Cancellation of courses

The courses offered by the University and listed in this prospectus may be cancelled by the University as a result of insufficient resources or student demand, or if other unforeseen circumstances arise.

Timetable changes

Check the timetable for confirmation of course times.

www.victoria.ac.nz/timetables

Studying in 2019

Admission to Victoria University of Wellington is based on your previous qualifications and results. You will need to submit your application for consideration by:

1 December 2018 for international students making a first-year application for March 2019 intake
1 December 2018 for limited-entry programmes and limited-entry courses if you are not a school leaver
10 December 2018 for school leavers, to ensure a place in your preferred courses.
20 January 2019 for all other applicants, programmes and courses.

Late applications for study in Trimester 1 will not be accepted after 1 March 2019.

www.victoria.ac.nz/apply

Postgraduate study at Victoria University of Wellington in 2019

The closing dates for admission into postgraduate programmes vary. Go to www.victoria.ac.nz/postgraduate or contact the relevant Faculty Student and Academic Services Office for more information.

Academic integrity and plagiarism

Academic integrity is based on ethical scholarship and intellectual independence. It is a core value of Victoria University of Wellington’s learning, teaching and research activities and requires these activities to be conducted honestly, fairly and respectfully.

Plagiarism and other academic misconduct seriously undermine academic integrity. The University defines plagiarism as presenting someone else’s work as if it were your own, whether you mean to or not. ‘Someone else’s work’ means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. Sources include:

- material from books, journals or any other printed material
- the work of other students or staff
- information from the internet
- software programmes and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

All members of the University community—staff and students—share responsibility for developing, demonstrating and strengthening a culture of academic integrity. The value of your qualification depends on Victoria University of Wellington’s reputation for academic integrity.

See www.victoria.ac.nz/plagiarism for more information.

Important notice: Victoria University of Wellington uses all reasonable skill and care to ensure the information contained in this document is accurate at the time of being made available. However, information is subject to change due to a continuous process of review and to unanticipated circumstances. The University therefore reserves the right to make any changes without notice. So far as the law permits, the University accepts no responsibility for any loss suffered by any person due to reliance (either whole or in part) on the information contained in this document, whether direct or indirect, and whether foreseeable or not.
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WELCOME FROM THE HEAD OF SCHOOL

It’s a real pleasure for me to be able to welcome you to the School of Government if you are a first time ‘visitor’, and to provide a warm ‘welcome back’ to those of you who are continuing students or coming back to study with us after a break.

I have always had a high regard for the unique mission of the School, as well as the quality of the people who make the School what it is. The purpose of the School of Government is to contribute to the wellbeing of the people of New Zealand and the world by: equipping our students with the knowledge and skills necessary to articulate public policy challenges, develop innovative ways to tackle them, and implement solutions in an equitable, effective and efficient manner; contributing to knowledge and understanding in, and providing an independent forum for discussions on, public policy and management issues; encouraging good governance; and demonstrating international best practice by connecting and engaging with, and learning from, other Schools of Government.

I have become even more impressed by the passion and commitment that is evidenced by our faculty and our staff to teaching, and to direct and constructive engagement with decision-makers. Whether it is through our undergraduate and postgraduate teaching programmes, our executive programmes, our research institutes or our sponsored Chairs, we connect with political and public sector leaders in a powerful way. Partly because of this we are constantly playing host to scholars and senior civil servants from around the world who are curious to learn about the New Zealand public sector experience.

This is the document where you can find out more about our programmes of study, specific core and elective courses, and the people who make up New Zealand’s only School of Government.

One of the real endowments that the School enjoys (and celebrates) is the distinction that comes with being part of a capital city university. When we look out our windows from the eighth floor of Rutherford House we see the central institutions of the New Zealand State – a legislature, a Beehive shaped building housing our political executive (and their staff), three central government agencies, and a host of other government departments and entities. And we can also see buildings that house those involved in regional and in local government, and non-governmental organisations of various kinds. This immediacy is a constant reminder of the imperative of relevance, and the importance of encouraging a culture of responsibility.

We work hard to offer courses and programmes that are relevant to the needs of learners, and the organisations they work with, or aspire to work with in the future. In 2017 we were proud to achieve accreditation for our Master’s programmes through the Network of Schools of Public Policy, Affairs and Administration (NASPAA), the global standard in public service education. This means we will continually consult our students and public service employers to ensure our courses are relevant to their needs and of the highest possible quality. This accreditation gives us a great framework to ensure we do this, and to monitor the results.

In 2019 we are offering an exciting new opportunity for students to focus their Master of Public Policy or Master of Public Management degree on a particular area of interest or a particular area of knowledge, in addition to mastering the core skills of public policy or public management. Students with a strong background in Public Policy or Public Management will be given the opportunity to replace appropriate core courses with additional electives next year. With the permission of the Programme Director, students could, for instance, take up to four courses in a particular area of interest, such as e-government, health policy, or development studies, as part of a Master of Public Policy or Master of Public Management degree.
Victoria University of Wellington has identified ‘Advancing Better Government’ as a key strategic inter-disciplinary theme that it plans to concentrate its collective intellectual energy on. The School of Government is playing an integral role in promoting better government both within New Zealand and throughout the Asia-Pacific through its undergraduate, postgraduate, research and development programmes. In 2019 we hope to welcome our first intake of students from other universities in the South East Asia and Pacific area to undertake double degrees with the School of Government and their own University. As a result, we are able to offer our own students the opportunity to study at those overseas universities.

The environment in the School of Government is one in which we are all learners. We, as the staff of the School, learn a great deal from you; and you will learn a great deal from each other, as well as from those who lead courses, and those who provide the course content and whose task it is to nurture and sustain that learning environment.

Kia ora mai.
Professor Girol Karacaoglu
Head of School
SCHOOL OF GOVERNMENT
Te Kura Kāwanatanga

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RH: Rutherford House
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PROFESSIONAL DEGREES IN THE SCHOOL OF GOVERNMENT

A unique relationship with the New Zealand public sector

Victoria University’s School of Government was launched as a stand-alone entity in September 2002 and has become the premier location in New Zealand to study public management, public policy and e-Government. It works with agencies of government in New Zealand to provide, broker and facilitate access to the best resources for professional, management and organisational development available in the tertiary sector in New Zealand. Professional education degrees – the Master of Public Management (MPM), Master of Public Policy (MPP) and Master of e-Government (MEGov) – are the school’s flagship degrees. The MPP was first offered in 1975, the MPM in 1997, while the MEGov is a relatively new degree, first offered in 2014.

The School has close links with the central and line agencies of government. It also works closely with the New Zealand Society of Local Government Managers (SOLGM), Local Government New Zealand (LGNZ) and with many councils throughout the country. In recent years, the School has also started forging relationships with community sector organisations belonging to groups like the Hui-E and the New Zealand Council of Social Services (NZCOSS).

The School of Government at Victoria University is the only New Zealand member of the Australia and New Zealand School of Government (ANZSOG). ANZSOG is a consortium of governments and universities which offers a Master of Public Administration (Executive) degree (MPA(Exec)) and an Executive Fellowship Programme (EFP). Entry into these programmes is by selection from public sector agencies. For further details, see www.ssc.govt.nz or www.anzsog.edu.au.

The School of Government is also a member of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). For further details, see www.naspaa.org.

A unique location

The School of Government is located in Rutherford House and the Old Government Building on the Pipitea Campus of Victoria University of Wellington. Surrounded by Parliament Buildings, government offices, corporate headquarters, restaurants, shopping, major sporting and entertainment venues and Wellington’s bus and railway stations, the School of Government is perfectly situated to establish and maintain strong linkages with the institutions of government in New Zealand.

National accessibility

Courses are delivered in Wellington in modular (three separate days within one trimester, each separated by approximately six weeks), weekly (twelve classes spread within a trimester) and intensive (any other combination of classes) formats. These modes of delivery allow participation by students who work full-time and/or from all parts of New Zealand, and even from overseas!

What is important, irrespective of the mode of teaching and delivery, is that students experience a meaningful engagement with the School and the wider University on an on-going basis. Participants maintain contact between classes with teaching staff and their colleagues by means of the University’s web-based teaching support system, Blackboard. Learning materials are available via Blackboard or the outstanding collections of the VUW library and online resources.
We have growing numbers of international students participating in the School of Government’s professional programme, so domestic students are likely to find themselves studying alongside students from the Pacific Islands, South-East Asia and further afield. Also, institutes of public administration throughout Asia, the Pacific and Europe use the School of Government for policy, management and e-Government training.

VUW offerings in Public Policy and Public Management have a national and international reputation for excellence. In 2019, the MPP celebrates its 44th year, the MPM its 22nd year and the MPA(Exec) its 16th year.

THE DEGREES

Following extensive internal and external reviews, including consultation with the public sector, the structures and contents of the Master of Public Management and Master of Public Policy degrees (and their associated postgraduate diploma and postgraduate certificate qualifications) have been significantly revised. Most importantly, because of the increasing interconnection of management and policy practice in public sectors, the public management and public policy qualifications have been redesigned to overlap where appropriate (common core and elective courses) and yet to retain their separate specialisations (core courses).

In 2017, the Master of Public Policy and the Master of Public Management were accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), the global leader in accreditation of public service education. For further details, see www.naspaa.org.

2019 also marks the 6th year that we are offering our Master of e-Government degree. One of the first such programmes worldwide, the MEGov is a unique Master’s qualification that provides students with the opportunity to learn about how to successfully manage transformational e-government initiatives, such as innovative technology-enabled forms of integrated public service provision and public engagement. The MEGov predominantly focuses on how to effectively manage transformational e-government initiatives, rather than on the technical aspects of e-government.

Further, we actively encourage participants taking one qualification to consider the core courses from the other qualifications as electives.

Public Management

- Master of Public Management (MPM): 180 points
- Postgraduate Diploma in Public Management (PGDipPM): 120 points
- Postgraduate Certificate in Public Management (PGCertPM): 60 points

The MPM is designed for those aspiring to, or already in, management in the public and non-government sectors. The courses allow students to enhance their understanding of the theory and practice of public management, upgrade their personal skills and competencies as a manager and develop ways of improving practice in their organisations.
Governance and public sector reform, managing strategy and achieving results, managing budgets, finances and organisational capital, planning, service delivery, monitoring and evaluation, managing and leading people and achieving desired change – and much more – are all covered in the degree.

In 2019, students with a strong background in Public Management will be given the opportunity to replace the GOVT 501 common core course with an additional elective course. With the permission of the Director of Master’s Programmes, students could, for example, take up to four courses in a particular area of interest, such as e-government, health policy or development studies, as part of their Master of Public Management degree.

The PGDipPM and the PGCertPM are lower-level qualifications that can be achieved either as stand-alone qualifications or as stepping-stones to the MPM. These qualifications also assist participants to map their development over several years; if necessary, an individual can take a break following completion of either, returning after a period of time to study for the next level.

**Public Policy**

- Master of Public Policy (MPP): 180 points
- Postgraduate Diploma in Public Policy (PGDipPP): 120 points
- Postgraduate Certificate in Public Policy (PGCertPP): 60 points

The MPP is designed for policy analysts and advisors engaged in policy analysis, policy design and evaluation in the public and non-government sectors, and aims to develop and improve participants' skills and competencies in these fields.

In 2019, students with a strong background in Public Policy will be given the opportunity to replace the GOVT 502 common core course with an additional elective course. With the permission of the Director of Master's Programmes, students could, for example, take up to four courses in a particular area of interest, such as e-government, economics, health policy or development studies, as part of their Master of Public Policy degree.

Participants learn practical problem-solving skills and techniques drawing on theories, concepts and frameworks, models and methods from economics, politics and a range of additional disciplines, and their application to specialised policy areas.

The PGDipPP and the PGCertPP are lower-level qualifications that can be achieved either as stand-alone qualifications or as stepping-stones to the MPP. These qualifications also assist participants to map their development over several years; if necessary, an individual can take a break following completion of either, returning after a period of time to study for the next level.

**E-Government**

- Master of e-Government (MEGov): 180 points

The MEGov is a 180-point degree, which can be completed within one year (three trimesters) of full-time study. The degree is designed for those aspiring to, or already in, management in the public and non-government sectors.

Graduates will be able to:

- gain the knowledge and competence to understand, analyse, design and manage transformational e-government initiatives;
translate technical, institutional, organisational and user requirements into a robust e-government design;
- lead change in public sector organisations and manage the implications;
- apply and transfer e-government knowledge across public sector environments;
- communicate and collaborate effectively with a variety of internal stakeholders, such as politicians and senior management, and external stakeholders, such as citizens, businesses and non-governmental organisations.

Who can benefit by undertaking these qualifications?

- Individuals from New Zealand and overseas who wish to study public policy, public management or e-Government at a capital city university with a national and international reputation for excellence in these fields;
- Appropriately qualified managers, supervisors, professionals, policy analysts, advisors, strategic planners and analysts working in the public, private and community sectors, who wish to improve their capabilities and performance;
- Individuals who are looking for a professional qualification which integrates work and study and allows them to staircase their professional development over several years;
- Individuals with a previous degree and a strong personal or professional interest in the fields of public policy, public management or e-Government who wish to make a contribution to the public sector, government and governance;
- Individuals with at least two years professional experience in the public or community sectors who wish to build from their Bachelor’s degree in any discipline with a multi-disciplinary Postgraduate Certificate, Postgraduate Diploma or Master’s degree in public policy or public management or, in the case of the MEGov degree, individuals who have completed a recognised undergraduate degree in a relevant discipline, such as public policy, public management, political science, information systems, media studies and law;
- Individuals with extensive professional experience but no previous degree who are seeking a postgraduate qualification as part of a plan of personal and professional development;

Our approach to teaching and learning

Our professional qualifications are based on four visions of teaching and learning:

1. **Exploration and application of leading-edge theory and practice**

   The 21st century is presenting governments with considerable challenges. Complexity, uncertainty, inexplicability, paradox and the rapidity of change require high level knowledge and know-how. In particular, it requires innovation and adaptability in applying established and emerging ideas and methods to particular management and policy circumstances. By bringing participants into contact with leading academics and practitioners, our qualifications provide them with the opportunity, time and space to extend their knowledge and capabilities.
2. **Critical reflection on practice, lifelong learning, learning how and where to learn**

Professionals in 21st century government must be capable of critically analysing issues, designing and evaluating options and implementing decisions. Being a successful professional requires a lifelong commitment to learning and the confidence and capability to learn and innovate in the face of new and unexpected challenges. The teaching and learning approaches adopted in our programmes help participants develop detailed knowledge of various fields of theory and practice, and develop their professional skills and competencies.

3. **Work/study integrated professional development**

Systematic professional development is essential in the 21st century. Key learning outcomes are best achieved when individuals have extensive opportunities to link theory to practice. Our programmes provide opportunities for reflection and encourage students to share experiences and learning with their peers. Our graduates often observe that they “couldn’t tell the difference sometimes between work and study” and that they “learned as much from other participants as from teaching staff”. These kinds of remarks testify to the extent of integration achieved between theory and practice and the benefits of active, collective professional learning.

4. **Flexibility and customisation of study programme design within the broad framework of degree regulations**

We aim to develop a study programme which allows students as far as possible to follow a course of study which best meets their professional and personal goals. This is achieved, in part, by allowing access to electives from other degrees and related disciplines, including those offered at other universities.

Flexible delivery modes aim to assist individuals to balance professional, workplace and domestic responsibilities.

**ENTRY REQUIREMENTS**

To be accepted for entry into our professional programmes, an applicant shall have:

1. Completed a New Zealand Bachelor’s degree or another approved degree (this requirement may be waived by the Associate Dean (Students) if the applicant has extensive practical, professional, scholarly, public or community sector experience);

   AND

2. At least two years of relevant work experience (this requirement may be waived by the Head of the School in special cases)
PUBLIC MANAGEMENT QUALIFICATION REQUIREMENTS

The detailed and definitive rules, provisions and requirements for the degrees can be found in the 2019 Victoria University Calendar. The following is intended only as a quick and general guide.

To qualify for a Master of Public Management (MPM), the course of study shall consist of courses worth at least 180 points, comprising:

- **Part 1:** GOVT 501, 502, 503 (common core courses)
- **Part 2:** GOVT 511, 512, 513, 514 (core courses)
- **Part 3:** GOVT 562 and 45 further points from the MPM/MPP schedule* (research and elective courses)

* With the permission of the Head of School, a candidate may replace GOVT 562 with additional electives worth 30 points or more from the MPM/MPP schedule.

In 2019, students with a strong background in Public Management will be given the opportunity to replace the GOVT 501 common core course with an additional elective course. With the permission of the Director of Master’s Programmes, students could, for example, take up to four courses in a particular area of interest, such as e-government, health policy or development studies, as part of their Master of Public Management degree.

With the approval of the Head of School, a candidate may replace up to four optional courses in Part 3 with appropriate postgraduate Honours or Master’s courses of at least equivalent value taken at this or another university and not credited to another qualification.

To qualify for a Postgraduate Diploma in Public Management (PGDipPM), the course of study shall consist of courses worth 120 points, comprising:

- 105 points from Parts 1 and 2 of the MPM degree
- 15 points from the MPM/MPP schedule

With the approval of the Head of School, a candidate may replace up to two courses with approved other courses from the MPM/MPP schedule, or with appropriate postgraduate Honours or Master’s courses of an equivalent point value taken at this or another university and not credited to another qualification.

To qualify for a Postgraduate Certificate in Public Management (PGCertPM), the course of study shall consist of courses worth 60 points, comprising:

- 60 points from Parts 1 and 2 of the MPM degree

With the approval of the Head of School, a candidate may replace one course with an appropriate postgraduate Honours or Master’s course taken at this or another university and not credited to another qualification.
PUBLIC POLICY QUALIFICATION REQUIREMENTS

The detailed and definitive rules, provisions and requirements for the degrees can be found in the 2019 Victoria University Calendar. The following is intended only as a quick and general guide.

To qualify for a Master of Public Policy (MPP), the course of study shall consist of courses worth at least **180 points**, comprising:

**Part 1:**
- GOVT 501, 502, 503 (common core courses)

**Part 2:**
- GOVT 521, 522, 523, 524 (core courses)

**Part 3:**
- GOVT 562 and 45 further points from the MPM/MPP schedule* (research and elective courses)

* With the permission of the Head of School, a candidate may replace GOVT 562 with additional electives worth 30 points or more from the MPM/MPP schedule.

In 2019, students with a strong background in Public Policy will be given the opportunity to replace the GOVT 502 common core course with an additional elective course. With the permission of the Director of Master’s Programmes, students could, for example, take up to four courses in a particular area of interest, such as e-government, economics, health policy or development studies, as part of their Master of Public Policy degree.

With the approval of the Head of School, a candidate may replace up to four optional courses in Part 3 with appropriate postgraduate Honours or Master’s courses of at least equivalent value taken at this or another university and not credited to another qualification.

To qualify for a Postgraduate Diploma in Public Policy (PGDipPP), the course of study shall consist of courses worth **120 points**, comprising:

- 105 points from Parts 1 and 2 of the MPP degree
- 15 points from the MPM/MPP schedule

With the approval of the Head of School, a candidate may replace up to two courses with approved other courses from the MPM/MPP schedule, or with appropriate postgraduate Honours or Master’s courses of an equivalent point value taken at this or another university and not credited to another qualification.

To qualify for a Postgraduate Certificate in Public Policy (PGCertPP), the course of study shall consist of courses worth **60 points**, comprising:

- 60 points from Parts 1 and 2 of the MPP degree

With the approval of the Head of School, a candidate may replace one course with an appropriate postgraduate Honours or Master’s course taken at this or another university and not credited to another qualification.
E-GOVERNMENT QUALIFICATION REQUIREMENTS

The detailed and definitive rules, provisions and requirements for the degrees can be found in the 2019 Victoria University Calendar. The following is intended only as a quick and general guide.

To qualify for a Master of E-Government (MEGov), the course of study shall consist of courses worth at least 180 points, comprising:

- **Part 1a:** EGOV 501, 502, 503
- **Part 1b:** MMIM 510, 513, GOVT 518 *
- **Part 2:** Either EGOV 520 and EGOV 521, or GOVT 562
- **Part 3:** Further courses worth at least 60 points selected from the MEGov, MIM, MPM or MPP schedules

* The Head of School may exempt from at most two Part 1b courses a candidate who has mastered the material covered in that course through practical experience and/or previous study. Credit may be awarded where the previous study involved postgraduate courses not credited to a completed qualification; otherwise, the candidate shall replace exempted courses with approved electives of at least equivalent points value from the MIM, MPM or MPP schedules.

With the permission of the Head of School, a candidate may replace up to four courses in Part 3 with substitute courses of at least equivalent points value selected from the schedules of postgraduate Honours or Master’s degrees at this university.

POSTGRADUATE PROFESSIONAL ORIENTATION

Our orientation day will be held on **Monday 25 February 2019** (the day before our trimester 1 modular courses begin) and is aimed at new postgraduate professional students who are starting their studies with the School of Government for the first time in 2019.

Returning students are also welcome to attend, as they may find it beneficial as a ‘refresher’, particularly if they haven’t studied at the School of Government or Victoria University for a long time.

While the orientation day is not compulsory, it is strongly recommended.

Further details will be sent to all enrolled students approximately one month prior to the orientation day.
# TRIMESTER ONE COURSE TIMETABLE

## Orientation

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Monday 25 February</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9.30am – 3.00pm</td>
</tr>
</tbody>
</table>

## Modular Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 562</td>
<td>Research Paper (trimester 1+2) = Module 1 only</td>
<td>Tuesday 26 February (Module 1)</td>
</tr>
<tr>
<td>EGOV 501</td>
<td>Managing Service Transformation</td>
<td>Tuesday 9 April (Module 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday 21 May (Module 3)</td>
</tr>
<tr>
<td>GOVT 511</td>
<td>Managing for Results</td>
<td>Wednesday 27 February (Module 1)</td>
</tr>
<tr>
<td>GOVT 522</td>
<td>Policy Analysis and Advising</td>
<td>Wednesday 10 April (Module 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wednesday 22 May (Module 3)</td>
</tr>
<tr>
<td>GOVT 514</td>
<td>Leading Change in Public and Community Organisations</td>
<td>Thursday 28 February (Module 1)</td>
</tr>
<tr>
<td>GOVT 521</td>
<td>Economics and Policy</td>
<td>Thursday 11 April (Module 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday 23 May (Module 3)</td>
</tr>
<tr>
<td>GOVT 501</td>
<td>Government and Governing</td>
<td>Friday 1 March (Module 1)</td>
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<tr>
<td></td>
<td></td>
<td>Friday 12 April (Module 2)</td>
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<td></td>
<td></td>
<td>Friday 24 May (Module 3)</td>
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</tbody>
</table>

## Weekly Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course days and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 519</td>
<td>Development Policy and Management</td>
<td>Wednesdays, 5.40pm – 7.30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 March to 5 June (12 classes)</td>
</tr>
</tbody>
</table>

## Intensive / Distance Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course dates and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 542</td>
<td>Governance for Sustainability and Resilience</td>
<td>Mondays, 4.10pm – 7.00pm</td>
</tr>
<tr>
<td>(CRN 29102)</td>
<td></td>
<td>4, 11 March; 8, 29 April; 20, 27 May (6 classes)</td>
</tr>
<tr>
<td>EGOV 520</td>
<td>Research Methods and Design / Introduction to Research</td>
<td>Tuesdays, 2.40pm – 5.30pm</td>
</tr>
<tr>
<td>(CRN 27160)</td>
<td>in the Public Sector</td>
<td>5, 12, 19, 26 March; 30 April; 7, 14, 28 May</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(8 classes)</td>
</tr>
</tbody>
</table>
## TRIMESTER TWO COURSE TIMETABLE

### Modular Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CRN(s)</th>
<th>Course Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 502</td>
<td>State, Economy and Society</td>
<td>CRN 27107</td>
<td>Tuesday 2 July (Module 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuesday 27 August (Module 2)</td>
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<tr>
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<td></td>
<td></td>
<td>Tuesday 15 October (Module 3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 562 / EGOV 521</td>
<td>Research Paper (trimester 2+3) / Research Project (trimester 2) = Module 1 only</td>
<td>CRN 27162 / 30196</td>
<td>Tuesday 2 July (Module 1)</td>
</tr>
<tr>
<td></td>
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<td>Tuesday 27 August (Module 2)</td>
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<tr>
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<td></td>
<td>Tuesday 15 October (Module 3)</td>
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<tr>
<td></td>
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<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 512</td>
<td>Managing Public Resources</td>
<td>CRN 27110</td>
<td>Wednesday 3 July (Module 1)</td>
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<td>Wednesday 28 August (Module 2)</td>
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<tr>
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<td>Wednesday 16 October (Module 3)</td>
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<tr>
<td></td>
<td></td>
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<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 523</td>
<td>Policy Methods and Practice</td>
<td>CRN 27118</td>
<td>Wednesday 3 July (Module 1)</td>
</tr>
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<td>Wednesday 28 August (Module 2)</td>
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<td>Wednesday 16 October (Module 3)</td>
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<tr>
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<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 513</td>
<td>Managing People in the Public Sector</td>
<td>CRN 27111</td>
<td>Thursday 4 July (Module 1)</td>
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<td>Thursday 29 August (Module 2)</td>
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<td>Thursday 17 October (Module 3)</td>
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<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 534</td>
<td>Public Integrity</td>
<td>CRN 27140</td>
<td>Thursday 4 July (Module 1)</td>
</tr>
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<td>Thursday 29 August (Module 2)</td>
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<td>Thursday 17 October (Module 3)</td>
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<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 532 / EGOV 502</td>
<td>e-Government / e-Government, Public Sector Reform and Good Governance</td>
<td>CRN 27138 / 26123</td>
<td>Friday 5 July (Module 1)</td>
</tr>
<tr>
<td></td>
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<td>Friday 30 August (Module 2)</td>
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<td>Friday 18 October (Module 3)</td>
</tr>
<tr>
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<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 552</td>
<td>Special Topic: Public Policy and the Economics of Well-being</td>
<td>CRN 27257</td>
<td>Friday 5 July (Module 1)</td>
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<td>Friday 30 August (Module 2)</td>
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<td>Friday 18 October (Module 3)</td>
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<td></td>
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<td>9.00am – 5.00pm</td>
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</tbody>
</table>

### Weekly Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CRN(s)</th>
<th>Course Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 518</td>
<td>Comparative Public Management</td>
<td>CRN 27113</td>
<td>Thursdays, 5.40pm – 7.30pm</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>11 July to 10 October</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(12 classes)</td>
</tr>
</tbody>
</table>
# TRIMESTER THREE COURSE TIMETABLE

## Intensive Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course dates and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 503 (CRN 27108)</td>
<td>Policy and Management Practice Four consecutive days of classes Tuesday 3 – Friday 6 December 9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 533 (CRN 27139)</td>
<td>Monitoring and Evaluation Four consecutive days of classes Tuesday 12 – Friday 15 November 9.00am – 5.00pm</td>
</tr>
</tbody>
</table>

## Online Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Course dates and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGOV 503 (CRN 26124)</td>
<td>Managing ICT-enabled Forms of Public Engagement One-day mandatory workshop Monday 11 November 9.00am – 5.00pm</td>
</tr>
</tbody>
</table>

## Research Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course dates and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 562 / EGOV 521 (CRN 27163 / 26126)</td>
<td>Research Paper (trimester 3+1) / Research Project (trimester 3) One-day mandatory workshop Monday 4 November 9.00am – 5.00pm</td>
</tr>
<tr>
<td>GOVT 569 (CRN 27166)</td>
<td>Internship No classes (placement in a sponsoring agency)</td>
</tr>
</tbody>
</table>
# PUBLIC MANAGEMENT / PUBLIC POLICY COURSE DESCRIPTIONS

A list of professional-level Public Management and Public Policy courses follows, including these details:
- Course code, CRN (Course Reference Number), title, points value, period taught (see note below)
- Coordinator (academic staff member in charge of the course)
- Restrictions (if you have passed a course listed as a restriction, you cannot take this course)
- Prerequisites (a course you must have passed before you may enrol into this course)
- Timetable and Location (lecture days, class times and classroom locations)
- Assessment and Set Texts information will be provided in course outlines, available online at [www.victoria.ac.nz/study/programmes-courses/courses](http://www.victoria.ac.nz/study/programmes-courses/courses)

**Note:** The period in which the course is offered is indicated at the end of the title line:
- 1/3 means the course is offered in Trimester 1 (February – June)
- 2/3 means the course is offered in Trimester 2 (July – November)
- 3/3 means the course is offered in Trimester 3 (November – February)

## 500-LEVEL COURSES

### GOVT 501 CRN 27106

**GOVERNMENT AND GOVERNING**  
15 POINTS

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Dr Barbara Allen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrictions:</td>
<td>MMPM 501</td>
</tr>
</tbody>
</table>
| Timetable: | Friday 1 March (Module 1)  
Friday 12 April (Module 2)  
Friday 24 May (Module 3)  
9.00am – 5.00pm |
| Locations: | Module 1: RHLT2, Pipitea Campus  
Modules 2 & 3: KKLT301, Kelburn Campus |

This course examines the nature of government and governing, including its philosophical, ethical and practical foundations and the institutions and processes that make up a polity. Consideration is given to constitutional arrangements and conventions, including the roles of the legislature, executive and judiciary, sub-national government and non-state actors; the significance and policy implications of the Treaty of Waitangi/Te Tiriti o Waitangi; and recent trends in public sector management in various jurisdictions.

### GOVT 502 CRN 27107

**STATE, ECONOMY AND SOCIETY**  
15 POINTS

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Professor Girol Karacaoglu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrictions:</td>
<td>MAPP 522, MMPM 503</td>
</tr>
</tbody>
</table>
| Timetable: | Tuesday 2 July (Module 1)  
Tuesday 27 August (Module 2)  
Tuesday 15 October (Module 3)  
9.00am – 5.00pm |
| Location: | RHLT2, Pipitea Campus |

This course considers social, economic, environmental, political and technological trends, and their implications for the functions and operations of government and the economy. It examines the objectives and roles of public policy and management, with reference to various multi-disciplinary policy frameworks, drawing insights from the disciplines of Economics, Political Science, Sociology and Psychology. It adopts a holistic approach in applying basic concepts to complex policy problems in environments characterised by uncertainty or risk.
GOVT 503 CRN 27108 POLICY AND MANAGEMENT PRACTICE 15 POINTS [3/3]
Coordinator: Associate Professor Valentina Dinica
Prerequisites: 30 GOVT points or permission of the Programme Director
Timetable: Four consecutive days of classes
Tuesday 3 – Friday 6 December
9.00am – 5.00pm
Location: FT77/306, Kelburn Campus

This course examines the interplay between roles, purposes, leadership and context in the pursuit of objectives in public policy and public management. In doing so, it uses a range of cases and participant experiences to consider challenges in policy and management practice, and explores ways to address them.

GOVT 511 CRN 27109 MANAGING FOR RESULTS 15 POINTS [1/3]
Coordinator: Professor Evan Berman
Restrictions: MAPP 529, MMPM 522
Timetable: Wednesday 27 February (Module 1)
Wednesday 10 April (Module 2)
Wednesday 22 May (Module 3)
9.00am – 5.00pm
Location: RHMZ01, Pipitea Campus

Practices and strategies for achieving results and lifting the performance of public sector organisations. The course examines a range of effective practices for contemporary public managers, including: results-based management, digital government and strategic planning in sectors and communities, and critical inquiry into implementation strategies and applications.

GOVT 512 CRN 27110 MANAGING PUBLIC RESOURCES 15 POINTS [2/3]
Coordinator: Dr Rodney Dormer
Restrictions: MMPM 504
Timetable: Wednesday 3 July (Module 1)
Wednesday 28 August (Module 2)
Wednesday 16 October (Module 3)
9.00am – 5.00pm
Location: RH207, Pipitea Campus

This course covers budget planning, expenditure and reporting, financial management, as well as the on-going management of budgets and organisational capital required for the government of public and community organisations. The course is intended for managers without specialist knowledge or training, who need to understand the management of financial and organisational resources.
### GOVT 513 CRN 27111 MANAGING PEOPLE IN THE PUBLIC SECTOR 15 POINTS [2/3]

**Coordinator:** Dr Wonhyuk Cho  
**Restrictions:** MMPM 505  
**Timetable:** Thursday 4 July (Module 1)  
Thursday 29 August (Module 2)  
Thursday 17 October (Module 3)  
9.00am – 5.00pm  
**Location:** RH207, Pipitea Campus

An examination of organisational behaviour and the management of people working in large and small organisations (public, community and indigenous) involved in public governance. The course highlights recruitment, employment, development and performance, including strategic human resource management.

### GOVT 514 CRN 27112 LEADING CHANGE IN PUBLIC AND COMMUNITY ORGANISATIONS 15 POINTS [1/3]

**Coordinator:** To be confirmed  
**Restrictions:** MMPM 530  
**Timetable:** Thursday 28 February (Module 1)  
Thursday 11 April (Module 2)  
Thursday 23 May (Module 3)  
9.00am – 5.00pm  
**Location:** RHMZ03, Pipitea Campus

This course examines ongoing leadership and the performance and development of public, community and indigenous organisations. It focuses on leadership and change, as well as managing and leading in large/small, bureaucratic/matrix and network organisations.

### GOVT 518 CRN 27113 COMPARATIVE PUBLIC MANAGEMENT 15 POINTS [2/3]

**Coordinator:** Professor Evan Berman  
**Restrictions:** MAPP 530, MMPM 521  
**Timetable:** Thursdays  
11 July to 10 October (12 classes)  
5.40pm – 7.30pm  
**Location:** RH207, Pipitea Campus

This course examines comparative public management and public policy, with emphasis on contemporary developments in Asia-Pacific and beyond. Its purpose is to (1) understand how challenges of public management and policy are addressed in other countries; (2) provide theoretical approaches to assist in the comparative study of public management and public policy; and (3) facilitate application of comparative/international experiences to specific settings and contexts.
**GOVT 519 CRN 27114** DEVELOPMENT POLICY AND MANAGEMENT 15 POINTS [1/3]

Coordinator: Associate Professor Graham Hassall  
Restrictions: MAPP 558  
Timetable: Wednesdays  
6 March to 5 June (12 classes)  
5.40pm – 7.30pm  
Location: RHMZ06, Pipitea Campus

The course examines how governments make a difference to development in their policies and their implementation. It looks at different approaches to the theory of state-led development and alternative models of the relationship between public institutions and human development.

**GOVT 521 CRN 27115** ECONOMICS AND POLICY 15 POINTS [1/3]

Coordinator: Professor Arthur Grimes  
Restrictions: MAPP 521  
Timetable: Thursday 28 February (Module 1)  
Thursday 11 April (Module 2)  
Thursday 23 May (Module 3)  
9.00am – 5.00pm  
Location: RH105, Pipitea Campus

This course examines economic theories, principles and ideas and their application to complex strategic and operational policy issues in diverse sectors; behavioural and institutional economics; the application of theories to selected policy issues.

**GOVT 522 CRN 27116** POLICY ANALYSIS AND ADVISING 15 POINTS [1/3]

Coordinator: Dr Verna Smith  
Restrictions: MAPP 525  
Timetable: Wednesday 27 February (Module 1)  
Wednesday 10 April (Module 2)  
Wednesday 22 May (Module 3)  
9.00am – 5.00pm  
Location: RH105, Pipitea Campus

This course consolidates knowledge, competencies and behaviours required to craft quality policy analysis and advice across various policy domains, reflecting a range of values. It examines policy systems and processes, including public participation, policy instruments, implementation, monitoring and evaluation. Attention is given to influences by and on multi-level governance decision-making and institutional settings.
### GOVT 523  CRN 27118  POLICY METHODS AND PRACTICE  15 POINTS  [2/3]

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Dr Amanda Wolf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrictions:</td>
<td>MAPP 526</td>
</tr>
</tbody>
</table>
| Timetable:            | Wednesday 3 July (Module 1)  
                        | Wednesday 28 August (Module 2)  
                        | Wednesday 16 October (Module 3)  
                        | 9.00am – 5.00pm |
| Location:             | RH105, Pipitea Campus |

This course develops competencies in qualitative and quantitative techniques for collecting, analysing, interpreting and applying information and evidence to advance policy objectives particularly under conditions of complexity and uncertainty and in light of given task requirements.

### GOVT 524  CRN 27119  POLICY WORKSHOP  15 POINTS  [2/3]

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Dr Amanda Wolf</th>
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<tbody>
<tr>
<td>Prerequisites:</td>
<td>Prerequisites or Co-requisites GOVT 522 and GOVT 523</td>
</tr>
</tbody>
</table>
| Timetable:            | Thursday 4 July (Module 1)  
                        | Thursday 29 August (Module 2)  
                        | Thursday 17 October (Module 3)  
                        | 9.00am – 5.00pm |
| Location:             | RH105, Pipitea Campus |

This course entails integrating theories and practices to produce in-depth studies of selected policy issues with a focus on the design and evaluation of alternative policy options.

### GOVT 532  CRN 27138  E-GOVERNMENT  15 POINTS  [2/3]

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Associate Professor Karl Löfgren</th>
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<tbody>
<tr>
<td>Restrictions:</td>
<td>MMPM 507, EGOV 502</td>
</tr>
</tbody>
</table>
| Timetable:            | Friday 5 July (Module 1)        
                        | Friday 30 August (Module 2)      
                        | Friday 18 October (Module 3)     
                        | 9.00am – 5.00pm                |
| Location:             | RH207, Pipitea Campus            |

This course examines theories, principles, models and strategies for using transformational e-Government initiatives to establish good governance, drawing on international and New Zealand experience.

**Note:** This course is taught jointly with EGOV 502.
GOVT 533 CRN 27139 MONITORING AND EVALUATION 15 POINTS [3/3]

Coordinator: Dr Jaiki Desai
Restrictions: MAPP 554, MMPM 527
Timetable: Four consecutive days of classes
Tuesday 12 – Friday 15 November
9.00am – 5.00pm
Location: RH207, Pipitea Campus

This course focuses on monitoring and evaluation in public management and public policy and how high-quality monitoring and evaluation can improve policy and delivery, decision-making and the efficiency and effectiveness of resource allocation. The course will examine common forms of evaluation and provide a range of policy examples.

GOVT 534 CRN 27140 PUBLIC INTEGRITY 15 POINTS [2/3]

Coordinator: Associate Professor Michael Macaulay
Restrictions: MMPM 528
Timetable: Thursday 4 July (Module 1)
Thursday 29 August (Module 2)
Thursday 17 October (Module 3)
9.00am – 5.00pm
Location: RH102, Pipitea Campus

This course examines integrity and ethics in the public sector from an individual, organisational and systemic viewpoint. It will investigate responsible leadership; identify signs of ethical collapse; demonstrate the concept of Integrity Management Systems (at local, national and organisational levels); and analyse international comparative cases on integrity management.

GOVT 542 CRN 29102 (PIPITEA) CRN 30170 (DISTANCE)
GOVERNANCE FOR SUSTAINABILITY AND RESILIENCE 15 POINTS [1/3]

Coordinator: Associate Professor Valentina Dinica
Restrictions: MAPP 561
Timetable: Mondays
4, 11 March; 8, 29 April; 20, 27 May (6 classes)
4.10pm – 7.00pm
PLUS 2 asynchronous classes
Any time the week beginning 18 March, 6 May
Location: RH105, Pipitea Campus

A problem-based approach to challenges and opportunities for sustainability and resilience, drawing on New Zealand and international cases, and involving a range of disciplinary and conceptual frameworks.

Note: This course is delivered in both Pipitea (CRN 29102) and Distance (CRN 30170) teaching formats. Distance students will join the Pipitea campus classes via video conferencing.
### GOVT 552 CRN 27257  
**SPECIAL TOPIC: PUBLIC POLICY AND THE ECONOMICS OF WELL-BEING**  
15 POINTS

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Professor Arthur Grimes</th>
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<tr>
<td>Prerequisites:</td>
<td>GOVT 521 or 15 approved ECON points</td>
</tr>
</tbody>
</table>
| Timetable: | Friday 5 July (Module 1)  
Friday 30 August (Module 2)  
Friday 18 October (Module 3)  
9.00am – 5.00pm |
| Location: | RH102, Pipitea Campus |

This course covers recent developments in the economics of well-being and explores how insights from well-being economics can be applied in a public policy context. It focuses on the practical application of well-being measures to inform decision-making, drawing on both objective outcome frameworks and measures of subjective well-being.

### GOVT 561 CRN 27160  
**RESEARCH METHODS AND DESIGN**  
15 POINTS

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>To be confirmed</th>
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<tbody>
<tr>
<td>Restrictions:</td>
<td>EGOV 520</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>90 GOVT points or permission of the Programme Director</td>
</tr>
</tbody>
</table>
| Timetable: | Tuesdays  
5, 12, 19, 26 March; 30 April; 7, 14, 28 May (8 classes)  
2.40pm – 5.30pm |
| Location: | RH105, Pipitea Campus |

Development of advanced skills in quantitative and qualitative methods, particularly methods of analysis. The course includes higher-level debates on research philosophy, research ethics, research limitations and sampling and will link selection of methodology and methods to research design (especially research question, aim and objectives).

**Note:** This course is taught jointly with EGOV 520.

### GOVT 562 CRN 27161  
**RESEARCH PAPER**  
30 POINTS

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<tr>
<th>Coordinator:</th>
<th>To be confirmed</th>
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<tr>
<td>Prerequisites:</td>
<td>105 GOVT points or permission of the Programme Director</td>
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</table>
| Timetable: | Self-directed, but with a one-day mandatory workshop:  
1/3 + 2/3: Tuesday 26 February  
2/3 + 3/3: Tuesday 2 July  
3/3 + 1/3: Monday 4 November  
9.00am – 5.00pm |
| Location: | RH204, Pipitea Campus |
| Assessment: | Research report (10,000-12,000 words) |

Research leading to a report on a specific topic in public management or public policy.

**Note:** Attendance at the workshop is a mandatory course requirement.
### GOVT 569 CRN 27166 INTERNSHIP 15 POINTS [3/3]

<table>
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<tr>
<th>Coordinator:</th>
<th>Dr Barbara Allen</th>
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<tr>
<td>Restrictions:</td>
<td>MAPP 582, MMPM 552</td>
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<tr>
<td>Prerequisites:</td>
<td>Permission of the Programme Director</td>
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<tr>
<td>Timetable:</td>
<td>Self-directed, in conjunction with the sponsoring agency</td>
</tr>
<tr>
<td>Assessment:</td>
<td>In addition to approximately 130 hours spent with an agency producing a deliverable, students are required to undertake two pieces of written work for the course – a proposal (2,000 words) that describes a theory or concept to be explored, and a report (5,000 words) exploring the theory or concept in light of the practical internship. A manager’s report from the sponsoring agency is also taken into account.</td>
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A structured, academically-assessed placement with a department or agency (public or community sector) to achieve particular educational objectives, based on ‘learning through experience’.

**Note:** Students are expected to play an active role in identifying and pursuing internship placements. In all cases, the approval of the Course Coordinator is required prior to work being undertaken in an agency.

If a student cannot find an internship placement on their own, the Course Coordinator will identify a placement. Students are expected to take a placement arranged by the Course Coordinator. If the Course Coordinator is unable to arrange a placement, sufficient notice will be given to enable a student to undertake an alternative taught course.

### COURSES NOT OFFERED IN 2019, BUT WHICH MAY BE OFFERED IN SUBSEQUENT YEARS

- GOVT 531 Local Government
- GOVT 535 Contracting, Procurement and Collaboration
- GOVT 536 Regulatory Policy
- GOVT 537 Health Policy and Management
- GOVT 538 Social Policy
- GOVT 539 Politics, Philosophy and Public Policy
- GOVT 540 Contemporary Issues in Policy and Governance
- GOVT 541 Law in the Public Sector
E-GOVERNMENT COURSE DESCRIPTIONS

A list of professional-level e-Government courses follows, including these details:

- Course code, CRN (Course Reference Number), title, points value, period taught (see note below)
- Coordinator (academic staff in charge of the course)
- Restrictions (if you have passed a course listed as a restriction, you cannot take this course)
- Prerequisites (a course you must have passed before you may enrol into this course)
- Timetable and Location (lecture days, class times and classroom locations)
- Assessment and Set Texts information will be provided in course outlines, available online at (www.victoria.ac.nz/study/programmes-courses/courses)

Note: The period in which the course is offered is indicated at the end of the title line:
1/3 means the course is offered in Trimester 1 (February – June)
2/3 means the course is offered in Trimester 2 (July – November)
3/3 means the course is offered in Trimester 3 (November – February)

500-LEVEL COURSES

EGOV 501 CRN 26122 MANAGING SERVICE TRANSFORMATION 15 POINTS [1/3]

Coordinator: Associate Professor Karl Löfgren
Timetable: Tuesday 26 February (Module 1)
           Tuesday 9 April (Module 2)
           Tuesday 21 May (Module 3)
           9.00am – 5.00pm
Location: RHMZ01, Pipitea Campus

This course examines the managerial aspects and issues of ICT-enabled service transformation in the public sector and its external relationships, drawing on available theory, models, concepts, frameworks and strategies as well as on international and New Zealand experience.

EGOV 502 CRN 26123 E-GOVERNMENT, PUBLIC SECTOR REFORM AND GOOD GOVERNANCE 15 POINTS [2/3]

Coordinator: Associate Professor Karl Löfgren
Restrictions: GOVT 532
Timetable: Friday 5 July (Module 1)
           Friday 30 August (Module 2)
           Friday 18 October (Module 3)
           9.00am – 5.00pm
Location: RH207, Pipitea Campus

This course examines theories, principles, models and strategies for using transformational e-Government initiatives to establish good governance, drawing on international and New Zealand experience.

Note: This course is taught jointly with GOVT 532.
EGOV 503 CRN 26124 MANAGING ICT-ENABLED FORMS OF PUBLIC ENGAGEMENT 15 POINTS [3/3]
Coordinator: Associate Professor Karl Löfgren
Timetable: Online, but with a one-day mandatory workshop:
Monday 11 November
9.00am – 5.00pm
Location: RH204, Pipitea Campus

This course examines the challenges, conditions and requirements for managing the use of ICTs to achieve effective forms of public engagement, drawing on New Zealand and international experience.

EGOV 520 CRN 26125 INTRODUCTION TO RESEARCH IN THE PUBLIC SECTOR 15 POINTS [1/3]
Coordinator: To be confirmed
Restrictions: GOVT 561
Timetable: Tuesdays
5, 12, 19, 26 March; 30 April; 7, 14, 28 May (8 classes)
2.40pm – 5.30pm
Location: RH105, Pipitea Campus

An introduction to approaches, ethics and methods of doing research in the public sector.

Note: This course is taught jointly with GOVT 561.

EGOV 521 CRN 30196 CRN 26126 RESEARCH PROJECT 15 POINTS [2/3] [3/3]
Coordinator: To be confirmed
Prerequisites: EGOV 520 or permission of the Programme Director
Timetable: Self-directed, but with a one-day mandatory workshop:
2/3: Tuesday 2 July
3/3: Monday 4 November
9.00am – 5.00pm
Location: RH204, Pipitea Campus
Assessment: Research report (7,500 words)

Applications of theoretical, conceptual, analytical, practical and research methodological knowledge to the design and conduct of an applied research project in the area of transformational e-Government.
**MMIM 510 CRN 9633 (PIPETEA) CRN 28177 (DISTANCE)**

**INFORMATION SYSTEMS MANAGEMENT**

15 POINTS [3/3]

Coordinator: To be confirmed

Timetable: Tuesdays
- 12, 19 November; 3, 10 December; 7, 14, 28 January; 4 February
  (8 classes)
- 5.40pm – 8.30pm

Location: RHG24, Pipitea Campus

The principles and practices of managing the information systems function within an organisation. Topics will be selected from: information systems planning, managing end-user computing, defining corporate information policy, information security and integrity, cloud computing, managing IT professionals, and the IT department as a cost or profit centre.

**Note:** This course is offered by the School of Information Management.

**MMIM 513 CRN 9636**

**MANAGING IT-RELATED CHANGE**

15 POINTS [2/3]

Coordinator: Dr Philip Calvert and Dr Mary Tate

Timetable: Wednesdays
- 10, 17, 31 July; 7 August; 4, 11, 25 September; 2 October (8 classes)
- 5.40pm – 8.30pm

Location: RH207, Pipitea Campus

The impact of information technology on an organisation and issues concerned with IT-related change. Topics will be selected from: planning for change, dealing with resistance to change, business process re-engineering, the impact of computers on individuals and the workplace.

**Note:** This course is offered by the School of Information Management.
ACADEMIC STAFF AND RESEARCH AREAS

Dr Barbara Allen
BA(Hons) RMC Canada, MBA Ottawa, PhD Carleton
Senior Lecturer

Strategic public procurement; commissioning; social bonds; performance

After completing a PhD in Public Policy from the School of Public Policy and Administration at Carleton University, Ottawa, Barbara held roles at the University of Nottingham, the University of Warwick and the University of Birmingham in the UK. Barbara specializes in public procurement and is interested in problems at the nexus of the public, private and social sectors. In recent years Barbara gained considerable expertise in commissioning, working closely with numerous organizations on their outcome-based approaches to service delivery. Since coming to New Zealand, Barbara has continued work around social (impact) bonds and social investment and was the Lead Author on the School of Government’s Performance Improvement Framework (PIF) Review commissioned by the State Services Commission. She has published many book chapters, reports, conference papers and journal articles in such journals as Public Money and Management, Journal of Public Procurement and Government Information Quarterly. Barbara teaches across the undergraduate and graduate programmes and coordinates the Graduate Pathway Programme and the associated scholarship. Barbara was previously an Officer in the Royal Canadian Air Force, and an Operations Manager for a transportation company serving the education sector.

Dr Evan Berman
MA BSc A’dam, PhD Geo Wash
Professor of Public Management

Public management; leadership; HRM/OB; public governance in Asia-Pacific and North America

Evan Berman is Professor of Public Management at the School of Government. Evan is a well-published international scholar of the discipline, with interests and teaching in leadership, governance, performance, and human resources management. He works closely with similar schools in East and Southeast Asia on a range of research projects. He is the 2015 recipient of the Fred Riggs Award for Lifetime Achievement in International and Comparative Public Administration, and the 2016 recipient for Outstanding Scholarship in HRM over a career from the American Society for Public Administration. He is the author of two leading textbooks on HRM and Statistics. Prior to joining VUW, he was University Chair Professor at National Chengchi University, Taiwan’s leading social sciences university, and, before that, he was Huey McElveen Distinguished Professor in Public Administration at Louisiana State University in the United States. He has a PhD in Public Policy from George Washington University.
Dr Jonathan Boston  
MA(Hons) Cant, DPhil Oxf  
Professor of Public Policy

Child poverty; anticipatory governance; the ‘good society’

Jonathan Boston holds a Personal Chair in Public Policy. He has previously served as Director of the Institute for Governance and Policy Studies (IGPS). Over the years, his primary areas of research have included public sector management, tertiary education, research funding, social policy and climate change. He was a member of the New Zealand Political Change Project, based at Victoria University (1995 - 2003), which explored the behavioural, institutional and policy implications of electoral reform in New Zealand. During 2000 - 2001, he served as a member of the Tertiary Education Advisory Commission. He subsequently helped design, implement and evaluate the Performance-Based Research Fund for the Tertiary Education Commission. During 2012, he served as co-chair of the Expert Advisory Group on Solutions to Child Poverty in New Zealand. His most recent books include: Governing for the Future (Emerald 2017), Safeguarding the Future (BWB 2017) and edited with Derek Gil - Social Investment: A New Zealand Policy Experiment (BWB 2017)

Dr Wonhyuk Cho  
BA MPA PhD Seoul Nat  
Senior Lecturer

Performance management; human resource administration; organisational behaviour

Wonhyuk is Senior Lecturer in Public Management at the School of Government. Prior to his appointment at the Victoria University of Wellington, Wonhyuk has held academic roles with the School of Public Affairs and Administrations at the University of Kansas, Centre for Government Competitiveness, Korean Institute of Public Affairs, and the Graduate School of Public Administration at the Seoul National University. Wonhyuk is an expert in public performance management and his current research interests include result-oriented reform, bureaucratic behaviour, public safety, and government-citizen communication. Wonhyuk’s research articles have appeared in leading international journals including Public Administration Review (PAR), Journal of Public Administration Research & Theory (JPART), Local Government Studies, and Public Performance & Management Review. He has been involved in research projects funded by diverse public and non-profit institutions including city government of Kansas City in Missouri, William T. Kemper Foundation, Johnson County Public Library in Kansas, National Research Foundation of Korea, and Korea Communications Commission.
Dr Jaikishan (Jaiki) Desai
MSc PhD UNC Chapel Hill
Senior Lecturer

Health economics; behavioural economics; development economics; demography; gender; poverty

Jaiki Desai is an applied economist with research interests in health, economic psychology, economic development, gender, and demography. He joined Victoria University in November 2009 after almost 20 years of work in international development with the World Bank and other multilateral organisations, private research organisations in the United States, and the governments of Mozambique, The Bahamas, Nigeria, Mongolia, and Vietnam. He teaches courses in development policy, and policy analysis methods.

Dr Valentina Dinica
MA Bucharest, MSc Manc, MEM A’dam, PhD Twente
Associate Professor

Governance for sustainability and resilience; environmental policy; policy analysis

Valentina gained her PhD degree at Twente University in The Netherlands, where she worked as a Senior Researcher between 2003 and 2009. She has been teaching in several European countries and in New Zealand on a wide range of areas, since 1999: environmental policy and governance; governance and innovation for sustainability; policy analysis: theory and methods; participatory policy processes; renewable energy policies; sustainable tourism; Protected Area governance; climate mitigation policies. Valentina has published over 70 papers, drawing on research grants from local, regional and national European governments, and European Union funds, totalling over $1 million NZD. Valentina is a member of the Editorial Board for the International Journal of Sustainable Society, International Journal of Policy Studies, and Policy Quarterly (New Zealand) and a reviewer for top journals, including Nature, Energy Policy, and Journal of Sustainability Tourism.

Dr Flavia Donadelli
BA MSc USP, MSc MRes PhD LSE
Lecturer

Evidence use in policy-making, administrative reforms in Latin America

Flavia Donadelli joined the School of Government as a Lecturer in 2018. Before joining VUW, she worked as a Teaching Fellow at London School of Economics and Political Science (2016 – 2018) and at University College London (2015-2016) teaching courses on Public Management, Policy Advising, and Regulation. She obtained a PhD in Political Science from London School of Economics and Political Science in 2017, after also pursuing a Masters in Regulation at the same institution (2011-2012). During her PhD, Flavia analysed processes of environmental policy change in Brazil, focusing on the role of scientific evidence and coalitions’ negotiation in policy change. Currently, she is working on the analysis of administrative reforms in Latin American countries, as well as on the impact of scientific evidence in policy making.
Dr Rodney Dormer
BCom Auck, MMgt PhD Well
Lecturer

Accounting and public sector management

Rodney Dormer is a Lecturer in the School of Accounting and Commercial Law. He has held senior financial positions in the private sector, in both the United Kingdom and New Zealand. In companies such as H J Heinz and Goodman Fielder, he has been responsible for a range of projects concerned with the acquisition, disposal and re-structuring of subsidiary organisations and the development of their performance management systems.

In the public sector, he was part of the team that established the New Zealand Ministry of Fisheries and the fisheries cost recovery regime. He has advised the State Services Commission on accountability arrangements in respect of the Crown’s ownership interest in the state sector. He has also provided advice to a number of other government departments that have included the Department of Internal Affairs, the Ministry of Maori Development and the Ministry of Social Development, on the structuring of their appropriations and their planning and costing models.

Internationally, he has provided financial advice to the South Pacific Forum and the Government of Uruguay.

His doctoral thesis and subsequent research has focused on performance measurement and management practices in a range of New Zealand’s public sector organisations.

Dr Chris Eichbaum
MA Cant, MPubPol ANU, PhD Massey
Reader in Government

Governance and public administration

Chris Eichbaum is a Reader in Government in the School of Government. Originally from Christchurch, Chris has held public service appointments in Canberra and Wellington, taught at a number of New Zealand universities, and spent a total of four years working as a Ministerial and Prime Ministerial Advisor. Chris’ current research interests include the role and accountability of ministerial advisors, governance and public administration, and the political economy and institutions of central banking. He also has an interest in policy institutions and processes within an Australasian context, and in social democratic politics and public policy.
Dr Arthur Grimes  
BSocSc(Hons) *Waik*, MSc *LSE*, PhD *Lond*  
Professor, Chair of Wellbeing and Public Policy

*Economics of wellbeing, including inequality and poverty; Urban economics, including housing and infrastructure; Central banking, including currency union*

Arthur Grimes was appointed to the Chair of Wellbeing and Public Policy in July 2017, having previously been an Adjunct Professor at VUW, University of Auckland and University of Waikato. Arthur is also a Senior Fellow at Motu Economic and Public Policy Research in Wellington. He was Reserve Bank of New Zealand Chairman from 2003 to 2013, having earlier been the Bank’s Chief Economist. From 1998 to 2002, Arthur was Director of VUW’s Institute of Policy Studies. In 2005, Arthur was awarded the NZIER Economics Award recognising excellence in economics relating to New Zealand. Reflecting Arthur’s research through his Marsden Fund grants on *Wellbeing and Sustainability* and on *Social Capital*, he was appointed to the World Wellbeing Panel in 2018. His research focuses on the economics of wellbeing, and on urban issues.

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Dr Graham Hassall  
BA(Hons) *Syd*, BEd *NSW*, PhD *ANU*  
Associate Professor in Public Policy and Public Administration

*Governance; constitutionalism; public policy; conflict resolution*

Graham Hassall is an Associate Professor in Public Policy and Public Administration in the School of Government. He has previously taught in Australia, Papua New Guinea, Switzerland, and Fiji. Current research interests focus on the Pacific Islands, in such areas as public policy processes, e-Government, and leadership. He is also interested in comparative public policy and management across the Asia-Pacific, and in global institutions and policy processes, particularly the operation of the United Nations Organisation.

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Dr Girol Karacaoglu  
BA MBA *Bogazici*, PhD *Hawai’i*  
Professor of Policy Practice

*Integrated environmental, social and economic policy for intergenerational wellbeing*

Girol Karacaoglu is the Head of School of Government. He came to VUW from the New Zealand Treasury, where he was Chief Economist. Before then, he was the Chief Executive of the Co-operative Bank of New Zealand for nine years. His previous roles included General Manager at Westpac NZ, Chief Economist at the National Bank of NZ, and lecturer in Economics at Victoria University of Wellington. His academic fields of specialisation were in Monetary and Financial Economics, International Finance, Econometrics, Corporate Accounting and Finance. His current research interest is in public policy - an integrated approach to economic, environmental, social and economic policies towards improving intergenerational wellbeing.
Dr Miriam Lips  
MSc EMPA PhD Erasmus  
Professor, Chair of Digital Government

The governmental, managerial and democratic aspects and implications of the use of ICTs in the public sector and its external relationships

Miriam Lips is the inaugural Professor of Digital Government at Victoria University of Wellington’s School of Government where she leads a multi-year Research Programme on ‘Government and Democracy in the Digital Age’. External partners of this programme include the Department of Internal Affairs, Inland Revenue Department and the Ministry of Education. Prior to moving to New Zealand, Miriam held academic positions at the Oxford Internet Institute, University of Oxford, and Tilburg University.

Miriam’s research concentrates more generally on the introduction, management and use of Information and Communication Technologies (ICTs) in the public sector and its external relationships with society, and the governmental and democratic implications. Current research topics include: information sharing, privacy and ethics; Big data, information and knowledge in evidenced-based public policy and collaborative governance; the management of citizen identity information; digital inequality; service and business transformation; the use of ICTs for effective public engagement; and children’s use and experience with digital technologies. She was a Member of the New Zealand Data Futures Forum and is currently involved with its succeeding body, the New Zealand Data Futures Partnership. Miriam is the Editor-in-Chief of Information Polity and is an Editorial Board Member of Information, Communication & Society; Government Information Quarterly; and Policy & the Internet.

Dr Karl Löfgren  
BA MSc Roskilde, PhD Copenhagen  
Associate Professor in Public Policy

Public policy; governance; democracy; electronic government and public management

Dr Karl Löfgren is an Associate Professor in the School of Government. He has previously held academic positions with Copenhagen University, Malmö University and Roskilde University, and has contributed to teaching in several subjects under political science and public administration. Current research interests include: digital government, big data and surveillance, democratic audit of new forms of local democracy, and public management reforms. Recent publications include contributions to Information Polity, Public Policy and Administration, International Journal of Public Administration, and Journal of Consumer Policy.
Dr Michael Macaulay  
MA Edin, MSc PhD Dunelm  
Associate Professor of Public Management  

Integrity; ethics; corruption; ethical leadership

Michael Macaulay is Associate Dean (Professional Education) in the Victoria Business School and an Associate Professor of Public Management. His research interests are in integrity, ethics and anti-corruption and he has worked on international projects with organisations such as the United Nations Office on Drugs and Crime, the Council of Europe, the Open Government Partnership and Transparency International.

Michael has published almost 100 peer-reviewed articles, book chapters and conference papers and his work has been cited in numerous national policy documents in NZ and the UK. He is currently Visiting Professor at the Universities of York St John (UK) and Sunderland (UK) and is the co-chair of the European Group of Public Administration (EGPA) permanent study group on ethics and integrity.

Michael is Associate Managing Editor for Public Integrity and was co-editor of the International Journal of Public Administration from 2013-2016. He also sits on the editorial boards of several other journals.

Dr Verna Smith  
BA(Hons) MPP PhD Well  
Senior Lecturer  

Theories of public policymaking in Westminster majoritarian systems; comparative health systems analysis; accountability frameworks in public services purchasing

Verna Smith is Director of the Master’s Programmes and Senior Lecturer in Public Policy for the School of Government. She has qualifications in sociology, politics and public policy. She previously worked for a number of government agencies, in management and service development roles. She has published a book, Bargaining Power, a comparative study of health policymaking in England and New Zealand, utilising Kingdon’s Multiple Streams Framework. Prior to her appointment, she led the development and management of a major research program at Monash University for the improvement of neurotrauma services in Victoria, Australia, and she has co-authored a book chapter on A Social Investment Approach to Research Funding and Impact. Verna has presented at many conferences and authored a journal article on Institutional Entrepreneurs.
Dr Julia Talbot-Jones  
**BSc/BAppSc(Hons) Massey, MA UC Santa Barbara, PhD ANU**  
Lecturer  

_Institutional economics, experimental / behavioural economics, resource management_  

Julia Talbot-Jones joined the School of Government from the Australian National University in June 2018. With a background in economics, ecology, and resource management, she has an interest in how social arrangements or structures, what economists call institutions, solve environmental and natural resource problems. Her PhD research used institutional analysis, game theory, and economic experiments to examine the economic implications of granting a river legal rights. Her research findings have direct relevance to water management in the New Zealand context and internationally. At the School of Government, her current research centres around water governance, with a secondary focus on the role values, preferences, and social norms play in decision making.

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Dr Amanda Wolf  
**AB Boston Coll, MPM PhD Maryland**  
Senior Lecturer  

_Social science research methodologies; policy analysis_  

Amanda Wolf, a Senior Lecturer, teaches in the areas of public policy, methods, practice and methodology. She has previously served in the School as Deputy Head of School (2014-2016) and Director of Doctoral Programmes (2005-2014). She holds degrees in philosophy and policy studies. Along with a long-standing interest in Q methodology, Amanda’s research interests include experimentation and learning from practice in complex policy contexts, especially methods for learning from single-case studies, relational approaches to policy analysis, New Zealand’s ‘social investment approach’ and the concept and measurement of intersubjective wellbeing. She was Editor-in-Chief of the international Q-methodology journal, _Operant Subjectivity_, from 2005 to 2013 and was elected Advisor to the international Q-methodology society in 2017.
GENERAL INFORMATION

Enrolment Application Deadlines
Our online enrolment system (www.victoria.ac.nz/study/apply-enrol) opens for 2019 applications on Monday 1 October 2018 and closes on:

- Trimester 1 enrolment period: Sunday 20 January 2019
- Trimester 2 enrolment period: Monday 17 June 2019
- Trimester 3 enrolment period: Tuesday 29 October 2019

Trimester Dates
Classes start at various dates in the academic year depending on the course (refer to the relevant course outline for the exact class dates), but as a general guide, the standard university trimesters are:

- Trimester 1 starts on Monday 4 March 2019
- Trimester 2 starts on Monday 8 July 2019
- Trimester 3 starts on Monday 11 November 2019

Course Capacity
Some courses have an upper limit on enrolments and may become unavailable once that capacity is reached. We recommend you enrol as soon as possible to avoid disappointment.

Cancellation of Courses
The courses offered by the University and listed in this prospectus may be cancelled by the University as a result of insufficient student demand or resources, or if other unforeseen circumstances arise.

Withdrawals and Refunds
Important: Due to the teaching formats of our courses, the withdrawal dates differ from the standard withdrawal dates on the main Victoria University website, so please refer to the relevant course outline for the exact withdrawal dates.

Formal notice of withdrawal MUST be in writing on a Course Add/Drop form, available from the Victoria Business School’s Student and Academic Services customer service desks (Pipitea Info Ihonui, ground floor, Rutherford House, Pipitea Campus, and level 2, Murphy Building, Kelburn Campus) or the course administrator. Non-payment of fees, ceasing to attend lectures or verbally advising a member of staff will NOT be accepted as a formal notice of withdrawal.

Course Formats
Each course is taught once per year and is delivered in one of the following formats:

- Modular format
  Modular courses are delivered in three full days (9.00am to 5.00pm) of classes (three ‘modules’) within one trimester. Module One is at the start of the trimester, Module Two is in the middle of the trimester and Module Three is at the end of the trimester, with approximately six weeks between modules. Attendance is expected at all modules.
• **Weekly format**
  Weekly courses are delivered in twelve 1-hour 50-minute classes, one evening class (5.40pm to 7.30pm) per week, within one trimester. There are no classes during the mid-trimester breaks. Attendance is expected at all classes.

• **Intensive format**
  Intensive courses are delivered in a variety of different timeframes within one trimester (e.g. over four consecutive days, or two blocks of two consecutive days, or in fewer weekly classes than standard weekly format courses). Attendance is expected at all classes.

• **Distance format**
  Distance courses are delivered using a combination of video conferencing, recorded sessions and/or other online interactive tools and resources. Some distance courses may also require enrolled students to attend a mandatory workshop in Wellington at the start of the course.

**Attendance at Classes**
We are often asked by students whether it matters if they miss some days of a module, weekly or intensive class – for whatever reason.

There’s only one answer we can give – YES.

If we’re running contact classes of any kind, it assumes we believe they contribute to your learning outcomes. Exposure to the material in discussion with lecturers, colleagues and guests is a powerful way of learning. If you don’t attend (and, say, cover the material via study at home), we still need to be able to accredit your learning outcomes, so don’t be surprised if the Course Coordinator either declines to approve an absence or asks you to complete an additional item of assessment to allow them to make that judgement.

**Course Outlines**
The course outline for each course is an important document and is a valuable source of information about the course, including staff contact details; class dates, times and locations; course learning objectives; course topics and structure; readings; assessment details, etc.

Course outlines are available online and can be found at any time by searching the online course finder: [www.victoria.ac.nz/study/programmes-courses/courses](http://www.victoria.ac.nz/study/programmes-courses/courses)

**Class Locations**
We will email you one week prior to each module (or the start of your weekly or intensive course) to advise you of the class locations of your course. Also see:

- the course outline in the relevant course Blackboard
- the online timetable: [www.victoria.ac.nz/students/study/timetables](http://www.victoria.ac.nz/students/study/timetables)
- the online course finder: [www.victoria.ac.nz/study/programmes-courses/courses](http://www.victoria.ac.nz/study/programmes-courses/courses)
Computing Requirements
All courses detailed in this prospectus require students to use computers and the Internet, and assume students are able to use word processing, electronic mail and the worldwide web. All enrolled students receive an ITS username and password (on your Confirmation of Study form or email), and a free email address (@myvuw.ac.nz).

Information Technology Services (ITS) provides all enrolled students with access to electronic resources that support communication, learning and research needs. Most resources are accessible on- and off-campus using the MyVictoria student web portal.

MyVictoria is a secure web portal that lets you access and manage a number of the University’s web services, including:

- Blackboard online teaching tool
- Your student record (to check and pay your fees, update contact details and view your courses and grades)
- Library catalogue and databases
- Student email (students may personally reset their student email account to re-direct incoming messages to another email address (e.g. your home or work email address) if preferred)
- Workspace (an allocated space for storage of personal files)
- Top up your printing balance
- University news and information.

To log on to the MyVictoria student web portal, go to www.myvictoria.ac.nz . You will need your ITS username (on your Confirmation of Study form or email) and password (your initial password is your student ID number, also on your Confirmation of Study form or email, or student ID card).

Ensure that your access to Victoria University’s computer facilities (such as MyVictoria, Blackboard, email, etc.) is working before your course starts.

If you have any problems with your ITS account, you should contact the ITS Service Desk on (04) 463 5050 or its-servicedesk@vuw.ac.nz . Also see www.victoria.ac.nz/its/student-services for more information.

Support is available for students with disabilities through Disability Services. Student Learning Support Services and ITS may jointly offer workshops during the year.

No training in the use of computing accounts or campus computing facilities will be provided by teaching staff. Support for privately owned lap-tops is available from student help desks. No support will be provided off campus.

Contact Details
It is essential that you update any changes to your contact details via the MyVictoria student web portal. This includes email address, postal address, contact telephone numbers, etc. If we don’t have them, we can’t stay in contact!
Official School Communications
We will communicate with you via your student email account and Blackboard.

Information emailed to you via Blackboard can only be sent to your @myvuw.ac.nz email address (the free email address created for you when you enrol and accessed via the MyVictoria student web portal). If you want to receive these emails at your preferred email address (e.g. your home or work email address), it is essential that you activate your @myvuw.ac.nz email address before the start of the course and you modify the settings so all emails sent to it are automatically forwarded to your preferred email address.

School of Government Website
The School of Government website (www.victoria.ac.nz/sog) contains a range of information regarding the School, including staff contact details, information on the degree programmes, School news, and upcoming events and seminars.

Victoria University Library
Library facilities are available in Rutherford House and Old Government Building on the Pipitea Campus, the Rankine Brown Building on the Kelburn Campus, and at the Te Aro Campus. Full details including Library hours can be found at www.victoria.ac.nz/library/.

Professional Programmes Study Area
This is a shared area on level 2 of Rutherford House, Pipitea Campus, for all Victoria Business School professional postgraduate students, available on a first-come-first-served basis. The area contains PCs, a dedicated printer, a microwave oven, a refrigerator, free tea and coffee, a lounge and study spaces.

Student ID Cards
Student ID cards are required to access certain rooms (such as the Professional Programmes Study Area) and buildings, to borrow books from the Victoria University Library and to collect marked assignments. Some bookshops, computer shops and movie theatres also give discounts when student ID cards are presented.

New students are issued with a student ID card at the beginning of their study, but you will need to provide a passport-sized photo, which can be submitted via the online enrolment system.

Returning students can have their student ID cards updated with an update sticker, available from the Victoria Business School’s Student and Academic Services customer service desk/Pipitea Info Ihonui, on the ground floor of Rutherford House, Pipitea Campus, for each year they re-enrol. Your student ID card should be kept for the entire duration of your qualification.

See www.victoria.ac.nz/study/apply-enrol/student-id

Note: Student ID cards are only issued or updated once fees have been paid.
Chatham House Rule
For all course/class/lecture sessions, the Chatham House rule will apply. This means that you cannot attribute any of the information received to a particular person or their professional affiliation, whether this person was a presenter or a participant. The aim is to encourage discussion and debate by providing an environment where speakers (including current officials) and participants are confident in their ability to talk openly without information being attributed to them.

Student Services and Support
Student Support Services provides a range of services to all students, to help you make the most of your time at University. Visit www.victoria.ac.nz/students/support to find out more about:

- Manage your admin
- Extend your learning
- Stay well
- Maximise your employability
- Student services A-Z
- Victoria Info Ihonui
- Disability Services
- International student support

Grades
Grade notices are not posted to students – your grades are accessible online via the MyVictoria student web portal (log into MyVictoria, select the My Study tab, then in the Courses and Grades box, choose an academic term or click Academic History).

<table>
<thead>
<tr>
<th>Pass</th>
<th>Fail</th>
<th>While these are the normally accepted equivalents, Schools are permitted to set their own equivalences. Please note that moderation of grades may occur at the discretion of the Director of Master’s Programmes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>D</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>A</td>
<td>E</td>
<td>85% - 89%</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>80% - 84%</td>
</tr>
<tr>
<td>B+</td>
<td>D</td>
<td>75% - 79%</td>
</tr>
<tr>
<td>B</td>
<td>E</td>
<td>70% - 74%</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>65% - 69%</td>
</tr>
<tr>
<td>C+</td>
<td>D</td>
<td>60% - 64%</td>
</tr>
<tr>
<td>C</td>
<td>E</td>
<td>55% - 59%</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>50% - 54%</td>
</tr>
</tbody>
</table>

Distinction and Merit Awards
A candidate will be awarded the Master’s degree with Distinction if, in the opinion of the examiners, the work is an A+ or A standard overall, and with Merit if the work is an A- or B+ standard.
Graduation
When you have fulfilled the requirements of your qualification, you will receive an automated email advising you of the process for graduation, where you will be able to choose how you would like your qualification to be conferred/awarded/granted.

You may apply to graduate in person at a graduation ceremony (if you complete your qualification at the end of the academic year, you would normally graduate at the May ceremony of the following year; if you complete mid-year, you would normally graduate in the December ceremonies.), or in absentia (in your absence) at a meeting of the University Council.

You must apply within 12 months of completing your qualification to attend a graduation ceremony. Your qualification will be granted in absentia if the Graduation Office does not hear from you within 12 months.

Full details are available at www.victoria.ac.nz/students/graduation.

POSTGRADUATE SCHOLARSHIPS AND PRIZES

Prime Minister’s Prize in Public Management – Prize-winner selected by School
The Prize is awarded to the graduate of the Master of Public Management degree who has achieved the best all-round academic performance.

Prime Minister’s Prize in Public Policy – Prize-winner selected by School
The Prize is awarded to the graduate of the Master of Public Policy degree who has achieved the best all-round academic performance.

Bernard Galvin Prize – Prize-winner selected by School
The Prize is awarded annually to a student in the School of Government who, in the opinion of the Head of School, has demonstrated the best application of economic analysis to public policy or public management.

Holmes Prize – Prize-winner selected by School
The Prize is awarded for the best research paper or thesis of 30 points or more in the Master of Public Management and Public Policy degrees on an issue of public policy or public management of importance to New Zealand.

Laurie Cameron Scholarship
The Scholarship will be awarded to a student who is undertaking research, or about to undertake research, at Victoria University on the interactions and relationship between the public and private sectors in the area of policy and management.

Other Victoria University awards
Full details of undergraduate and graduate awards are available online at www.victoria.ac.nz/study/student-finance/scholarships
MANAGING YOUR STUDY PROGRAMME
TO ACHIEVE YOUR LEARNING OUTCOMES

The habit of study
The advantage of the modular format is you can focus on the subject at hand without interruption. Short and medium-term learning outcomes are usually good. But, given the gaps between modules, there can be a problem with long-term learning outcomes.

Commit yourself to regular study to ensure you gain the most benefit from your courses and that you retain what you learn. The ideal is a weekly routine – remembering that, as a rough rule of thumb, you are expected to do around 7 – 8 hours of study per week per 15-point course (in addition to class time). If you don’t, you can’t expect your long-term learning outcomes to be particularly good.

Reading (and thinking) ahead
We always say it’s essential that you read (and think) ahead; that when you receive or download the material for the coming module, you take some time to read it and to prepare yourself. As a learning strategy, the more you prepare before you come, the better will be your short, medium and long-term outcomes.

Note taking, annotating and cataloguing
These days, it’s impossible for anyone to remember all they have to know or all they might find useful to know. The trick then is not to try and learn everything you cover on the courses but to know where to find it when you need it.

Annotating and cataloguing then come into their own (whether you use paper or a computer). When working through learning materials, take notes and/or highlight and annotate. Some people like to use bibliographic packages such as Endnote (to which you have access as a Victoria University student) but others prefer simpler means. For example, the various Table, View/Outline and Edit/Find functions in Microsoft Word allow you to create a simple annotated bibliography arranged alphabetically (but don’t forget to backup and update it regularly).

Keeping a journal
Professional researchers and writers almost always keep a journal of some form – not a ‘journal of record’ (although it might also serve that function) but a ‘journal of thinking’; a place where they jot down everything from one-off thoughts to personal memos to extended think pieces.

We recommend this habit. It doesn’t matter whether it’s messy and scratchy or written in your own shorthand or beautiful prose, done in an exercise book or on a pad. The purpose of the journal is to give you a place to think and to store those thoughts for future reference. It doesn’t even matter if you’re not religious about maintaining it: you can catch up when you’re waiting for a plane or on a train or between meetings.

Moments of insight and inspiration usually come in fragments and the learning to be achieved from them is often huge. It’s a great shame to lose them. The habit of keeping a journal ensures that you don’t.
Participating and engaging, learning with others
Almost everybody doing our programmes quickly realises that some of the best learning comes from colleagues and peers, often emerging out of class discussion.

Engaging in the discussion and listening to others is crucial. Learn as much as you can from everyone else. Recognise too that, as much as you learn from others, they also learn from you.

Critical reflection on practice
This is a critical part of teaching and learning in our degrees. It’s about constantly comparing the theory, principles and models against what actually happens in your organisation and sector, weighing up whether and how the practice can and should be improved, or how the theory, principles and models might and should be revised and updated to reflect advances made in practice. Getting into the habit of critical reflection on practice is one of the most useful things you can acquire from your participation in the programme.

Feedback and course evaluations
At Victoria University, we regularly evaluate our courses. This is partly to check that you are satisfied with the standard of delivery and the value of the teaching materials. We take these evaluations seriously and use them to keep our teaching standards high and to tweak delivery as required. The time you spend completing them is very worthwhile for us.

Of course, you don’t have to wait for the end-of-trimester course evaluations. If you’ve got something to say – whether a criticism, a compliment, an idea or a proposal – we’d like to hear from you. Email it to the Director of Master’s Programmes or the Administrators.