



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui

Faculty of Humanities and Social Sciences

MAOR 489

Kaupapa Rangahau Research Project

Course Value: 30 points
2014

1 KO NGĀ KŌRERO MŌ TĒNEI AKORANGA Course Information

**Ko te Kaitohutohu
Postgraduate Coordinator**

Dr Ocean Mercier
Room 207, 50 Kelburn Parade
Telephone 463 7457
Email ocean.mercier@vuw.ac.nz

**Ko te Pūkenga
Supervisor**

x

Advisor

x

**Ko ngā hāora hai whakarite hui
Supervision meetings**

One hour of individual supervision per week with your main supervisor, at a time to be agreed. Your supervisor will consult with you and establish a regular time, but this may be varied at the request of either you or your supervisor with adequate notice. You may also be required to attend a small number of group meetings with other students working in similar research areas. These meetings will be arranged and convened by your supervisor or by the Postgraduate Coordinator.

**Mō ētahi atu whakarite
For further information**

Contact your supervisor(s) if you have any queries regarding this paper or if you need to request an extension.

All notices, grades and course information will be emailed to the student.

2 KO NGĀ WHĀINGA ME NGĀ HUA Course Prescription, Aims and Learning Objectives

2.1 Course Prescription

Students enrolled in this course will complete a major essay, the topic of which is to be negotiated with the Head of School, Māori Studies, who will arrange appropriate supervision.

2.2 Course Aims

MAOR 489 will develop your academic research and writing capacity in the area of your individual topic.

2.3 Course Learning Objectives (CLOs)

Students who pass this course will be able to:

- 1 develop their skill in planning and executing a programme of reading, research and writing leading to the completion of the essay by the required date
- 2 undertake a programme of academic reading relevant to their topic and shown skill in locating relevant literature
- 3 write a critical analysis of the relevant academic literature
- 4 (if appropriate to the topic) locate and undertake research into relevant primary sources of data, and demonstrate a capacity to analyse and/or select relevant material from such data
- 5 acquire through their reading and research an understanding of their topic appropriate to a 400-level course
- 6 develop the capacity to communicate their research findings in an appropriate academic style through the written, and where required, spoken medium
- 7 develop a scholarly understanding of the requirements of academic referencing, and
- 8 make a contribution to academic understanding of the chosen field.

3 KO NGĀ PUKAPUKA Essential Texts

3.1 Text Required

There is no set text for MAOR 489, but supervisors may require a student to purchase one or more texts which are central to the individual student's research topic.

3.2 Academic Writing Guide

Students are required to download and read the *Te Kawa a Māui Academic Writing Guide 2011 Edition* and *Te Ara Poutama: Academic Skills Handbook 2012 Edition*.

A limited number of *Te Ara Poutama* will be available from 50 Kelburn Parade.

4 KO NGĀ ARO MATAWAI Assessment Requirements

4.1 Course Work

You will be required to write an essay of about 10,000 words on the individual topic agreed with your supervisor.

Due Date: x

Your written work must adhere to the *Te Kawa a Māui* conventions for essay writing contained in the *Te Kawa a Māui Academic Writing Guide 2011 Edition* and to any further requirements stipulated by your supervisor in the light of

what is expected in the academic discipline in which your research is based. In particular, it must use the referencing conventions specified below.

4.2 **Human Ethics**

It is Victoria policy that if, at any stage in the course of your research towards MAOR 489 you solicit information from anyone, you must first seek approval from the Human Ethics Committee. Guidelines for this process and the necessary forms can be accessed and downloaded from the University's website:

www.victoria.ac.nz/research/support/research-office/ethics-approval

Your supervisor will advise you if this is necessary, and assist you to complete the application. The committee may take at least three weeks to process your application, so you must plan well ahead.

4.3 **Workload**

The standard Faculty workload for a 30 point course applies, i.e. 300 hours in total, spread over the duration of the course (inclusive of supervision sessions). One of the skills your 489 course is expected to develop is your ability to manage your time in the preparation of a sustained project. Your supervisor will assist you with this task, and you may be required to develop a formal plan to ensure that you complete your essay by the required date.

4.4 **Submission of Essay**

One paper copy **and** an electronic copy of your essay must be submitted to your supervisor, or, in their absence, to the course coordinator by the date specified. It should be spiral bound, and the title page should follow the template at the back of this course outline. You can obtain an electronic copy of the template from your supervisor or the School Office. The School has a spiral binder; ask the School Office staff. You **MUST** keep a copy of your work.

4.5 **Dissemination of Findings**

You are expected whenever possible to attend the postgraduate seminars arranged by Te Kawa a Māui, and to participate in the discussion of other presentations. You are encouraged to present a seminar yourself when you have reached a suitable point in your research.

For high quality essays, your supervisor may encourage the publication of your findings, and will advise on suitable journals. One possibility is the online journal *Te Kāhui Kura Māori*:

www.nzetc.org/tm/scholarly/tei-corpus-ttkm.html

4.6 **Basis of Assessment**

This course is assessed on the basis of the individual research project submitted by the student, and there is no final examination.

The essay will be assessed by an external examiner (i.e. someone who is not the supervisor). The external examiner may be an academic staff member from

Te Kawa a Māui or another School or another University, and will be selected by the Course Coordinator after consultation with the supervisor.

The assessment is designed to develop and assess your research skills and your academic writing skills. The final grade for MAOR 489 will be determined by:

Research Project **100%**

5 KO NGĀ WHIU Penalties

5.1 Extensions

Extensions will be granted only when there are extenuating circumstances, such as illness or bereavement. Pressure of work for other courses is not an extenuating circumstance. You **MUST** contact your supervisor. Work submitted late will be penalised by 5% for each day. Where students have not informed their supervisor, more severe penalties may be imposed.

5.2 Exceeding the Word Limit

Any significant breach of the 10,000 maximum word limit may give rise to a penalty being imposed. The degree of penalty will be appropriate to the size of the breach.

6 KO NGĀ MAHI ME TUTUKI Mandatory Course Requirements

In addition to achieving an overall pass mark of 50%, students must:

- attend all individually-arranged supervision sessions or give adequate notice to the supervisor of a cancellation
- make a satisfactory attempt at the essay.

Any passing grade will meet this second requirement. Where a student's essay is assigned a failing grade, the essay will be deemed "satisfactory" if it is clear that the student has made a serious attempt at the research and writing process, that a reasonable amount of time has been devoted to the work, and that the student has sought advice from their supervisor and endeavoured to benefit from it.

7	KO TĀU AKE KAUPAPA Your Individual Programme
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Name of Student	x
Student ID	x
Student Address	x
Student Telephone	x
Student Email	x
Title/Topic of Research Project	x
Referencing	You are required to use the Harvard / Oxford (delete one) referencing conventions
Supervisor	x
Room	x, x Kelburn Parade
Telephone	463 xxxx
Email	x.x@vuw.ac.nz
Office Hour	x, x-xam
Regular Individual Supervision Time	x, x-xam/pm
Advisor	x
Room	x, x Kelburn Parade
Telephone	463 xxxx
Email	x.x@vuw.ac.nz
Regular Individual Supervision Time	As required
Your Final Essay Is Due On	x
A Completed Draft Is Due On	x

X X

X X

Date _____

Date _____

NB: The supervisor must make two copies of this page when it has been signed, one for them to keep, and one for the Postgraduate Coordinator.

8 OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

Academic Integrity and Plagiarism

www.victoria.ac.nz/students/study/exams/integrity-plagiarism

Aegrotats

www.victoria.ac.nz/students/study/exams/aegrotats

Academic Progress

www.victoria.ac.nz/students/study/progress/academic-progress
(including restrictions and non-engagement)

Dates and deadlines

www.victoria.ac.nz/students/study/dates

FHSS Student and Academic Services Office

www.victoria.ac.nz/fhss/student-admin

Grades

www.victoria.ac.nz/students/study/progress/grades

Māori at Victoria

www.victoria.ac.nz/tautoko

Resolving academic issues

www.victoria.ac.nz/about/governance/dvc-academic/publications

Special passes

www.victoria.ac.nz/about/governance/dvc-academic/publications

Statutes and policies including the Student Conduct Statute

www.victoria.ac.nz/about/governance/strategy

Student support

www.victoria.ac.nz/students/support

Students with disabilities

www.victoria.ac.nz/st_services/disability

Student Charter

www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter

Student Contract

www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract

Subject Librarians

<http://library.victoria.ac.nz/library/resources/subjectcontacts.html>

Turnitin

www.cad.vuw.ac.nz/wiki/index.php/Turnitin

University structure

www.victoria.ac.nz/about/governance/structure

VUWSA

www.vuwsa.org

9 TITLE PAGE TEMPLATE

Your title page should conform to the template on the next page. Choose the English or the Māori wording to match the language of your essay. The border is not obligatory. You may include appropriate pictorial material at your discretion.

On the back of the title page, you should include the following statement:

The author confirms that this essay is his/her own work, prepared specifically for MAOR 489, and that it does not contain work from another author (published or unpublished) that has not been appropriately acknowledged in the essay. The author asserts his/her copyright over the material in this essay.

Title

Nā

Student

Student ID

A research project submitted in fulfilment of the requirements for MAOR 489
He mea tuku tēnei tuhinga rangahau hai whakaū i ngā whakaritenga mō
MAOR 489 - He Kaupapa Rangahau

Te Kawa a Māui

Submission Date