



School of Economics and Finance

ECON 130 ECONOMIC PRINCIPLES AND ISSUES

Trimester one 2005

COURSE OUTLINE

Contact Details

The Course Co-ordinator is Paul Tompkinson (RH403, extension 5737).

The Course Administrator and Tutorials Co-ordinator is Penelope Proffitt. She will be generally available as follows:

Mon, Wed, Thu 8-30am until 10am, and then for a short time after 12 noon EA129 ph 463 7449

Tue, Fri all day and Mon, Wed, Thu afternoons RH319 ph 463 5818.

Lecturing staff, their room numbers and extension numbers, are listed below:

CRN8721	9am	Richard Martin	RH331	extension 6903
		Muge Adalet	RH429	extension 7486
CRN10034	11am	Penelope Proffitt	RH319	extension 5818
CRN10035	3.10pm	Adrian Slack	RH315	extension 8571
CRN10036	5.10pm	Jerry Mushin	RH426	extension 5884

Class Times and Room Numbers

Students attend lectures in one of four lecture streams:

	Day	Time	Room
8721	Mon, Wed, Thu	9.00-9.50	KKLT303
10034	Mon, Wed, Thu	11.00-11.50	HMLT206
10035	Mon, Wed, Thu	3.10-4.00	KKLT303
10036	Mon, Wed, Thu	5.10-6.00	KKLT303

Students who need to change their stream will need to contact the relevant Student Administration Office, to obtain a change of course form.

Tutorials will be held once a week, starting in the second week of class, at times to be announced. Instructions for signing up for tutorials can be found on www.blackboard.vuw.ac.nz and on p3.

The final examination will be held in the examination period 30 May – 18 June.

Tutorials

Tutorials are groups of twelve to fifteen students and a tutor, meeting for fifty minutes once a week. They provide a forum for discussing problems and working through exercises.

You will sign up to a tutorial group during the first week of lectures. Lists will be available on Blackboard at specified times for each stream, noted in the first class and on Blackboard, (until 5pm Thursday 24 February) and places will be allocated on a first-come first-served basis. Students who neglect to put their names on a tutorial list on those days will have to contact Penelope Proffitt directly after that time to secure a place.

Tutorials begin on Monday, 28 February. The tutorial lists will be posted on Blackboard by 6pm on Friday 25 February. Any student who does not want their name to appear on the tutorial lists should contact Ms Proffitt.

Tutorial exercises and discussion material are specified in the coursebook. The exercises have been designed to give structure to the tutorial sessions and to provide a focus for discussion, but it is expected that tutorials will range beyond them.

You are expected to prepare for tutorials by keeping up with the prescribed reading and by attempting the exercises in advance of your session. **You must attempt, in writing, each weekly assignment before attending your tutorial.** Tutorials are also your opportunity to raise and clarify any problems you may have with the material covered in lectures. The tutorial exercises form part of both the assessment of the course and the mandatory course requirements.

You must attend regularly the tutorial group to which you are assigned. If because of work or timetable clashes, you are no longer able to attend your allocated tutorial, you must notify Penelope Proffitt, and you may then be able to change your tutorial.

Two "catch-up" tutorial sessions provided for those who, for reasons beyond their control, are unable to attend their regular group in a particular week.

The times for the catch-up tutorials will be posted on Blackboard at the beginning of the trimester. These sessions are provided specifically for those students unable to attend their regular tutorial because of sickness, bereavement, etc.

Because of the number of students enrolled in ECON 130, and administrative problems caused by students attending tutorials other than their own, tutorial attendances will be recorded **only** at a student's allocated tutorial, or at one of the catch-up sessions for the corresponding week. You may attend tutorials other than the one you are assigned to (subject to availability of space and the consent of the relevant tutor) but **such attendances must be arranged in advance with the Tutorial Coordinator.** Lists of those who have satisfied the in-term course requirements will be posted not later than 27 May. **Please check this list!**

Tutorial Signup Instructions

Step 1: On your internet browser, go to www.blackboard.vuw.ac.nz and using your SCS user name and your student ID, log in. (6 letters of your surname and 4 of your first name).

Step 2: Choose ECON 130 from the list of subjects you are enrolled in, and click on **discussion board**. On this page is **tutorial sign-up**, click on this and you will see a list of all the tutorial times.

Step 3: Look at the days and times and rooms available, noting how many students have already signed up in the one that you are interested in.

Step 4: If there are fewer than 14 names already there, click on your choice of time. This is important. (Do NOT click on Penelope Proffitt's name or on any one else's name). You will then go to another screen, where you can sign up for a tutorial by clicking on the reply button, to the right of the screen. Blackboard requires you to enter some text, so enter XX before actually replying. DO NOT enter any other text. Blackboard knows who you are! If you have followed the instructions correctly, your name will appear on the list. Check this.

Step 5: That's it! Don't forget to note the details in your diary.

NOTE 1: If you do not see ECON 130 as one of your subjects then send an email to Penelope.proffitt@vuw.ac.nz and she will add you to Blackboard, but not sign you up for a tutorial. You must do this yourself. If you cannot access Blackboard at all, then contact the student helpdesk on level 2 of the Murphy building, NOT PP as she can do nothing about that.

NOTE 2: If you are not signed up for a tutorial by the end of Thursday 24 February, you will need to see Penelope Proffitt (in person – not by phone or email) to find a tutorial time. If you have not found a time by the time that tutorials start you will need to attend one of the catch-up times.

NOTE 3: If you sign up incorrectly, either by signing in the wrong place or by signing up after the limit of 14 is reached, your name will be removed and you will need to sign up again.

Course Objectives

The emphasis in ECON 130 is to provide graduates with a sense of economic reasoning. An understanding of “economic reasoning” is sometimes called “economic literacy”. It requires an acquaintance with fundamental economic ideas, an initial understanding of how they are developed into economic theories, and an elementary ability to relate them to issues of public policy and commercial activities. The fundamental economic ideas include such things as rationality, choice, equilibrium, exchange, individual and aggregate income, and individual and social optima. It is this set of ideas rather than the language which is significant to the long-term objective of ECON 130.

Some of these ideas are

- 1 There is no such thing as a Free Lunch
- 2 Thinking Incrementally
- 3 Markets Co-ordinate Consumption and Production
- 4 Relative Price Changes Guide Decision-making
- 5 Trade Promotes Growth

6. Markets Can Fail

It is not the words which are important, but the underlying reasoning.

To pass ECON 130, you will need an understanding of these propositions. However, they can easily become paradoxes, which provide entertainment rather than promote thinking. For example, a simplistic understanding of “there are no free lunches” is very difficult to reconcile with the emphasis in many circumstances (including much of the content of BCA subjects) on “win-win” solutions. Or, the nature of the tradeoffs which people face needs careful specification in the presence of unemployment and welfare schemes. The ideas and concepts have to be seen as pathways to understanding rather than as established conclusions whose meaning is obvious and which need only be memorised.

The learning outcomes which will demonstrate successful completion of ECON 130 are less abstract than conventional economic principles.

- When those who have completed ECON 130 read a newspaper article about the rise in price of building materials after a natural disaster, they understand that price is the mechanism by which additional materials and workers are attracted to the affected area.
- Markets are related in a global economy, and ECON 130 students will appreciate that events in one market may have spill-over effects in other markets.
- ECON 130 students will understand how markets allow individuals to choose between consuming now or consuming in a future time period.
- That people will do the best they can to maximise their welfare given the constraints they face. ECON 130 students will recognise the potential for managers to design incentive systems based on this principle.
- Students in ECON 130 will understand that strategic decision making involves the analysis of costs and benefits at the margin.
- ECON 130 students will understand that in pursuing multiple objectives, trade-offs will inevitably have to be made.
- That people and organisations pursuing their own self-interest can generate a desirable collective outcome.
- ECON 130 students will understand that laws governing the ownership and use of property are necessary for the efficient operation of markets.
- Those who have completed ECON 130 can explain why firms and economic institutions have developed as they have, in New Zealand and in the international market place.

Course Content

The lecture programme for 2005 is set out starting on page 10 below. Note that this is an approximate guide only. Each lecture stream will be taken by a different lecturer, and on any given day individual lecturers may be slightly ahead or slightly behind the suggested date in the lecture outline, depending on the emphasis and time spent on individual topics.

Readings

The **prescribed text for the course, which you are expected to purchase**, is:

BEGG: *Economics* (McGraw Hill, 7th edition 2003)

There is also an associated workbook, which is not compulsory to purchase.

BEGG: *Student Workbook*, also available at the University bookshop.

You will also need to purchase a copy of the relevant (to your stream) course-book from the Student Notes Distribution Centre on the Kelburn campus. **You MUST bring your course book to your lectures.** Each lecture stream has a different coloured course book. This represents your “ticket” for entry to the stream that you are enrolled in.

The most appropriate **Supplementary reading**, which you will find helpful but which is not required, will vary according to your particular interests, experience and aptitude but may well include

Stephen Dobson and Susan Palfreman, *Introduction to Economics* (Oxford University Press, 1999) or

Paul Heyne, *The Economic Way of Thinking* (8th edition, Science Research Associates, 1999).

Jerry Mushin, *Income, Interest Rates and Prices: An Overview of Macroeconomic Theory* (Dunmore Press, third edition 1999).

If you are in doubt about the meaning of any economic terms, we suggest that you consult D.W. Pearce (ed) *Macmillan Dictionary of Modern Economics* (1983) which is available in the Study Hall of the Library. However, do not expect too much of a dictionary - Economics deals with concepts and ideas rather than with words.

For those frightened of maths, we recommend

G. Kennedy, *Mathematics for Innumerate Economists* (Homes and Meier, 1982), especially Chapters 1-4;

Penelope Proffitt, *Maths Made Easy*, (Pearson Ed 2002)

A good guide to the recent literature on the New Zealand economy is

Paul Dalziel and Ralph Lattimore, *The New Zealand Macroeconomy* (Fifth edition, Oxford University Press, 2004) - also contains a useful guide for further reading.

See also

Stuart Birks and Srikanta Chatterjee, (ed). *The New Zealand Economy: Issues and Policies* (4th edition Dunmore Press, 2001)

Regular surveys of the New Zealand economy are produced by: The Reserve Bank of New Zealand *Bulletin* and *Annual Report*; the Organization for Economic Cooperation and Development (OECD) in its *Economic Survey of New Zealand*; and the New Zealand Institute of Economic Research in its *Quarterly Predictions*. Statistical sources for New Zealand include the *New Zealand Official Yearbook*, Statistics New Zealand's monthly *Key Statistics* and the N.Z. Institute of Economic Research *Quarterly Survey of Business Opinion*. You should be willing and able to use the Internet.

A Note on the textbook

The text and study guide includes some material at a more advanced level than we are aiming at in ECON 130. This text is also the text for ECON 140.

The parts of the text which are required for ECON 130 are shown in the Lecture and Tutorial Guides below.

Materials and Equipment

Silent non-programmable calculators may be taken into the test and examination.

Assessment Requirements

	Proportion of final grade for course	Relevant date/time
Assignments March)	20%	fortnightly by 5 p.m. Mondays (from 14
Multi-choice test	20%	Wednesday 20 April 6.30 pm, L1 - 18
Final exam [2 hours]	60%	in period 30 May until 18 June, L1 - 36

Important note: you will not be allowed to pass the course if you obtain a mark of less than 40% in the final examination.

As the trimester proceeds all relevant assessment grades will be posted on Blackboard so that you can keep track of your progress. Make sure that you check this regularly to ensure that all your relevant assessment grades are correctly recorded.

Assignments

Your assignment must be submitted by 5 p.m. on the due date (fortnightly during term time starting on 14 March) via Blackboard. Instructions follow.

Assignments will not be accepted if submitted late, unless written permission to do so has been obtained in advance. Special consideration in cases of illness, serious injury, or personal bereavement, may be given provided evidence is submitted in writing, with appropriate supporting documents, to Ms Proffitt. Exceeding the suggested word limit will usually cost you a half mark (out of a possible 4 marks). More specific information about the assignments is given under Course Documents on Blackboard.

Assignment topics

Assignment 1: (due 5pm 14 March)

1. Summarise the readings for weeks 4 and 5 of the course. Do NOT simply scan in the summary from the text. Keep your summary under a page in length. Bullet points are fine.
2. Answer any FIFTEEN tutorial questions from tutorials 1 and 2. The questions MUST be numbered in the following way.
Q1 Tut 1 q3 (for example)
Q2 Tut 2 q1 (for example)
3. List 2 websites on the material for weeks 4 and 5 (Do NOT just list the text website for instance!) Give a one sentence summary of the content of each of the web sites.

Assignment 2: (due 5pm 11 April)

1. Summarise the readings for weeks 6 and 7 of the course. Do NOT simply scan in the summary from the text. Keep your summary under a page in length. Bullet points are fine.
2. Answer any FIFTEEN tutorial questions from tutorials 3 and 4. The questions MUST be numbered in the following way.
Q1 Tut 1 q3 (for example)
Q2 Tut 2 q1 (for example)
3. List 2 websites on the material for weeks 6 and 7 (Do NOT just list the text website for instance!) Give a one sentence summary of the content of each of the web sites.

Assignment 3: (due 5pm Tuesday 26 April)

1. Summarise the readings for weeks 8 and 9 of the course. Do NOT simply scan in the summary from the text. Length as above
2. Answer any FIFTEEN tutorial questions from tutorials 5 and 6. The questions MUST be numbered in the following way.
Q1 Tut 1 q3 (for example)
Q2 Tut 2 q1 (for example)
3. List 2 websites on the material for weeks 8 and 9 (Do NOT just list the text website for instance!) as above

Assignment 4: (due 5pm 9 May)

1. Summarise the readings for weeks 10 and 11 of the course. Do NOT simply scan in the summary from the text. Length as above.
2. Answer any FIFTEEN tutorial questions from tutorials 7 and 8. The questions MUST be numbered in the following way.
Q1 Tut 1 q3 (for example)
Q2 Tut 2 q1 (for example)
3. List 2 websites on the material for weeks 10 and 11 (Do NOT just list the text website for instance!) as above.

Assignment 5: (due 5pm 23 May)

1. Summarise the readings for week 12 of the course. Do NOT simply scan in the summary from the text. Length as above.
2. Answer any FIFTEEN tutorial questions from tutorials 9 and 10. The questions MUST be numbered in the following way.
Q1 Tut 1 q3 (for example)
Q2 Tut 2 q1 (for example)
3. List 2 websites on the material for week 12 (Do NOT just list the text website for instance!) as above.

Your assignments MUST be submitted digitally - the instructions are below.

A note on the assignments

You may think it odd that we ask you to summarise the lecture material before you have been taught it. However, by forcing you to read the text and then summarise it, you are “engaging” with the material. Good pedagogical practice would suggest reading the material before lectures and again afterwards. You will understand the lecture material

more easily and with greater retention if you have been exposed to the material before you hear it in lectures. Similarly, by asking for answers to some of the tutorial questions as part of your assignment, we are encouraging you to attend the tutorials and to work through the questions appropriately. In asking for web sites, we are hoping that you will find something interesting in your search for suitable websites and will read the article or follow links to other articles.

Do not leave submission of your assignment until the last moment. Blackboard cannot handle all of you trying to log on at 4.55pm! You will then most likely be late in submitting your assignment and it will not be accepted.

Instructions for Submitting Your Assignments

If you are still unsure of the procedure after reading the following instructions, then go to http://www.blackboard.com/docs/LearningServices/Release6/Upload_Assignment_viwlet_swf.html for more help.

1. General Comments

Although it is digital, this method of submission works in much way the same as a physical assignment box.

Some care is required in using the technology correctly. This is your responsibility.

Please read and follow these instructions carefully to ensure your assessment is received and can be marked.

2. “Where can I find the Assignment?”

It is located under the Course Document section in Blackboard. It is also included in this Course Outline. However, to submit your assignment, you must use the Blackboard version.

3. To complete the Assignment.

Once you are in the Assignments screen, click the “VIEW/COMPLETE” link, first to review the Assignment, and then later, to submit the assignment. This action will take you to another screen, that contains instructions for you, as well as the attached assignment file, that you will need to read as part of the assignment.

4. File format.

You must submit your assignment in WORD format.

We are not able to ACCEPT OR MARK ASSIGNMENTS prepared in any other format.

5. Naming the assignment file.

The file should be named **ONLY** with **YOUR** student ID number and the assessment number. Do not leave spaces between characters and **PLEASE DO NOT ADD YOUR NAME OR CALL THE FILE ANYTHING ELSE**. Look at the following examples:

Correct way of naming file: 300000000_A1 (with your own ID number)

Wrong way of naming file: Joe Assign 1 ID 30000000

Wrong way of naming file : My cool answer to assignment 3

6. To submit the assignment

After completing the assignment, click on the “View/Complete” button again to upload your work and send comments to the marker. If you don’t want to say anything, you will still have to type something, so just type X. You will be prompted to Browse your computer, to find your file. Make sure you click on the correct assignment - be careful that you do not submit assignment 1 for example, when you mean to submit assignment 2.

Once you are sure you have selected the right file to be sent and that you have used the correct title name, click the **SUBMIT** button.

7. “Who is the person in charge of collecting the weekly assignments?”

Penelope Proffitt is the person in charge of collecting the assignments, not your tutors. Contact her (details above) if you experience any difficulties.

8. “Can I submit my assignment more than once?”

While we would definitely prefer you to submit your assignment ONCE, you can send another version of the same assignment if you realize that you have sent the wrong one for example. When we access these multiple files, they will all appear with one another.

9. Implications for not following these instructions.

Students, who do not follow these instructions correctly, will **not** have their assignments marked.

Mandatory Course Requirements

In order to be allowed to sit ECON 130 you must satisfy all mandatory course requirements set out below. Failure to do so means that you will receive an ungraded Fail for the course, whether or not you choose to sit the final examination.

To meet the ECON 130 mandatory course requirements you require **either** a mark of 50% in the Multi-Choice Test **or** pass four out of five of the assignments to be submitted during the course. This means that you will need to achieve a mark of at least 8 out of a possible 16 from four assignments. **Do not expect an exemption from the requirement on the basis of any illness lasting three weeks or less.** Do not take chances by missing assignments unnecessarily - you may later become ill or be otherwise forced to miss some assignments, and then find that you have not accumulated enough marks.

As the course proceeds, regularly updated records of your marks will be posted on Blackboard so that you can keep track of your situation. **It is your responsibility to notify Penelope Proffitt immediately of any inaccuracies in this record. At the end of the trimester when satisfaction of requirements is being decided, the list as posted on Blackboard will be treated as the final and definitive record unless errors have been notified during the course.** To find your grade, go to Blackboard, go to Tools and then My Grades.

Communication of Additional Information

You will receive additional information via Blackboard. Some information will be emailed to you via your SCS email address, so you will need to check this regularly, (this is your University email address).

LECTURES

Note that this is a broad outline only. It is sufficient to enable students to read ahead of lectures and put themselves in a position to benefit from lectures. However, individual lecturers may sometimes deviate from the order given here. The page references are from Begg, "Economics" 7th edition

Lecture outline ECON 130 2005

L 1 and 2	Economics and the Economy <ul style="list-style-type: none">- economic issues- scarcity- the role of the market- positive and normative statements- microeconomics and macroeconomics	pp 3-12
L 3 and 4	Tools of Economic Analysis <ul style="list-style-type: none">- data- index numbers- nominal and real variables- measuring changes in economic variables- economic models- models and data- diagrams, lines and equations- ceteris paribus- economic theories- criticisms of economics and economists	pp14-24
L 5 and 6	Demand, supply and the market <ul style="list-style-type: none">- the market- demand, supply and equilibrium- demand and supply curves- behind the demand curve- shifts in the demand curve- behind the supply curve- shifts in the supply curve	pp26-32
L7	<ul style="list-style-type: none">- free markets and price controls- what, how and for whom- market demand curve Elasticities of demand and supply <ul style="list-style-type: none">- price responsiveness of demand- price, quantity demanded and total expenditure	pp32-46 p 67

L8	<ul style="list-style-type: none"> - examples of demand elasticity - short-run and long-run - cross-price elasticity of demand - effect of income on demand - inflation and demand - elasticity of supply - who really pays the tax? 	pp46-52
L9 and 10	<p>Introducing supply decisions</p> <ul style="list-style-type: none"> - business organisation - a firm's accounts - firms and profit maximisation - the firm's supply decision - marginal cost and marginal revenue - marginal cost and marginal revenue curves 	pp73-84, excl p78
L11, 12 and 13	<p>Costs and Supply</p> <ul style="list-style-type: none"> - input and output - costs and the choice of technique - long-run, total, marginal and average costs - returns to scale - average cost and marginal cost - the firm's long-run output decision - short-run costs and diminishing marginal returns - a firm's output decision in the short run - short-run and long-run costs 	pp86-99
L14, 15 and 16	<p>Perfect competition and pure monopoly</p> <ul style="list-style-type: none"> - perfect competition - perfectly competitive firm's supply decision - industry supply curves - comparative statics for a competitive industry - pure monopoly - profit-maximising for a monopolist - output and price under monopoly and competition - a monopoly has no supply curve 	pp101-115
L17	<p>Market structure and Imperfect competition</p> <ul style="list-style-type: none"> - why market structures differ - monopolistic competition - oligopoly and interdependence but not concentration ratios 	pp119-126
L18	<p>Externalities</p> <ul style="list-style-type: none"> - market failure - externalities 	pp218-222
L19 and 20	<p>Introduction to macroeconomics</p> <ul style="list-style-type: none"> - the big issues 	pp273-285

- NZ economic facts
- An overview of the economy
- National Income accounting
- What GDP measures

L21 and 22	Output and aggregate demand	pp287-297
	<ul style="list-style-type: none"> - components of aggregate demand - aggregate demand - planned spending and actual output - planned saving and planned investment - a fall in aggregate demand - the multiplier - the paradox of thrift. 	
L23 and 24	Fiscal policy and foreign trade	pp299-310
	<ul style="list-style-type: none"> - Government and the circular flow - The government and aggregate demand - The government budget - Budget deficits - Automatic stabilisers and discretionary fiscal policy - The national debt and the deficit - Foreign trade and income determination 	
L25 and 26	Money and banking	pp313-324
	<ul style="list-style-type: none"> - money and its functions - how banks create money - the monetary base and the money multiplier - measures of money - competition between banks - the demand for money 	
L27 and 28	Interest rates and monetary control	
	<ul style="list-style-type: none"> - The Reserve bank of NZ - OCR and monetary control - Other possible ways to control the money supply - Equilibrium in financial markets 	pp327-8 p329
L29 and 30	Inflation, expectations and credibility	pp366-378
	<ul style="list-style-type: none"> - Money and inflation - Inflation and interest rates - Inflation, money and deficits - Inflation, unemployment and output - Costs of inflation 	
L31 and 32	Unemployment	pp384-395
	<ul style="list-style-type: none"> - the labour market - types of unemployment - changes in unemployment 	

- cyclical fluctuations in unemployment
- the cost of unemployment

L33 Exchange rates and the Balance of Payments pp397-405

- foreign exchange market
- exchange rate regime
- Balance of Payments
- The Real Exchange Rate
- Determinants of the current account
- The capital account

L34, 35 and 36 International trade pp461-476

- Trade patterns
- Comparative advantage
- Intra-industry trade
- Gains and losses from trade
- Economies of tariffs
- Arguments for and against tariffs
- Other trade policies

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

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

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is 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. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

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