwi Māori me āna Tikanga – Māori Society and Culture Course Outline 2007 – Trimester 2**

Tēnā koutou e ngā tauira e whai nei i te māramatanga o te ao Māori. He mihi nui ki a koutou katoa. Koinei ngā tohutohu mō te wāhanga tuarua o te tau 2007.

Warm greetings to all the students of this course. The following are the instructions for the second trimester of 2007.

#### **1 Course Organisation**

- |     |                    |  |
|-----|--------------------|--|
| 1.1 | Course Coordinator | Meegan Hall<br>Telephone 463-5793<br>Email meegan.hall@vuw.ac.nz                             |
|     | Office Hour        | Mondays 2-3pm in 48 Kelburn Parade,<br>Room 205 or by appointment.                           |
| 1.2 | Course Lecturers   | Peter Adds, Dr Maria Bargh, Teurikore<br>Biddle, Tonga Karena, Dr Ocean Mercier              |
| 1.3 | Tutors             | Phillip Best, Alan Samson & Meegan Hall<br>Room 203, 48 Kelburn Parade<br>Telephone 463 5471 |

Any of the academic staff for this course can be contacted via the Māori Studies Office, 50 Kelburn Parade, telephone 463-5314.

Notices and course information will be posted on the MAOR123 Blackboard site at <http://blackboard.vuw.ac.nz/>. The notice boards at 48 Kelburn Parade will also carry any important information.



on the concepts and issues raised in lectures. They will also share valuable information about the course assessment. **You must attend at least eight of ten tutorials to complete the course (see 5).**

These sessions commence in Week Two of the course. Tutorial enrolment forms will be circulated during lectures and posted on the notice boards at 48 Kelburn Parade in the first week of Trimester 2. You must select your preferred tutorial by **4pm Friday 13 July**.

Tutorial lists will be posted on the course notice boards on **Monday 16 July**.

#### 4.4 Course Assessment **60% Internal - 40% Final Exam**

	<b>Assessment</b>	<b>Due dates</b>	<b>Value</b>
1	Key Words Test	5pm Monday 6 August	5%
2	Participation in Pōwhiri & Marae Tour	1:10pm Wednesday 18 & Thursday 19 July	10%
3	Reflective Writing Journal	5pm 30 July, 3 Sept & 17 Sept	15%
4	Essay	5pm Monday 1 October	30%
5	Final 3 hour Exam	Exam period 19 Oct – 10 Nov	40%

##### 4.4.1 Key Words Test 5%

On Monday 16 July, an online test will be made available on Blackboard which will assess your understanding of words and terms that are critical to successfully completing this course. You will have until **5pm Monday 6 August** to complete this assessment to a satisfactory standard. More information about this test is on the MAOR 123 Blackboard site at <http://blackboard.vuw.ac.nz>.

##### 4.4.2 Participation in Pōwhiri and Marae Tour 10%

At **1.10pm on Wednesday 18 July**, in lieu of a regular lecture, you will be expected to attend a pōwhiri (ritual of encounter) at the University's Te Herenga Waka Marae. You will be taught more about this process during the course, prior to visiting the Marae. This is a mandatory course requirement worth 5% and a record of attendees will be kept.

In addition, at **1.10pm on Thursday 19 July** you will return to the Marae for a tour of the facilities. This is also a mandatory course requirement worth 5% and a record of attendees will be kept. Also, information that you receive during the tour, and the pōwhiri process, will be necessary for the completion of your first reflective writing journal entry (see 4.4.3)

##### 4.4.3 Reflective Writing Journal 15%

You are required to maintain an on-line reflective writing journal on Blackboard to record your thoughts on topics raised in the MAOR 123 course.

In total you will be expected to submit three journal entries of 400-600 words, each on a different topic and each with a set deadline. Each entry is worth 5% of your final grade. Detailed information about the topics, grading and deadlines is available on the MAOR 123 Blackboard site at <http://blackboard.vuw.ac.nz>.

#### 4.4.4 Essay

30%

You are required to write one 1500 word essay. Essay topics and marking guides will be distributed in tutorials and posted on the MAOR 123 Blackboard site at <http://blackboard.vuw.ac.nz/>.

Essays must be placed (in hardcopy form) in the assignment box outside the Māori Studies Office at 50 Kelburn Parade, by **5:00pm on Monday 1 October**. All assignments are registered by the Māori Studies Office staff. **DO NOT** hand your essay to the Course Coordinator, Lecturers or Tutors or leave assignments under anybody's door. **Please keep a copy of your work.**

You are expected to follow the conventions for essay writing as explained in the Te Kawa a Māui Academic Writing Guide. The Academic Writing Guide is available from the Student Notes Distribution Centre. Essays that do not conform to the Academic Writing Guide will be penalised.

You are also encouraged to seek Student Learning Support Services advice on essay structure and Harvard referencing before submitting your essay.

#### 4.4.5 Final Written Examination

40%

The final written examination is a three-hour closed book examination held at Victoria University. The date will be advised when the examination timetable is set.

### 5 Mandatory Course Requirements

To meet course requirements for MAOR123 you must:

- attend at least eight out of the ten tutorials (see 4.3)
- submit/complete all internal course assessment or equivalent (see 4.4)
- attempt the final examination (see 4.4.5)

### 6 Penalties

By prior arrangement, and only for very good reasons, an extension might be granted **by the Course Coordinator**. However, without an express extension from the Course Coordinator, the following late penalties will apply.

#### 6.1 Key Words Test

Failure to attempt the Key Words Test within the required period means that a mandatory course requirement will not be satisfied, resulting in a failure of the course.

#### 6.2 Participation in Pōwhiri and Marae Tour

Failure to participate in the scheduled MAOR 123 Pōwhiri and Marae Tour (or an equivalent, as negotiated with the Course Coordinator) will result in no mark being given.

### 6.3 Reflective Writing Journal

Failure to submit a complete journal (3 entries) means that a mandatory course requirement will not be satisfied, resulting in a failure of the course.

Submission of a journal entry after the due date will satisfy the mandatory course requirements, but no mark will be given.

### 6.4 Essays

5% will be deducted for every day or part day that the essay is late (including weekends). After five days the essay will be accepted for the purposes of meeting the 'mandatory course requirements' but no mark will be given.

## 7 Lecture Programme

The following schedule is a *guide* to the lectures and contributors for this course. You will be informed of any alterations to the schedule.

You will benefit greatly by familiarising yourself with the indicated readings prior to each lecture.

Week	Lecture	Date	Lecturer	Lecture Topic and Reading	Assessment Due
1	1	Mon 9 July	Meegan Hall	<b>Overview of course</b> <ul style="list-style-type: none"> <li>Course Outline</li> </ul>	
	2	Wed 11 July	Peter Adds	<b>Brief overview of the history of Māori culture and society</b> <ul style="list-style-type: none"> <li>Adds, P., 1998. The Māori Economy: an historical overview [Course reader]</li> </ul>	
	3	Thu 12 July	Peter Adds	<b>Brief overview of the history of Māori culture and society</b> <ul style="list-style-type: none"> <li>Ward, A., &amp; Hayward, J., 1999. Tino Rangatiratanga – Māori in the Political and Administrative System. [Course reader]</li> </ul>	
2	4	Mon 16 July	Tonga Karena	<b>Pōwhiri preparation</b>	Key Word Test on Blackboard open from Monday 16 July
	5	Wed 18 July		<b>Pōwhiri at Te Herenga Waka Marae (VENUE: 46 Kelburn Parade)</b> <ul style="list-style-type: none"> <li>Experience firsthand the Māori ritual of encounter and learn the story of Victoria University's carved meeting house.</li> </ul>	
	6	Thu 19 July		<b>Tour of Te Herenga Waka Marae (VENUE: 46 Kelburn Parade)</b> <ul style="list-style-type: none"> <li>Take a guided tour of the different parts of the marae complex and learn about its different roles and functions as dictated by Māori culture.</li> </ul>	
3	7	Mon 23 July	Tonga Karena	<b>Separation of the gods</b> <ul style="list-style-type: none"> <li>Walker, R., 1990. Mythology. [Course reader]</li> </ul>	
	8	Wed 25 July	Tonga Karena	<b>Māui</b> <ul style="list-style-type: none"> <li>Walker, R., 1992. The relevance of Māori Myth and Tradition. [Course reader]</li> </ul>	
	9	Thu 26 July	Tonga Karena	<b>Marae kawa and Iwi variation</b> <ul style="list-style-type: none"> <li>Salmond, A., 1975. The Rituals of Encounter. In Hui: A Study of Māori Ceremonial Gatherings. [Course reader]</li> </ul>	
4	10	Mon 30 July	Tonga Karena	<b>Māori identities</b> <ul style="list-style-type: none"> <li>Salmond A., 1975. The Rituals of Encounter. [Course reader]</li> <li>Metge, J., 1995. Whanau Values. In New Growth from Old. [Course reader]</li> </ul>	Reflective Writing Assignment #1 DUE 5pm Monday 30 July
	11	Wed 1 Aug	Peter Adds	<b>Pre-contact Māori development Part 1</b> <ul style="list-style-type: none"> <li>Davidson, J., 1984. The Prehistory of New Zealand. [Course reader]</li> </ul>	



	12	Thu 2 Aug	Peter Addis	<b>Pre-contact Māori development Part 2</b> <ul style="list-style-type: none"> <li>Davidson, J., 1984. The Prehistory of New Zealand. [Course reader]</li> </ul>	
5	13	Mon 6 Aug	Meegan Hall	<b>Summary lecture</b>	Key Word Test on Blackboard closes at 5pm on Monday 6 August
	14	Wed 8 Aug	Ocean Mercier	<b>Whānau, hapū, iwi</b> <ul style="list-style-type: none"> <li>Mead, H., 1997. Traditional Māori Leadership. [Course reader]</li> </ul>	
	15	Thu 9 Aug	Ocean Mercier	<b>Māori customary concepts</b> <ul style="list-style-type: none"> <li>Metge, J., 1995. Whānau values. [Course reader]</li> </ul>	
6	16	Mon 13 Aug	Ocean Mercier	<b>Traditional knowledge and Western Science</b>	
	17	Wed 15 Aug	Ocean Mercier	<b>Māori medicine</b> <ul style="list-style-type: none"> <li>Brockie, B., 2006. [Available on Blackboard]</li> </ul>	
	18	Thu 16 Aug	Ocean Mercier	<b>Subsistence technologies</b> <ul style="list-style-type: none"> <li>Davidson, J., 1998. Subsistence Economics. [Course reader]</li> </ul>	
18 Aug – 2 Sept			<b>MID TRIMESTER BREAK</b>		
7	19	Mon 3 Sept	Meegan Hall	<b>Summary Lecture</b>	Reflective Writing Assignment #2 DUE 5pm Monday 3 September
	20	Wed 5 Sept	Meegan Hall	<b>Arrival of Pākehā in Aotearoa/New Zealand</b> <ul style="list-style-type: none"> <li>Orange, C., 1987. The British Crown and the Māori People. [Course reader]</li> </ul>	
	21	Thu 6 Sept	Peter Addis	<b>The Treaty of Waitangi</b> <ul style="list-style-type: none"> <li>The Declaration of Independence. [Course reader]</li> <li>The Treaty of Waitangi. [Course reader]</li> <li>Biggs, B., 1989. Humpty Dumpty and the Treaty of Waitangi. [Course reader]</li> </ul>	
8	22	Mon 10 Sept	Peter Addis	<b>Post Treaty history to 1970</b> <ul style="list-style-type: none"> <li>Ward, A., and Hayward, J., 1999. Tino Rangatiratanga. Māori in the Political and Administrative System. [Course reader]</li> <li>Jackson, M., 1993. Land Loss and the Treaty of Waitangi. [Course reader]</li> </ul>	
	23	Wed 12 Sept	Peter Addis	<b>1970 – present day issues</b> <ul style="list-style-type: none"> <li>Ward, Alan. 1999. The Modern Treaty Claims Process. [Course reader]</li> <li>Salmond, Ann. 1975. History. [Course reader]</li> </ul>	
	24	Thu 13 Sept	Peter Addis	<b>Taranaki Land Claim</b> <ul style="list-style-type: none"> <li>See Waitangi Tribunal web page at:  <a href="http://www.waitangi-tribunal.govt.nz/reports/view.asp?ReportID=3FECC540-D049-4DE6-A7F0-C26BCCDAB345">http://www.waitangi-tribunal.govt.nz/reports/view.asp?ReportID=3FECC540-D049-4DE6-A7F0-C26BCCDAB345</a> </li> </ul>	

9	25	Mon 17 Sept	Meegan Hall	<b>Summary Lecture</b>	Reflective Writing Assignment #3 DUE 5pm Monday 17 September
	26	Wed 19 Sept	Maria Bargh	<b>Māori politics</b> <ul style="list-style-type: none"> <li>Durie, M., <i>Mana Whenua</i>, [Course reader]</li> </ul>	
	27	Thu 20 Sept	Maria Bargh	<b>Māori politics in Pākehā frames</b> <ul style="list-style-type: none"> <li>Mikaere, A., "Are we all New Zealanders now?" at: <a href="http://www.brucejesson.com/lecture2004.html">http://www.brucejesson.com/lecture2004.html</a></li> </ul>	
10	28	Mon 24 Sept	Maria Bargh	<b>Political change</b> <ul style="list-style-type: none"> <li>Jackson, M., 1991. 'Māori Law, Pākehā Law and the Treaty of Waitangi.' in <i>Mana Tiriti. The Art of Protest and Partnership</i>. Wellington: Daphne Brassell Associates Press.</li> </ul>	
	29	Wed 26 Sept	Maria Bargh	<b>Globalisation</b> <ul style="list-style-type: none"> <li>Turei, M, "Third Reading Speech Foreshore and Seabed Bill" at: <a href="http://www.converge.org.nz/pma/fs181104b.doc">http://www.converge.org.nz/pma/fs181104b.doc</a></li> </ul>	
	30	Thu 27 Sept	Maria Bargh	<b>Māori and globalisation from below</b> <ul style="list-style-type: none"> <li>Aotearoa Educators, "Tino Rangatiratanga and International Neoliberal Trade" <i>Just Change</i> Issue 2, 2005 at: <a href="http://www.dev-zone.org/justchange/documents/JustChange2-Trade-BuyingInorSellingOut.pdf?PHPSESSID=a955b18d53">http://www.dev-zone.org/justchange/documents/JustChange2-Trade-BuyingInorSellingOut.pdf?PHPSESSID=a955b18d53</a></li> </ul>	
11	31	Mon 1 Oct	Meegan Hall	<b>Summary Lecture</b>	Essay DUE 5pm Monday 1 October
	32	Wed 3 Oct	Meegan Hall	<b>Contemporary Māori Issues</b> [Readings will be available on Blackboard]	
	33	Thu 4 Oct	Meegan Hall	<b>Contemporary Māori Issues</b> [Readings will be available on Blackboard]	
12	34	Mon 8 Oct	Meegan Hall	<b>Contemporary Māori Issues</b> [Readings will be available on Blackboard]	
	35	Wed 10 Oct	Meegan Hall	<b>Course Summary</b> <ul style="list-style-type: none"> <li>overview of course content</li> <li>preparation for final exam</li> </ul>	
	36	Thu 11 Oct	Meegan Hall	<b>Course Summary</b> <ul style="list-style-type: none"> <li>preparation for final exam</li> <li>feedback on essays</li> </ul>	

**8 Tutorial Programme**

Week	Tutorial	Date	Tutorial Topic	Preparation
1		Mon 9 July – Fri 13 July	<b>No tutorials this week</b>	Sign up to a MAOR 123 tutorial – they start in Week 2 of the course
2	1	Mon 16 July – Fri 20 July	<b>Pōwhiri – The ritual of encounter</b>	<b>Read</b> Salmond, A., 1975. The Rituals of Encounter [Course reader] and <b>prepare two questions</b> about the reading
3	2	Mon 23 July – Fri 27 July	<b>Re: Reflective Writing Topic #1</b> <i>What are the historical and contemporary roles and functions of the Marae?</i>	<b>Begin working on</b> Reflective Writing Topic #1
4	3	Mon 30 July – Fri 3 Aug	<b>Māori mythology and pre-contact Māori development</b>	<b>Read</b> Walker, R., 1992. The relevance of Māori Myth and Tradition. [Course reader] <b>OR</b> Davidson, J., 1984. The Prehistory of New Zealand. [Course reader]
5	4	Mon 6 Aug – Fri 10 Aug	<b>Whānau/hapū/iwi and Māori customary concepts</b>	<b>Read</b> Metge, J., 1995. Whānau values. [Course reader] and <b>prepare two questions</b> about the reading
6	5	Mon 13 Aug – Fri 17 Aug	<b>Re: Reflective Writing Topic #2</b> <i>Who was/is a Māori?</i>	<b>Begin working on</b> Reflective Writing Topic #2
<b>MID TRIMESTER BREAK</b>				
7	6	Mon 3 Sept – Fri 7 Sept	<b>Essay Writing</b>	N/A
8	7	Mon 10 Sept – Fri 14 Sept	<b>The Treaty of Waitangi</b>	<b>Read</b> The Treaty of Waitangi – Māori and English Translation. [Course reader]
9	8	Mon 17 Sept – Fri 21 Sept	<b>Re: Reflective Writing Topic #3</b> <i>The Treaty and its Implications Today</i>	<b>Begin working on</b> Reflective Writing Topic #3
10	9	Mon 24 Sept – Friday 28 Sept	<b>Māori Politics</b>	<b>Read</b> Mikaere, A., “Are we all New Zealanders now?” online at: <a href="http://www.brucejesson.com/lecture2004.html">http://www.brucejesson.com/lecture2004.html</a>
11	10	Mon 1 Oct – Fri 5 Oct	<b>Exam preparation</b>	N/A
12		Mon 8 Oct – Fri 12 Oct	<b>No tutorials this week</b>	

## 9 Recommended Resources & Support Services

- 9.1 If you are unfamiliar with the Māori language you are encouraged to purchase the following dictionary which is available from the Victoria Book Centre:

Ryan, P.M., 1994. *Dictionary Of Modern Māori*. Auckland: Heinmann Publishers Ltd.

Alternatively you can access an online Māori language dictionary at:  
<http://www.learningmedia.co.nz/ngata>

- 9.2 You are strongly encouraged to take an interest in events and issues that affect Māori today and can do so by accessing the following Māori media:

Māori Television	<a href="http://www.maoritelevision.com/coverage/index.htm">www.maoritelevision.com/coverage/index.htm</a>
Te Karere	TV1, Mondays–Fridays, 6:10am or 4:40pm
Waka Huia	TV1, Sundays, 11:00am
Marae	TV1, Saturdays, 10:00am
Whenua!, National Radio	Sundays, 5:10pm–6:00pm
Mana News, National Radio	Weekdays, 6:40am and 5:45pm
Atiawa Toa FM	96.9 FM
Te Reo Irirangi o Te Ūpoko o Te Ika a Māui	1161 AM

- 9.3 A range of texts have been placed on Closed Reserve at the Library (Level 3) to assist you with your study and essay writing. The Māori Resource Librarian is also available at the Library to assist you with your research and finding books to support your essay. The following is a list of texts that you are likely to find useful.

Barlow, Cleve, 1991. *Tikanga Whakaaro: Key concepts in Māori culture*. Auckland: Oxford University Press.

Biggs, Bruce G., 1981. *The Complete English-Māori Dictionary*. Auckland: Auckland University & Oxford University Press.

Buck, Peter, 1950. *The Coming of the Māori*. Wellington: Māori Purposes Fund Board.

Cleave, P., Mataira, K., Pere, R. 1978 *He Pukapuka Kupu Āhua Māori: Oxford Māori Picture Dictionary*. Wellington: Oxford University Press.

Cox, Lindsay, 1993. *Kotahitanga: The search for Māori Political Unity*. Auckland: Oxford University Press.

Dewes, Koro, 1974. *Māori Oral Arts: He Poutoko Manawa nō te Māoritanga*. London. Photocopy of typescript.

Durie, Mason, 1998. *Te Mana, Te Kawanatanga: The politics of Māori self-determination*. Auckland: Oxford University Press.

Evans, Jeff, 1997. *Ngā Waka o Nehera: The first voyaging canoes*. Auckland: Reed Publications.

Ka'ai, Tania M, John Moorefield, Michael Riley, and Sharon Mosley (eds), 2003. *Ki te Whaiao: An Introduction to Māori Culture and Society*. Auckland: Pearson Longman.

- King, Michael, 1977. *Te Ao Hurihuri: The world moves on. Aspects of Māoritanga*. Wellington: Hicks Smith.
- Mead, Hirini Moko, 2003. *Tikanga Māori: Living by Māori Values*. Wellington: Huia.
- Mead, Sidney Moko, 1997. *Landmarks, bridges and visions: Aspects of Māori culture*. Wellington: Victoria University Press.
- Melbourne, Hineani, 1995. *Māori Sovereignty: The Māori perspective*. Auckland: Hodder Moa Beckett.
- Metge, Joan, 1984. *Learning and Teaching: He tikanga Māori*. Wellington: Department of Education.
- Ngata, H.M. 1993. *English–Māori Dictionary*. Wellington: Learning Media.
- Orange, Claudia, 1992. *The Treaty of Waitangi*. Wellington: Historical Publications Branch, Department of Internal Affairs.
- Pere, Rangimarie Rose, 1991. *Te Wheke: A Celebration of Infinite Wisdom*. Gisborne: Ao Ako Learning New Zealand.
- Reed, A.W., T.S. Karetu, 1984. *Concise Māori Dictionary New Revised Edition*. Auckland: Methuen Publishers Ltd.
- Salmond, Anne, 1975. *Hui: A Study of Māori Ceremonial Gatherings*. Wellington: A.H & A.W Reed.
- Shirres, Michael, 1997. *Te Tangata: The human person*. Auckland: Accent Publications.
- Walker, Ranginui, 1983. *History of Māori Activism: plus Critique by the Māori People's Liberation Movement of Aotearoa*. Auckland: NCC Programme on Racism.
- Walker, Ranginui, 1990. *Struggle Without End: Ka whawhai tonu mātou*. Auckland: Penguin.
- Williams, H.W. 1971. *A Dictionary of the Māori Language*. Wellington: Government Print.
- Winiata, Maharaia, 1967. *The Changing Role of the Leader in Māori Society: A study in social change and race relations*. Auckland: Blackwood and Janet Paul.

- 9.4 Te Pūtahi Reo/The Language Learning Centre can be found in the Von Zedlitz Building, Kelburn Parade. Māori resources are preserved and catalogued as archives at Te Pūtahi Reo. All students can use the self-access facilities to listen to this material. The Centre also holds other Māori resources that would be useful for your Māori language and culture development.

## **10 General University Requirements**

### **Student and Staff Conduct**

### **Academic Grievances**

### **Academic Integrity and Plagiarism**

### **Students with Impairments**

### **Student Support**

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

### **Student and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at [www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct). The Policy on Staff Conduct can be found on the VUW website at [www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct).

### **Academic Grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at [www.vuw.ac.nz/policy/academicgrievances](http://www.vuw.ac.nz/policy/academicgrievances)

### **Academic Integrity and Plagiarism**

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or*

*unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include: an oral or written warning, cancellation of your mark for an assessment or a fail grade for the course, suspension from the course or the University. Find out more about plagiarism, and how to avoid it, on the University's website [www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).

### **Students with Impairments** (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone 463-6070, and email [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz).

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is Dr Allison Kirkman, Murphy Building, room 407. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

### **Manaaki Pihipihinga Programme**

This programme offers:

- academic mentoring for all Māori Studies students at all levels of undergraduate study. Contact Dee O'Carroll via email [dee.ocarroll@vuw.ac.nz](mailto:dee.ocarroll@vuw.ac.nz) or phone 463 9977 to register for mentoring for Commerce and Administration courses
- postgraduate support network links students into all of the postgraduate activities and workshops on campus and networking opportunities. Contact [manaaki-pihipihinga-programme@vuw.ac.nz](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or phone 463 6015
- the Pacific Support Coordinator assists Pacific students with transitional issues, disseminates useful information and provides any assistance

needed to help students achieve. Contact [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or phone 463 5842.

Manaaki Pihipihinga is located at 14 Kelburn Parade, back court yard, Room 109 D (for Humanities mentoring and some first year Commerce mentoring) or Room 210, Level 2, West Wing Railway Station, Pipitea (Commerce mentoring space). Te Kawa a Māui mentoring is done at Te Herenga Waka Marae.

### **Student Services**

In addition, the Student Services Group is available to provide a variety of support and services. Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz).

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building. Telephone the Education Office on 463-6983 or 463-6984, and email at [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz).

## **11 Withdrawal Details**

Have you changed your mind about the courses you want to do this trimester? If you do not withdraw from a course in time, you will receive a fail grade.

A fail grade stays permanently on your academic record. You can avoid the fail grade by withdrawing properly from courses before it is too late!

To withdraw from a course you must complete a change of course form, available from your Faculty Student Administration Office, and submit it by the following deadlines.

### **Second Trimester Papers, July – October 2007**

No addition of first trimester courses permitted after **Friday, 20 July 2007**.

Withdraw before **Friday, 20 July 2007** and you will get a refund of fees. The course will no longer appear on your academic record.

Withdraw by **Friday, 21 September 2007** and you will avoid getting a fail grade on your student record. The course will be graded WD, which means 'withdrawn'. This will remain permanently on your academic record but it is not a failing grade. Withdrawal (WD) grades do not appear on an official transcript.



### **Full-Year Papers, February – October 2007**

No addition of full-year courses permitted after **Friday, 23 March 2007**.

Withdraw before **Friday, 9 March 2007** and you will get a refund of fees. The course will no longer appear on your academic record.

Withdraw by **Friday, 17 August 2007** and you will avoid getting a fail grade on your student record. The course will be graded WD, which means 'withdrawn'. This will remain permanently on your academic record but it is not a failing grade. Withdrawal (WD) grades do not appear on an official transcript.