



**Te Kawa a Māui**

# **MAOR 221**

**Tū Tū Te Wana**

**Māori Language 2B**

**Trimester 2  
2007**

**IMPORTANT**

**Please read and note the information  
on the back page of this course outline**

**MAOR221**  
**Tū Tū Te Wana – Māori Language 2B**  
***Te Rārangi Mahi 2007***

“*He puapua tō te whāinga: he taki hiku tō te haere*”<sup>1</sup>

Nau mai, piki mai ki tēnei akoranga e kīa nei ko Tū, Tū te Wana. Īna ko te mahi nui tonu – he aronui atu ki te ikeketanga, me te hōhonutanga o te reo. Kia kauā noa iho e kapua taitū te āhua, engari kia waewae kaikapua kē te āhua. Nei noa ko te mihi atu mō o koutou pūmanawa i puta ai koutou ki tēnei taumata o te reo otirā, kāore noa iho i tuku mā te hiku o te haere tā koutou haere i taki. Heoi ko tā koutou ināianei, he mau mai i ō koutou nā ake puapua, i ō koutou nā ake ipu taramea kia rongohia ai e te katoa te kakara o te reo Māori.

**1 TE KAIWHAKAAKO**

1.1 Ko te Pūkenga	Teurikore Biddle Room 202, 48 Kelburn Parade Telephone 463 6733 Email: <a href="mailto:teurikore.biddle@vuw.ac.nz">teurikore.biddle@vuw.ac.nz</a>
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Te Hāora Wātea	Rāapa <b>12:00pm – 1:00pm</b>
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Ki te hiahia koutou ki te whakapā mai ki ahau, me tuku īmēra mai ki ahau i mua i tō haere mai.

1.2 Ko te Kaitūruki	TBC
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Ngā Hāora Wātea	TBC
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<sup>1</sup> White John, “The Story of Ponga and Puhihuia Ponga rāua ko Puhihuia” in the *Ancient History of the Māori* (1889). Also republished in *Te Ao Hou* (1963).

## **2 KO NGĀ MAHI**

### **2.1 Ko Ngā Whāinga**

Heoi, ko te kaupapa matua tonu o tēnei akoranga, he whakapakari i te taha kōrero, whakarongo, pānui me te tuhituhi hoki e eke ai ki te taumata tau tuarua o Te Whare Wānanga o te Ūpoko o te Ika. He akoranga reo Māori anō tēnei no reira me pou i to pou rāhui kia kore ai te reo o wētahi e uru poka noa mai ana ki roto i tēnei o nga karaehe. E tutuki rawa ake ai i a koutou ngā mahi nei ka taea e koutou te:

- whakapūaki whakaaro-ā-waha, ā-tuhituhi e hāngai ana ki ngā kaupapa ka kōrerohia i roto i ngā akoranga;
- whakarongo, pānui, ka whakamārama i ngā kōrero a ngā kaituhi kei roto i te pukapuka Te Kōputu Kōrero;
- whakarāpōpoto i ētahi kaupapa nā koutou tonu i rangahau;
- whakahoki pātai i runga anō i tā koutou i rangahau ai.

### **2.2 Ko Ngā Akoranga**

Hei ngā Mane me ngā Wenerei ngā wā ako, mai i te iwa o ngā haora ki te tekau meneti ki te tekau mā tahi karaka i te ata.

<b>Rātū</b>	<b>10:00 am – 11:50 am</b>	<b>MULT102</b>
<b>Rāmere</b>	<b>10:00 am – 11:50 am</b>	<b>MULT102</b>

E puta ai koe i tēnei pepa **me**:

- tae mai koe ki te 20 o te 24 o ngā akoranga whānui;
- tae mai koe ki te 7 o te 10 o ngā akoranga whāiti;
- me oti me hipa hoki koe i ngā mahi aromatawai katoa;
- me eke koe ki te taumata tau tuarua mō te whakapūaki kaupapa;
- me eke koe ki te taumata tau tuarua mō te whakatakoto, tātari, wetewete, whakamātautau hoki i ngā kaupapa kua ara ake i roto i ngā mahi akoranga.

### **2.3 Ko Ngā Akoranga Whāiti**

Me mātua tae mai ki te 7 o te 10 o ngā akoranga whāiti. Mā te kaiako anō ngā whakahau kōrero mō ngā rā me ngā hāora. Anei ngā wā, me ngā wāhi tū ai ngā akomanga whāiti:

<b>Te Rā</b>	<b>Te Wā</b>	<b>Te Wāhi</b>
Wednesday	TBC	46KP, Matariki
Thursday	TBC	46KP, Matariki

Ka tīmata ngā akomanga hei te wiki tuatoru o tēnei wāhanga.

## 2.4 Noho Marae

**E tika ana me tae mai koe ki tēnei noho.** Tekau mā rima tāra te utu, tukua tāu pūtea ki te tari, 50 Kelburn Parade. Hei te **Rātū, 2 Whiringa ā nuku** ki te **Rāapa, 3 Whiringa ā nuku 2007** ngā rā kua whakaritea mō tēnei noho ki Te Herenga Waka Marae.

## 2.5 Ko te Nui o Ngā Mahi

Kei te taumata tau tuarua tēnei akoranga, na reira e tika ana me pau i a koe te tekau mā rima hāora (15 hours) ki āna mahi. Ka tāpiri atu hoki ngā haora akoranga whānui, whāiti hoki.

**MAOR221 2/3 Kia eke ki te 15 hāora ia wiki (ngā akoranga whānui, whāiti hoki)**

## 3 NGĀ MAHI AROTAKE ME TE TĀTARI I NGĀ MAHI

Me tuku atu ngā aromatawai katoa o MAOR221 ki te 'Assignment Box' i 50 Kelburn Parade. Kauā e tukua mai ki te pūkenga, ki tōna rūma, ki ngā kaiako rānei. Ko te wāhi tika, ko te 'Assignment Box'.

Ngā Mahi	Rā Tuku	Ōrau
Kōrero Tene	<b>17 – 20 Hōngongoi (Hurae)</b>	10%
Tuhingaroa	<b>10 Hereturikōkā (Akuhata)</b>	15%
Tuari Kōrero	<b>12 – 14 Mahuru (Hepetema)</b>	15%
Hanga Rauemi	<b>28 Mahuru (Hepetema)</b>	20%
Whakamātautau Matua	<b>12 Whiringa ā nuku (Oketopa)</b>	30%
Mahi Kainga/Kupu Hou	<b>Ia rua wiki</b>	10%
<b>Tōpū</b>		<b>100%</b>

### 3.1 Tuhingaroa

E rua mano (2000) ngā kupu o te tuhingaroa. Me rangahau, me wetewete hoki te akonga i ngā momo kōrero e pā ana ki tētahi o ēnei kaupapa e whai ake nei:

- Ngā whare kōrero ā iwi (Tribal History pertaining to Wharetīpuna, Whare Whakairō, Wharenui, pūrākau, pakiwaitara);
- Ngā rerekētanga o ngā reo ā iwi (Dialectal differences in the Māori Language);
- Kei te tokoiti haere te tokomaha o ngā tāne e ako ana i te reo Māori, me pēhea e taea e tātou te whakatikatika i tēnei āhuatanga? (Very few Māori men are learning the Māori language, how might we rectify this situation?)

Mā te rangahau e oti pai ai tēnei mahi. Me hōmai he kapi o tāu mahi kia kite atu ai te kaiwhakaako kua āta whakaritea e koe āu kōrero mo te tuhingaroa nei. Whakaatuhiā mai ngā pukapuka, puna kōrero kua whiriwhirihia e koe mō tōu kaupapa, he aha ngā wāhangā o tōu whare kōrero, ngā momo rerenga, whakatukī, whakatūkī e whakaaro ana koe kia tuia ki roto i tōu kete kōrero. Me tuku mai tēnei hei te **27 o Hōngongoi 2007**, ā, ka whakahokia ki a koe hei

te **3 o Hereturikōkā 2007**. Tukuna ēnei kōrero ki tōu kaitūruki ki roto i te akomanga whāiti.

Ka rua ka tukuna mai te tuhingaroa i te rā kua whakaritea, arā te **10 Hereturikōkā 2007**. Tukuna mai tēnei ki te tari Māori ki 50KP.

Kia pai te whakatakoto i ngā kōrero o roto, tohungia ngā kaituhi, tāpirihia he rārangi kupu hou. Kia hāngai tonu ki ngā ture a Te Kawa a Māui 2007 mō te whakatakoto tuhituhi.

Hokona te pukapuka Academic Writing Guide 2007 a Te Kawa a Māui i te Student Notes Distribution Centre.

### 3.2 Kōrero Tene

Kei ngā akoranga whānui mai i te **17 – 20 o Hōngongoi 2007** tēnei mahi. Waru meneti te roanga o tōu kōrero me te wāhi ki ngā pātai. Mā te pukenga e tohu mai te kaupapa kōrero.

E rima meneti ki a koe ki te whakarite ōu kōrero i mua i tōu tū. Ka hamenehia koe ki te heke iho i te waru meneti te roanga o tōu tū, ā, ka tango he 2% mai i te kaute tōpū.

### 3.3 Tuari Kōrero

Kei ngā akoranga whānui mai i te **11 – 14 o Mahuru 2007** tēnei mahi. Tekau meneti te roa. Ko te kaupapa o tēnei mahi he rangahau i ngā kīwhaha, whakataukī, whakatauākī, rerenga kōrero ā iwi. Whiriwhiria kia whā ngā tūmomo rerenga kōrero kā rua ka tuku mai ūna whakamārama katoa, homai hoki ngā tauira rerenga kōrero mo aua kīwhaha, whakataukī rā. Inā he pātai, he āwangawanga rānei, whakaritea he wā pai ki te kōrero tahi me te Pukenga.

### 3.4 Hanga Rauemi

Ko te tikanga o tēnei mahi he hanga i tētahi rauemi pai rawa atu mo te hunga kei te ako i te reo Māori ki roto i ngā Whare Wānanga. Hei te wā ka tū te noho marae ka whakaatuhia, ka kōrero hoki koe mō te āhua o te hanga rauemi mō te reo Māori mo te hunga kei te ako tonu.

Ka tukuna ā koutou mahi rauemi ki tōu kaitūruki hei te **28 o Mahuru 2007** ki roto i ngā akoranga whāiti.

### 3.5 Whakamātautau Matua

Hei te **12 Whiringa ā nuku 2007** te Whakamātautau Matua mō MAOR221. E rua hāora te roa. Ka whakamātauhi te karaihe ki ngā mahi kua mahia mai i te tīmatanga o tēnei wāhanga ki tōna mutunga. Koinei anake te rā ka āhei te akonga ki te mahi i tēnei whakamātautau. Nā reira whakaritea kia wātea koe inaianei kauā i te rā tonu!

**Ki te kore koe e āhei ki te whakawātea i a koe me tere kōrero mai ki te pūkenga.**

### 3.6 Mahi Kāinga/Kupu Hou Test

Mā te kaitūruki i tukuna atu te roanga o ngā whakamārama mō ngā whakamātautau kupu hou, mahi kainga hoki.

## 4 NGĀ WHIU

Ki te kore e tutuki i a koe ngā whakaritenga mō ia tatauranga, kāore koe e hipa i tēnei karaihe. Me ū mai te katoa o ngā mahi i te rā kua whakaritea. Ka tangohia 5% mō ia rā ki te tōmuri. Me kōrero ki te Pūkenga, māna anake e whakarite he wā e taea ai te whakaoti tika i o mahi. Kauā e haere i te ara a taihoa, ka tae ki aua atu!

## 5 KO NGĀ PUKAPUKA

### 5.1 Pukapuka Matua

Te Kawa a Māui, 2006. *MAOR 211 Tū Te Wana Wana/Māori Language 2A and MAOR 221 Tū Tū Te Wana/Māori Language 2B Trimesters 1 and 2*. Wellington.

Biggs, B., Hohepa, P., Mead, & H., *Selected Readings in Māori*.

Biggs, B., 1992. *The Complete English-Māori Dictionary*. Auckland: Auckland University Press.

Williams, H.W., 1971. *A Dictionary of the Māori Language*. Wellington: Government Print.

Te Taura Whiri i te Reo Māori, 1995. *Te Matatiki*. Government Printer.

Mead, H., & Grove, N., 1989-96. *Ngā Pepeha a Ngā Tupuna Vol 1-4*. Wellington: School of Māori Studies, Victoria University.

### 5.2 Pukapuka Taunaki

Bauer, W., 1981. *Aspects of the Grammar of Māori*. University of Edinburgh.

Bauer, W., 1993. *Māori*. London, Routledge.

Bauer, W., 1997. *The Reed Reference Grammar of Māori*. Auckland, Reed Publishers Ltd.

Benseman, J., 1992. *Whare Wānanga*. Research and Statistics Division, Ministry of Education.

Benton, N., 1999. *Revitalizing the Māori Language*. Ngaruawahia, Alta Vista Pacifica Tapui.

Benton, R., 1979. *Who speaks Māori in New Zealand*. New Zealand Council for Educational Research, Wellington.

Best, E., 1972. Tūhoe: *The Children of the Mist*. Wellington, Published for the Polynesian Society by A.H and A.W Reed.

- Brougham, A. E. and Reed, A. W., 1987. *Māori Proverbs*. Revised T. S. Karetu. Auckland, Reed Methuen Publishers Ltd.
- Carkeek, W., 2004. *The Kapiti Coast: Māori tribal history and place names of the Paekakariki-Otaki district*. Auckland, Reed Publishing Ltd.
- Curnow, J., 1995. *Ngā Pou Arahi*. Auckland Institute and Museum.
- Dacker, B., 1994. *Te Mamae Aroha: A history of Kaitahu Whānui in Otago*. Dunedin, University of Otago Press in association with Dunedin City Council.
- Grace, J., 2005. *Tuwharetoa: The history of the Māori people of the Taupo District*. Auckland, Reed Publishing Ltd.
- Kohere, R.T., 1951. *He Konae Aronui. Maori Proverbs and Sayings*. Wellington: A.H. and A. W. Reed.
- McEwen, J.M., 1990. *Rangitane: A Tribal History*. Auckland, Heinemann reed Publishing.
- Mikaere, P., 1998. *Te Maiharoa and the Promised Land*. Auckland, Reed Publishing Ltd.
- Mitchell, J.H., 1990. *takitimu*. Gisborne, Te Rau Press.
- Ngata, Apirana, 1959-1970. *Ngā Moteatea: He maramara rere nō ngā waka maha. The songs: Scattered pieces from many areas*. Wellington: New Zealand Polynesian Society. Part 1 to 4.
- O'Regan, H.M., 2001. *Ko Tahu, Ko Au: Kai Tahu Tribal Identity*. Christchurch, Horomaka Publishing.
- Phillipps, W.J., 1948. *Carved houses of Te Arawa*. Wellington, Dominion Museum.
- Riley, M., 1990. *Māori Sayings and Proverbs*. Paraparaumu: Viking Seavenseas.
- Royal, T.C., 1992. *Te Haurapa: An Introduction to researching tribal history*. Wellington, Bridget Williams Books.
- Royal, T.C., 2003. *Native Traditions by Hūkiki Te Ahu Karamu o Otaki*. Otaki, Te Wānanga o Raukawa.
- Simmons, D.R., 2006. *Meeting-houses of Ngāti Porou o Te Tai Rāwhiti*. Auckland, Reed Publishing Ltd.
- Sissons, J., 1991. *Te Waimana: The Spring of Mana*. Dunedin, University of Otago Press.
- Stafford, D.M., 2005. *Te Arawa: A history of the Arawa people*. Auckland, Reed Publishing Ltd.

Stokes, E., 1993. *Te Raupatu o Tauranga Moana*. University of Waikato, Hamilton.

Turoa, T., 2000. *Te Takoto o te Whenua o Hauraki*. Auckland, Reed Publishing Ltd.

Walker, P., 2006. *Te tuī a te toka: He īteretanga nō ngā tai e whā*. Toi Māori Aotearoa, Tōtika Publications, Wellington.

Walker, R., 2007. *Opotiki-Mai-Tawhiti: Capital of Whakatohea*. Auckland, Penguin Books.

Wellington City Council., 1995. *Ngā Waahi Taonga o Te Whanag nui a Tara: Māori Sites and Inventory*. Wellington City Council.

## 6 NGĀ WHAKAMĀRAMA

Kei *Te Kōputu Kōrero* me ētahi atu pukapuka te nunuinga o ngā mahi ka mahia e tēnei karaihe. Kei te kaiako anō ngā whakahau mō ngā mahi hei whakapakari i te taha kōrero, whakarongo, pānui me te tuhituhi hoki.

### **KEY - Ngā Tohu**

**A** = he whakamātautau. **R** = he whakamaumahara noaiho i a koe ki tētahi kaupapa hirahira. **P** = Te Pānuitanga mō tēra wiki, kauhau rānei. **T** = Ngā mahi ka oti i a koe ki roto i ngā akomanga whāiti.

Wiki	Te Rā o ia Kauhau	Te Kaupapa o te rā	He kōrero anō
1	10 Hōngongoi	L1 He mihi, he tirohanga ki ngā mahi ka oti i a koutou i ngā wiki kei te haramai. He tohu i tētahi māngai, kaituhi hoki.	<b>A:</b> Hei te wiki 2 ka tū ngā kōrero tene (10%). <b>P:</b> <b>Tōna Whakapono me te Matua Tangata</b> pp.121- 126
	13 Hōngongoi	L2 Karakia 2	
2	17 Hōngongoi	L3 Ka tū ngā kōrero tene	<b>P:</b> <b>Ringatū nā Tamati Kruger pp.40 – 42</b> <b>R:</b> Ka timata ngā akoranga whaiti i te wiki 3
	20 Hōngongoi	L4 Ka tū ngā kōrero tene	
3	24 Hōngongoi	L5 Waiata 2	<b>A:</b> Tukuna āu mahi whakaritenga mō te tuhingaroa ki tōu kaituruki ki roto i ngā akomanga whāiti 27/07/07. <b>P:</b> <b>Te pōkeka me ūna āhuatanga</b> pp.16 - 19 <b>T:</b> Te ako i ngā kupu

Wiki	Te Rā o ia Kauhau	Te Kaupapa o te rā	He kōrero anō
			mō ētahi karakia
	27 Hōngongoi	L6	<b>Kairīwhi: Mero Rokx</b>
4	31 Hōngongoi	L7 Niu Pepa Māori 2	<b>P: Orbell, M 'Te Puke ki Hikurangi: Ngā reta ki te Etita'</b> <b>T: tukuna tāu mahi kainga 1 ki te kaitūruki (2%).</b>
	3 Hereturikōkā	L8	
5	7 Hereturikōkā	L9 Ngā Mātātuhi onāianei 2	<b>P: Ngā Tāngata Taumata Rau pp.257 - 260</b>
	10 Hereturikōkā	L10	Tukuna mai tāu tuhingaroa ki te tari ki 50KP (15%)
6	14 Hereturikōkā	L11 Ngā Tongi, Ngā Kupu Whakaari	<b>P: Ngā Mahi Whakaari a Tītokowaru</b> <b>T: whakamātautau kupu hou 1 (2%)</b>
	17 Hereturikōkā	L12	
<b>NGĀ RĀ WHAKATĀ</b>			
<b>20 Hereturikōkā ki te 2 Mahuru 2007</b>			
7	4 Mahuru	L13 Pūrākau, Pakiwaitara	<b>P: Ko Hinemoa pp46 - 57</b> <b>T: Mahi whakarite mō ngā tuari kōrero (15%)</b>
	7 Mahuru	L14	
8	11 Mahuru	L15 ka tū ngā tuari kōrero	<b>P: Ko Hinemoa pp46 – 57 anō me Hinekōrangi pp.61 - 64</b> <b>T: tukuna tāu mahi kainga 2 ki te kaitūruki (2%).</b>
	14 Mahuru	L16 ka tū ngā tuari kōrero	
9	18 Mahuru	L17 Ngā Momo Kai a Te Māori	<b>P: Te Mahi Rīwai pp.43 – 45</b>
	21 Mahuru	L18	
10	25 Mahuru	L19 Ki Rō Tāone	<b>A:Tukuna mai te mahi hanga rauemi 28/09/07 (20%).</b> <b>T: whakamātautau kupu hou 2 (2%).</b>
	28 Mahuru	L20	
11	2 Whiringa ā nuku	L21 Ngā momo mahi onāianei	

Wiki	Te Rā o ia Kauhau	Te Kaupapa o te rā	He kōrero anō
	5 Whiringa ā nuku	L22	
12	9 Whiringa ā nuku	L23 He hokinga whakamuri, he mahi whakarite mō te whakamātautau matua He Aromatawai i ngā mahi whakaako	T: whakamātautau kupu hou 3 (2%).
	12 Whiringa ā nuku	L24 Te Whakamātautau Matua (30%)	Kaitahi mauria mai he kai ki te karahe.

## 7 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/student-conduct](http://www.vuw.ac.nz/policy/student-conduct). 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-progamme@vuw.ac.nz](mailto:manaaki-pihipihinga-progamme@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).

## **8      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.