



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui

MAOR 321

Te Reo Karanga,
Te Reo Whaikōrero

The Language of the Karanga
and Whaikōrero

Trimester 2
2007

IMPORTANT

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

MAOR321
Te Reo Karanga, Te Reo Whaikōrero
The Language of Karanga and Whaikōrero
Wāhanga Tuarua
2007

**“Ko te apahau o te mahau tārearea -ā- Māui - tikitiki -ā-Taranga”
Ko te hononga o te ira tāne ki te ira wāhine”**

Tēnā koutou ngā ihoiho o ngā maunga kārangaranga o te motu e ngana nei ki te ako i ngā kaitokomauri a kui mā a koro mā e moe mai rā i Tuawhakarere. Kia areare ō koutou taringa, kia matāra o koutou hinengaro.

Nau mai ki te wānanga ako i te reo o te Karanga me te Whaikōrero. Kia maumahara he tīmatanga noa tēnei. Kāore koe e tohunga tonu atu ki te tito karanga, whaikōrero, ki te whakamahi rānei i ēnei tāonga a kui mā a koro mā. Mehemea e hiahia ana koe ki te hōhonutanga atu, hokia anō ki ōu maunga, ki ōu kaumātua mō ēnei tāonga. Nō reira kia kaha, whakamatauria kia mau kia ita.

1 KO NGĀ WHAKAHAERE

Ko te Pūkenga

Tonga Karena
Room 210, 50 Kelburn Parade
04 463 5444
tonga.karena@vuw.ac.nz

Hāora Wātea

Tūrei: 11:00am – 11:50am

Ngā Akomanga

Tūrei me te Paraire
9:00am – 10:50am
Te Tumu Herenga Waka

Ka taea anō e koutou te whakamahi i te Blackboard. Kei te rahi nga rauemi hei tiki atu hei āwhina i a kouotu. Kei reira katoa ngā waiata me ngā karakia e hāngai pū ana ki a koutou aromatawai. Torona atu tēnei wāhi: <http://blackboard.vuw.ac.nz/>.

2 KO NGĀ WHĀINGA ME NGĀ MAHI

2.1 Ngā whāinga

- He whakamahi i te reo kia puta ai tōna matū, tōna ngako, kia reka ai ki te taringa tangata arā he whakanikoniko, whakanakonako kōrero
- He tiki atu i ētahi o ngā kupu whakarite, whakataukī a kui mā a koro mā hei āwhina ki te tito kōrero mō te karanga me te whaikōrero
- He ako i ētahi tikanga o te karanga o te whaikōrero me te waiata
- He whakapūaki i te reo o te Karanga me te Whaikōrero ma te āta mahi ā tinana.

2.2 Whakarāpōpototanga o ngā mahi

- He wānanga, he pānui, he whakarongo, he mātakitaki, he rangahau, he tātari he whakatīnana i ngā kōrero a ngā tohunga o raurangi, o nātahirangi nei. Ko te tikanga he ako i te hōhonutanga atu o te whakatakoto i te kupu kōrero e māturu ai te reka ki ngā taringa, e kakapa ai te ngākau i te hiringa o te tangi e au ai te takoto a kui mā a koro mā
- He pānui he wānanga he kimi māramatanga o te poroporoaki a te tohunga nei a Mohi Tūrei o Ngāti Porou ki a Kuini Wikitoria
- He titiro ki ētahi o ngā waiata aroha, waiata tangi kei roto i Ngā Mōteatea me ētahi atu pukapuka hei āwhina i te taura ki te hanga whakaaro e taea ai ngā mahi Karanga/Whaikōrero
- He taki tū ki te whakatīnana, ki te pupuri i te mauri o te kupu, arā, kia hū ai te paorooro o te reo, kia tahu ana te āinga ki tā te whatumanawa i kāwata ai, kia pakaru iho hoki te manawa kohatu i te tīereere o te reo whakamōrearea
- I tēnei tau he mea uta te akoranga nei ki runga i te Blackboard, kei reira e whata ana ētahi rauemi hei āwhina i a koutou ki te ako i ngā kōrero mo tēnei akoranga. Ka kore ana e whakamau to titiro ki tēnei wāhi e kore e mau i a koutou ētahi kōrero whakahirahira rawa e puta ai te ihu ki te ao mārama.

3 KO NGĀ TATAURANGA

3.1 Ngā tuhinga me ngā rangahau

He mea nui kia āta mārama koe ki ngā ture whakatakoto kōrero ā waha, ā tuhi hoki. Hei āwhina i a koe hokona te pukapuka a Te Kawa a Māui; Academic Writing Guide 2007 Edition i te Student Notes Distribution Centre.

3.2 Mō ngā tuari kōrero

Me āta whakarite mā te rorohiko e āwhina te whakaatu i te katoa o ngā mahi tuari kōrero, arā he Power Point.

3.3 Pouaka Tuhituhi

Me tuku mai ngā tuhituhinga katoa ki te Pouaka Tuhituhi (Assignment Box) i 50 Kelburn Parade. Kauā e tukuna ki te Pūkenga, ki tōna rūma rānei.

3.4 Ngā whakaritenga mō Tiri tū te wana

KEI ROTO KATOI I TE AKOMANGA (INTERNAL COURSEWORK) 100%

He whakamāori, he whakamārama i a “ <i>Whakarongo e te rau</i> ”	10%	24 o Hōngongoi
He whakamāori, he whakamārama i te poroporoaki a Mohi Tūrei	20%	4 o Mahuru
He whakamātautau paku e arotake ana i ngā mahi ka oti mai ki roto i te akomanga	20%	14 o Māhuru
He takutaku waiata (wāhine) He takutaku karakia (tāne)	10%	28 o Māhuru
He whaikōrero/karanga – kaupapa tene 1	10%	Mā te kaiako e whiriwhiri te wā
He whaikōrero/karanga – kaupapa tene 2	10%	Mā te kaiako e whiriwhiri te wā
Te whakamātautau whakamutunga	20%	9 Whiringa – ā - nuku

Ka hoatu ētahi atu whakamārama i roto i ngā akomanga mō ia mahi inā tata atu ana ki taua mahi rā. Ko te katoa o ēnei ko te whakatīnanatanga o ngā mahi kua oti kē te whakaako, te wānanga i roto i ngā akomanga; ko ētahi tērā ka oti tonu i te tauira te waihanga i roto o taua akomanga rā. Kei te tauira te tikanga. Kauā e whakaaro kia tata tonu, kia tae tonu rānei ki ngā rā e ū mai ai ngā mahi nei. Kao! Hangaia i te wā e hihiko ana te wairua!

3.4.1 Whakarongo e te rau 10%

He mea whiri te waiata nei hei tīmata atu i te wānanga nei kia whai tāhūhū ai ngā akoranga whaikōrero/karanga, ā, kia hāngai pū ai ki te matua pou whare o Te Tumu Herenga Waka e poua ake nei i ngā kauwhata kōrero ka kauwhatatia ai e koutou, otirā, kia aro nui atu ki te mana o te paepae o te Rangiāhuta. Ko te tikanga o tēnei taumahi kia wāia ai koutou ki te whakawhānui, ki te whakaoho i tā koutou e mōhio nei mō te kōrero whakaniko. Āpiti atu ki tērā, kia mārama ai hoki ki ngā kōrero e kōputu ana ki roto i te waiata. Ko tā koutou, he whiriwhiri i tētahi o ngā rerenga kōrero o te waiata, ā, ka whakamāramahia mai ki te karaihe i te tino tikanga o taua rerenga kōrero. Ka tuarhia mai tēnei mā te Power Point.

He Waiata “Whakarongo e te rau” nā Tīmotu (Ngāti Ruanui)

Nei ka noho i te kopa whare i Tataurangi,
He mārama ka roku i te pae
He tahuritanga he tautanga no te ngakau
Kia noho au mā reira e raro hē nei,
Whakataritari, mau pū nei, mau patu nei,
Mau tao nei e ngana rā koe
Ngā whatukuhu o taku Manawa
Piri ki te poho, te hōhā koe
I ngā rangi rā o taku ohinga e kui mā e!
I kawea ‘hau Aotearoa
Me tautika, me aronui
Kia kite mai koutou i ōkū hē nei
Ka waiho au i te ngutu hei hikihiki
Ki te taha rautai e pā mā ko tō te huna hoki
Tirohia mai au he ika tuaki
Paenga toroa he koroirangi
He ika pakewha hau na Rehua e tama ma
He huka moana paringa a tai akau ki te whanga
Ki Motukiore, ko te rite ki ahau
E whakamonehu ka waiho ai te raru ki ahau i
Whakarongo e te rau
Tenei te tūpuna o te mate
Ka piri ki ahau
I tupu i te reinga
I tupu mai anō i te pōuritanga
Ko Rongotahurangi
E huri pāroa
Ka hinga au ka takoto
Moe tūturi, moe pēpeke
Moe tūpoupou
Ko te rite i ahau
Ko Mahutonga e rauna i te ao
He maero au nei
He kahu ka kē i te waru;
Kei te mātuku e hū ana i te repo i!

Me ū mai ā te 24 o Hōngongoi

3.4.2 Te Poroporoaki a Mohi Tūrei

20%

He āhua rite tonu tēnei ki te taumahi tuatahi, arā, he whiriwhiri i tētahi rerenga kōrero ka whakawhānui te aronga matua o taua rerenga kōrero. Ka tīwherawherahia e te tauira tāna i rangahau ai ki te karaihe, mā te Power Point. Engari, ehara hoki i te mea ka tuarhia noa ihohia ki te karaihe, ko tā koutou hoki, he āta whakatakoto mai i o koutou whakakitenga, me o koutou rangahau, he wānanga i te hōhonutanga o te mahi poroporoaki me tōna hīranga nui ki roto i te ao Māori. **No reira ko tētahi he whakaaturanga mā te power point, ko tētahi he tuhinga roa. Kua e iti iho i te rua mano kupu.** Anei ētahi pātai hei whakahīhiko i a koutou:

- Kāore he whaikōrero he karanga kē rānei e rite ana ki te poroporoaki te ātaahua te hīranga rānei.

- Ko ngā paepae o ēnei rā he paepae kē mā te māngere mā te hōnia, hoki atu, hoki atu, ko aua karakia anō, ko aua waiata anō.
- Ko ngā kōrero i takea mai i ngā atua Māori anake ngā kōrero e tika ana mō runga i te paepae ehara ko ngā kōrero i takea mai i te Paipera Tapu, pēnei anō nei ki te rerenga “Kua haere ki tua i te ārai”
- Kua toka rawa te tikanga o tuakana/taina, he kai aukati noa iho mo ētahi ahakoa tō rātau pakeke, he pai noa ake ētahi i ō ngā mea e whakawhiwhia ana ki taua tūranga motuhake.

Me ū mai ā te 4 o Māhuru

3.4.3 He Whakamātautau paku 20%

Hei konei ka āta whakamātauria i tō koutou mōhio ki ngā kōrero katoa i kauhautia ki roto i ngā akomanga; Ka kore ana e tae mai ki nga karaihe e kore e mau i a koutou nga kōrero ka tīrou atu ki roto i te whakamātautau. Ka rua hāora te roa o te whakamātautau.

Ā te 14th o Māhuru ka whakamātauria ai i a koutou

3.4.4 He Takutaku Waiata, He Takutaku Karakia 10%

Ko te aronga nui o tēnei taumahi he whakamātautau i tō koutou kaha ki te pupuri, me te whakahuahua i ngā karakia me ngā waiata ka whakaakohia atu ki a koutou. E pēnei ana te whakarite mō tēnei taumahi: Kia ono ngā waiata hei ako mā te tāne me te wāhine, engari ka noho ko te wahine hei kaiwhakahuahua hei kaiwaiata i ērā. He pērā anō mo te karakia, me ako te tāne me te wāhine i ngā karakia a Rawiri Te Kōkau, engari ka noho ko te tāne hei kaiwhakahuahua, hei kaikarakia rānei mō ērā. Mehemea ka hapa, ka tapepe rānei ka tangohia he māka.

Ā te 28 o Māhuru ka arotake i tēnei.

3.4.5 He Whaikōrero/Karanga – Kaupapa tene 1 & 2 10%

Hei konei ka whakamātauria i te whānui o te mōhio, i te tau o te mauri, i te mārāma ki te kaupapa, i te whai i te kōrero e taea ai e koutou ngā tūāhuatanga katoa o te whaikōrero me te karanga te whakaari mai i te wā e poto ana te wā ki te whakarite i tō whare kōrero. No reira e ai ki te kōrero:

“E moe i te matahī tauā
Kaua ko te moe matahī tuna”

Mā te kaiako rā anō e tohu te kaupapa me te wā e tū mai ai tēnā me tēnā

3.4.6 Te Whakamātautau Whakamutunga 20%

Hei konei whakatīnanahia ai ngā mahi katoa. E tū mai ai tēnā, tēnā ki te whakamahi i ngā kupu, i ngā kōrero kua akohia, kua rangahautia i ngā wiki tekau mā rua. Me whakapūaki i te reo o te Karanga me te Whaikōrero mā te āta mahi ā tinana. Kāore hoki he kiko ki te kore e whakamahia te reo nei. Koia nei rā te tino pūtake kia whakamātauhia te reka o tō hanga i te kupu kōrero o

Rongomaraeroa. Kei reira kei runga i te umu pokapoka a Tū e whakahaeretia ai i tēnei whakamātautau.

Nā reira, me mahi te mahi i runga i te taumata ikeike i te taumata whakahirahira. Koinei hoki te panekiretanga o a koutou mahi mo tō koutou reo i Te Kawa a Māui. I tua atu o te whakaniko o te kupu ka whakamātauria anō hoki te reka o te reo, arā te haku, te wehi, te tangi, te kōingoino o te wairua i te reka, me āta ranongahia hoki.

Ka tirohia te tau o te tū, te takahi, te hīkoi, te hītekiteki o te waewae; te mau rākau, rau rānei.

Kia maumahara he mahi rangatira tēnei i runga anō i te kōrero a Tamaterangi *“He ao te rangi ka uhia, ma te huruhuru te manu ka tau!”*

Hei muri whakanuia ai a koutou mahi. (Hei tōnā wā whakamōhiotia atu ai koutou i ngā whakarite).

Tuarihia a te Wiki 12 a te 9 o Whiringa -ā- nuku

4 E PUTA AI KI TE WHAI AO KI TE AO MĀRAMA

Me tae mai ki te nuinga o ngā karaihe, kia 20 rā mai i te 24.

- Me eke ia mahi whakamatautau ki te 50% o te whiwhinga i whakaritea.
- Me eke ki te taumata tau tuatoru mō te whakaniko kōrero.
- Me tutuki te whakamātautau whakamutunga, arā te whakatinana i te karanga me te whaikōrero.

Kia mataara! Ko te taumata tau tuatoru tēnei nā reira e tika ana me eke ō mahi ki te tekau mā waru hōra ia wiki mō tēnei akomanga. (Workload should be no less than 18 hours per week including lectures.)

5 KO NGĀ HUA KA PUTA

Ko te taumata tau tuatoru i te whare wānanga te whāinga, na reira ka taea, ka matatau hoki te taura ki:

- te tū ki te karanga, ki te whaikōrero rānei
- te whakanikoniko kōrero mo te karanga, mo te whaikōrero
- te rapu, te rangahau kōrero e tika ana, e hāngai ana ki te kaupapa o te karanga o te whaikōrero
- te whakamahi kupu whakarite, whakataukī, whakatauākī mo te karanga me te whaikōrero
- te whakarite i ngā waiata e tika ana mo te kaupapa
- te whakatairanga ake i tōna reo
- ngā kōrero o Te Herenga Waka Marae me tōna waiata
- ētahi o ngā whakataukī, whakatauākī
- ngā kōrero o tōna marae
- ētahi tikanga o te karanga, whaikōrero me te waiata
- te tito kōrero whakanikoniko.

6 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!

7 KO TE MARAMATAKA O NGĀ MAHI

Hei ētahi wā, ka puea ake he kaupapa whawhatitata e rerekē ai ngā whakarite o te rā. Kia mātau he māhere nekeneke tēnei. Heoi ko ngā rā o ngā Tuari Kōrero kīhai e rerekē. Koia anake ngā rā kua whakaritea. Ki te kore koe e tuari, kīhai koe e whai i ngā whiwhinga e whai wāhi rānei ki te hoki whakamuri. Nā reira, kia matāra, haere mai kua oti o mahi.

Wiki	Rā	Akoranga	Whakarite
1	Hōngōngoi 10	He mihi, he whakamārama i ngā mahi	
	13	He Whaikōrero/Karanga - Kaupapa Tene	Kei runga i te marae ātea, kei roto rānei i te whare
2	17	Te Whare Kōrero - te mana, te mauri, te tapu.	
	20	He tiroiro, he wānanga i te tūranga o te waiata o roto i te mahi whaikōrero me te mahi karanga	He akoako i ngā waiata me ngā karakia i whakaritea mo te taumahi 3
3	24	He tuari i ngā rangahau mo “ <i>Whakarongo e te rau</i> ”	Me ū mai te Taumahi 1 “ <i>Whakarongo e te rau</i> ” a te 24 o Hongongoi – 10%
	27	He tuari i ngā rangahau mo “ <i>Whakarongo e te rau</i> ”	
4	31	Te Whare Kōrero – te mana, te mauri. Te tapu.	He whakarongo ki te uiuinga i a Tāwhao Tioke
	Hereturikōkā 3	He pānui, he tātari i te poroporoaki a Mohi Tūrei ki a Kuini Wikitoria	Tirohia te Purapura Whetū wharangi: 39
5	7	He pānui, he tātari i te poroporoaki a Mohi Tūrei ki a Kuini Wikitoria	Tirohia te Purapura Whetū wharangi: 39
	10	He tiroiro i te karanga maioha ki a Ngahua Te Awekōtuku	Tirohia te Purapura Whetū wharangi: 43
6	14	He tuari he whakamārama mai i ngā kōrero mo Mohi Tūrei	
	17	He tuari he whakamārama mai i ngā	

		kōrero mo Mohi Tūrei	
Wā Whakatā: 20th Hereturikōkā - 2nd Mahuru			
Wiki	Rā	Akoranga	Whakarite
7	Māhuru 4	He wānanga, he tātari i ngā rerenga kōrero whakanikoniko kei te whārangi: 48	Me ū mai te Taumahi 2 “ <i>Te Poroporoaki a Mohi Tūrei</i> ” – 20%
	7	He wānanga, he tātari i ngā rerenga kōrero whakanikoniko kei te whārangi: 48	
8	11	Te Whare Kōrero - te mana, te mauri, te tapu	He Whaikōrero, He Karanga Kaupapa tene – 10%
	14	Whakamātautau paku – 20%	Whakamātautau paku – 20%
9	18	He tiroiro he wānanga i te pānui te “ <i>Ūkaipo</i> ” nā Te Ripowai Higgins	Tirohia te Purapura Whetū whārangi: 44
	21	He tiroiro, he wānanga i te “ <i>Pūrongo a Te Tumuaki o Te Ataarangi</i> ” 1997.	Tirohia te Purapura Whetū whārangi: 46
10	25	He akoako, he whakawaiwai i ngā karakia me ngā waiata	
	28	Taumahi 3: He takutaku karakia, he takutaku waiata – 10%	Taumahi 3: He takutaku karakia, he takutaku waiata – 10%
11	Whiringa-ā- nuku 2 - 3	He wānanga i te tū, te mau rākau, te momo nekeneke a te kaiwhaikōrero He noho marae ki THW	MAOR 221 me MAOR 321 – Noho Marae ki THW
	5	He wānanga i te tū, te mau rau rākau me te momo mahi – ā – tinana a te kaikaranga	
12	9	Whakamātautau whakamutunga – 20%	Mauria mai ngā kākahu pai, me ngā taonga whakamirimiri.
	12	He Whakakapi, He Poroporoaki	

8 KO NGĀ PUKAPUKA

8.1 Pukapuka Matua

Te Kawa a Māui, 2004. *MAOR311 and MAOR321 He Purapura Whetū, Trimesters 1 and 2, 2004*. Wellington: Victoria University Student Notes Distribution Centre.

Biggs, Bruce., and Patrick W. Hohepa, Sidney M. Mead, 1990. *Selected readings in Maori*. Auckland: University of Auckland.

Biggs, Bruce., 1981. The complete English-Maori dictionary. Wellington: Oxford University Press.

Mead, Hirini, 2001. Ngā Pepeha a Ngā Tīpuna. The Saying of the Ancestors. Wellington: Victoria University Press.

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

Williams, Herbert W., 1971. A dictionary of the Maori language. Wellington: Government Printer.

Ētahi atu tuhituhinga māku e toha i te akomanga.

8.2 Pukapuka Taunaki

Binney, Judith, 1984. Myth and explanation in the Ringatu Tradition. The Journal of Polynesian Society, Vol. 93, No 4.

Brougham, A, and A Reed, 1999. The Reed Book of Māori Proverbs. Te Kohikohinga Whakatauki a Reed. Auckland: Reed Books.

Department of Internal Affairs, 1990. Ngā Tangata Taumata Rau. Dictionary of New Zealand Biography. Te Kooti Arikirangi Te Turuki. Wellington: Allen & Unwin.

Ihimaera, Witi, (ed.), 1993. Regaining Aotearoa: Māori Writers Speak Out. Te Ao Marama 2. Auckland: Reed Books.

Karetu, T., 1993. Haka! The dance of a noble people. Auckland: Reed Books.

King, Micheal, 1977. Te ao hurihuri: The world moves on: Aspects of Māoritanga. Wellington: Hicks Smith.

Kohere, R.T., 1951. He konae aronui. Maori proverbs and sayings. Wellington: A.H. and A.W. Reed.

Ngata, Apirana, 1959-1970. Ngā Moteatea: He maramara rere no ngā waka maha. The songs: Scattered pieces from many areas. Wellington: New Zealand Polynesian Society, Pt I, II, III.

Orbell, M., 1991. Waiata: Maori songs in history. Auckland: Reed Books.

Riley, Murdoch, 1990. Māori sayings and proverbs. Paraparaumu: Viking Sevenssea.

Any additional course handouts, materials, notes will be provided during lectures.

9 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.

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. The Policy on Staff Conduct can be found on the VUW website at 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

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.

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.

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 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 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 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/ or email 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.

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.