

Victoria Management School

HRIR 302: Managing Employment Agreements

Trimester One 2009

COURSE OUTLINE

Contact Details

COURSE COORDINATOR & LECTURER

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ADMINISTRATOR

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TUTORIAL COORDINATOR

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Class Times and Room Numbers

Lectures: (Begin the week of March 2nd)

Monday: 10:30 – 12:20 (GB LT 4)

Thursday: 10:30 – 11:20 (GB LT 4)

Tutorials: (Begin the week of March 30th)

TBA

This course has a 6-hour contract negotiation workshop, scheduled for Saturday, 4 April 2009.

This course has a 3-hour final examination. The examination period is from 12 June - 1 July 2009.

Introduction

Human Resource Management and Industrial Relations (HRIR) is a multidisciplinary area that investigates all aspects of employment relations in the public and private sector. Modern organisations increasingly regard staff as their most valuable asset and chief source of competitive advantage. Consequently, they attach great importance to how they manage people. Successful management of employment relations is vital if employees are to be motivated and organisations are to be successful. Managing employment agreements is a key aspect of the management of employment relations.

Programme and Course-related Learning Objectives

This course comprises a study of New Zealand's system of employment relations, examining topical themes as well as historical developments. It provides advanced study for persons seeking a career in human resource management or industrial relations or proceeding to honours level. Material covered in this course includes negotiating employment agreements, processing personal grievances and disputes, and critical analysis of issues of contemporary relevance to employment in New Zealand.

Overall Course Objectives

The course has three principal aims:

- to provide an understanding of the ways in which the processes of employment relations are conducted in New Zealand;
- to explore the practical aspects of negotiation and operating under employment agreements in unionised and non-unionised organisations; and
- to place employment relations in its wider legal, economic, and political environments.

Course-related Student Learning Objectives

On successful completion of the course, students should be able:

- demonstrate an applicable understanding of the major theoretical frameworks and concepts relevant to the study of employment relations; (*assessed by essay, case analysis, debate & examination*)
- apply such frameworks to describe and critically evaluate employment relations practices in the New Zealand context; (*assessed by essay, case analysis, & examination*)and
- present a reasoned assessment and analysis of changes in the management of employment relationships (*assessed by essay, case analysis & examination*).

Expected Workload

Students can expect the workload to be approximately 16 hours per week, including both scheduled contact time (i.e., lectures and tutorials) and outside class. Students will note that required readings amount to an average of approximately fifty (50) pages per week. Also note that the amount of assigned reading diminishes considerably as the trimester draws to a close.

Group Work

While the course has a tradition of study group collaboration, there are important elements in the assessment process that are strictly individual. Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question. Please do not work together to formulate a response and do not loan out your completed assignments. You will be expected and encouraged to work in groups on in-term cases and assignments; however reports must be individual submissions.

Tutorial Signup Instructions

Requirements to use this programme:

- You must be enrolled in HRIR 302.
- You will need your SCS username and password.
- You will only be allowed to enrol in ONE tutorial session for HRIR 302.
- You must always attend the tutorial sessions that you have signed up for. If you attend a different session, your attendance will not be recorded.

Go to the signup website at: <https://signups.vuw.ac.nz> and enter your SCS username and password to log into the system.

The “Signup Home” page opens. It displays all courses you are enrolled for and that use the new signup system. Click on HRIR 302.

HRIR 302 course page opens. It will show the course contact, brief detail of the signup requirements including last date to enrol, and the schedule of tutorials. A “key” is provided at the bottom of the page that explains all buttons and what they do.

The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial session.

If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enroll yourself into that tutorial session.

If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button. You can click this button to join the waitlist for that tutorial session. You will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. An email will be sent to you if you’re enrolled into the session from a waitlist.

You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for one (1) other preferred session.

You can choose to “WITHDRAW” from a session you are already enrolled in as long as you are NOT ON a waitlist. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.

A “FULL” button indicates all seats and waitlists are full for that tutorial session. You must choose another.

More details on the various buttons in available in the “Key” section at the bottom of the signup page.

You can only “ENROL” in ONE tutorial session and “JOIN ONE (1) WAITLIST” for other tutorial sessions.

You will be able to login and signup (or change your signup) anytime between midnight, 2nd March 2009, and the last date: 23:59 (11:59pm), 26th March 2009. You will NOT be able to signup or change your choice after the last date—23:59, 26th March 2009. Any changes will be made by the tutorial coordinator on a case by case review of your ‘exceptional circumstance’.

You can view/confirm details of the sessions that you are enrolled and waitlisted for by clicking on “My Signups” on the left hand menu.

Click on “Support” on the left hand menu if you are having problems.

This online signup system is available round the clock over the internet. Please make use of it to sign up for a HRIR 302 tutorial by 23:59, the 26th March 2009. Any requests after this date any will need to be manually handled by the Tutorial Coordinator and you will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as a medical certificate etc. Please note that the tutorial coordinator will only put you into a particular tutorial session in ‘exceptional circumstances’ and there is **NO GUARANTEE** that you will get your requested tutorial time.

HRIR 302 tutorials start the 5th week of the trimester. As there is a maximum of 13 students per tutorial class you are encouraged to sign up early. Placement into a tutorial will be strictly on a first-come-first-served basis. Confirmation of your tutorial group will be posted on Blackboard and on the HRIR notice board on the Mezzanine Floor of Rutherford House (Pipitea Campus) by 17:00 (5:00pm), 27th March 2009. If you have any serious problems about the allocations see The Tutorial Coordinator in the RH office ASAP.

Readings

Students are also expected to have and use their own copy of the *Employment Relations Act 2000*, copies of which are available at the Victoria University Book Centre on the Kelburn Campus and at the Old Government Buildings across Bunny Street from Rutherford House. The *Employment Relations Act (ERA) 2000*, along with other relevant New Zealand legislation, is also available on the Internet at <http://rangi.knowledge-basket.co.nz/gpacts/actlists.html>.

A volume of course readings (“Student Notes”) will be issued to students at the first lecture on Monday, March 2nd. After that time, the readings may be collected from the 10th Floor Reception (Room 1022) in Rutherford House. To receive the readings, students will need to provide their VUW Student ID.

Schedules of lectures and assigned readings follow.

HRIR 302 Lecture & Tutorial Schedule—1st Trimester 2009

Week of	Lecture Topics & Additional Materials
02 March 2009	Course Introduction and Overview Labour Market Deregulation in New Zealand
09 March 2009	Employment as a Contractual Relationship
16 March 2009	Employment Institutions in New Zealand
23 March 2009	The Process of Collective Bargaining Bargaining Structure & Outcomes Assignment of Bargaining Teams
30 March 2009	Freedom of Association & Trade Unions Tutorial—Video: “The Negotiator” (51 minutes)
Essay Assignment Due Friday 03 April 2009 no later than 4.30pm	
Saturday 04 April 2009—Workshop: Employment Contract Negotiation Exercise	
06 April 2009	Strikes & Lockouts
13 April – 27 April 2009—Mid-trimester Break	
27 April 2009	Personal Grievances & Rights Disputes Tutorial—Cases: “Forbidden Nuptials” & “Gross Safety Violation” Video: “All in Good Faith” (22 minutes)
04 May 2009	The Individual Employment Relationship Non-Standard and Contingent Employment Tutorial—Case: “How Much Bereavement Leave Pay” Video: “On the Level” (25 minutes)
11 May 2009	Human Rights & Equity in Employment
18 May 2009	Discipline & Dismissal
25 May 2009	Redundancy & Restructuring
PG/Dispute Case Assignment Due Friday 29 May 2009 no later than 4.30pm	
Monday 01 June 2009—Queen’s Birthday—No lecture	
01 June 2009	Course Review
Final Examination—12th June – 1st July 2009	

HRIR 302 Assigned Readings—1st Trimester 2009

*Denotes reading that, for copyright reasons, cannot be reproduced in the Student Notes. The article can be viewed and downloaded from ABI/Inform.

Course Introduction & Overview

A.J. Geare, “New Zealand Industrial Law,” in Dennis R. Nolan (ed.), *The Australasian Labour Law Reforms: Australia and New Zealand at the End of the Twentieth Century* (Leichhardt, NSW: Federation Press, 1998), pp. 29-51.

Labour Market Deregulation in New Zealand

Jane Kelsey, "Labour Market Deregulation," *The New Zealand Experiment: A World Model for Structural Adjustment?*, 1st Revised Edition (Auckland, New Zealand: Auckland University Press, 1997), pp. 173-206.

Peter Boxall, "Evaluating Continuity and Change in the Employment Relations Act 2000," *New Zealand Journal of Industrial Relations* Vol. 26, No. 1 (February 2001):27-44.

Philip S. Morrison, "Deregulation of the New Zealand Labour Market," *GeoJournal* Vol. 59, No. 2 (2003):127-136.

Employment as a Contractual Relationship

Penelope Brook, "A Contractual Approach to Labour Market Regulation," in *Freedom at Work: The Case for Reforming Labour Law in New Zealand* (Auckland: University of Auckland Press, 1990), pp. 94-128.

Employment Institutions in New Zealand

* Alastair Dumbleton, "The Employment Relations Authority Gets Under Way," *New Zealand Journal of Industrial Relations* Vol. 26, No. 1 (February 2001):119-130.

Andrew Annakin, "The Problem Resolution Framework Under the Employment Relations Act 2000," Paper presented at the Tenth Labour, Employment and Work Conference (Wellington, Victoria University of Wellington 21-22 November 2002).

* John Hughes, "The Employment Court after the Industrial Relations Package," *New Zealand Journal of Industrial Relation* Vol. 24, No. 1 (February 1999):21-45.

Charles Chauvel, "On Why the Employment Court Should Be Abolished," *Employment Law Bulletin* (September 2002):89-91.

The Process of Collective Bargaining

A.J. Geare, "Bargaining," in *Industrial Relations: A General Introduction and the New Zealand System*, 3rd Revised Edition (Dunedin, New Zealand: Foundation for Industrial Relations, Research and Education NZ, 1995), pp. 161-202.

Bargaining Structure & Outcomes

John Hughes, "Good Faith Bargaining Under the Employment Relations Act: The Original Scheme," in Erling Rasmussen (Editor), *Employment Relationships: New Zealand's Employment Relations Act* (Auckland: Auckland University Press, 2004), pp. 77-97.

Freedom of Association & Trade Unions

Pat Walsh and Raymond Harbridge, "Re-regulation of Bargaining in New Zealand: The Employment Relations Act 2000," *Australian Bulletin of Labour* Vol. 27, No. 1 (March 2001):43-60.

Rae Cooper and Robyn May, "Union Revitalisation in Australia and New Zealand, 1995-2005," *New Zealand Journal of Employment Relations* Vol. 30, No. 3 (October 2005): 51-67.

Paul Roth, "International Labour Organisation Conventions 87 and 98 and the Employment Relations Act" *New Zealand Journal of Industrial Relations* Vol. 26, No. 2 (June 2001):145-69.

Charles W. Baird, "Back Toward Serfdom in New Zealand," *The Freeman*, (April 2004):47-48.

Alexander John Murrie, Barry Foster, and Glyn Jeffrey, "We Are Independent: The Role of Employers in the Formation of New Unions Under the Employment Relations Act 2000," Paper presented at the

Twelfth Conference on Labour, Employment and Work (Wellington, Victoria University of Wellington 15-16 November 2006).

Strikes & Lockouts

Andrew Wilson, "But What Does It Mean?," *New Zealand Management* Vol. 48, No. 2 (March 2001):55.

Len Perry, "Labour Market Reforms and Lockouts in New Zealand," *Australian Bulletin of Labour* Vol. 32, No. 4 (2006):401-420.

Chris Briggs, "Strikes and Lockouts in the Antipodes: Neo-Liberal Convergence in Australia and New Zealand," *New Zealand Journal of Employment Relations* Vol. 30, No. 3 (October 2005):21-35.

Personal Grievances & Rights Disputes

John Hughes, "Personal Grievances," in Raymond Harbridge (Editor), *Employment Contracts: New Zealand Experiences* (Wellington, New Zealand: Victoria University Press, 1993), pp. 89-133.

Gordon Anderson, "The Personal Grievance Provisions," *Employment Law Bulletin* (April 2000):63-64.

The Individual Employment Relationship

* Gordon Anderson, "The Individual and the Employment Relations Act," *New Zealand Journal of Industrial Relations* Vol. 26, No. 1 (February 2001):103-118.

John Hughes, "Good Faith Bargaining and Individual Employment Agreements," *Employment Law Bulletin* No. 8 (2004):95-101.

Non-Standard and Contingent Employment

Paul Spoonley, "Is Non-Standard Work Becoming Standard? Trends and Issues," *New Zealand Journal of Employment Relations* Vol. 29, No. 3 (October 2004):3-24.

Iain Campbell and Peter Brosnan, "Relative Advantages: Casual Employment and Casualisation in Australia and New Zealand," *New Zealand Journal of Employment Relations* Vol. 30, No. 3 (October 2005):1-14.

David Guest, "Employment Contracts, the Psychological Contract and Employee Outcomes: An Analysis and Review of the Evidence," *Management Centre Research Paper 19* (London: King's College), June 2003, pp. 1-32.

Pam Nuttall and Felicity Reid, "Employee or Independent Contractor? Comments on: Three Foot Six Limited v Bryson (CA 246/03, 12 November 2004)," *New Zealand Journal of Employment Relations* Vol. 30, No 1 (February 2005):87-92.

Human Rights & Equity in Employment

Maria Humphries and Shayne Grice, "Equal Employment Opportunity and the Management of Diversity," in Peter Boxall (Editor), *The Challenge of Human Resource Management: Directions and Debates in New Zealand* (Auckland, New Zealand: Longman Paul Ltd., 1995), pp. 205-230.

Julie Kemp, "The Human Rights Act in the Workplace," *New Zealand Law Journal* (April 1997):133-136.

John Hughes, "Editorial: Challenging Discrimination," *Employment Law Bulletin* (October 2006):125-127

Peter Kiely, "Discrimination and Human Rights: An Overview of Remedies," *New Zealand Journal of Industrial Relations* Vol. 18, No. 3 (1993):362-375.

Discipline & Dismissal

Louise Freyer, “Unjustifiable Dismissal: Procedural Fairness and the Employer,” *New Zealand Journal of Industrial Relations* Vol. 22, No. 2 (August 1997):143-156.

Sean Woodward, “The Effect of Employee Conduct on Personal Grievance Remedies,” *New Zealand Journal of Industrial Relations* Vol. 20, No. 2 (August 1995):183-193.

John Hughes, “The Evolving Law of Operational Suspension,” *New Zealand Journal of Industrial Relations* Vol. 28, No. 3 (October 2003):290-313.

Alan Knowsley, “Employers’ Guide to the Disciplinary Process,” *New Zealand Business* (April 2005):8.

Redundancy & Restructuring

A.J. Geare, “Full Circle? The Continuing Saga of Redundancy Legislation,” *New Zealand Journal of Industrial Relations* Vol. 24, No. 1 (February 1999):75-82.

Raymond Harbridge and Aaron Crawford, “Redundancy: The Rise and Rise of Judicial Activism,” *Proceedings of the 13th Association of Industrial Relations Academics of Australia and New Zealand Conference*, Volume 1 (Adelaide, South Australia, Australia, 4-6 February 1999), pp. 47-56.

Christopher Hogg, “Reversal of ‘Fortune’,” *Employment Today* (June 1998):23-25.

Peter Kiely, “Redundancy and Good Faith,” *The Employment Agreement* (May 2001):7-8.

Jim Roberts, “Process is Power,” *Employment Today* (October/November 2002):34.

Assessment requirements

Assessment for this course consists of three items—an essay and a personal grievance/rights dispute case, each worth 30% of the total assessment, and an examination, which is worth 40% of the total assessment and will take place during the examination period following the end of the trimester. Although no marks are allocated for this, **regular attendance in lectures and tutorials and, in particular, during the contract negotiation exercise is required of all students.**

Assignment	Title	% of Marks Available	Due Date
1	Essay	30	03 April 2009
2	PG/Rights Dispute Case	30	29 May 2009
3	Examination	40	12 June–01 July 09
	TOTAL	100	

Essay assignment

Value: 30% of the final grade

Length: Around 3,500 words (give or take 10%)

Topic: Shortly after New Zealand’s general election late last year, the Government introduced the *Employment Relations Amendment Bill* to Parliament under urgency. ‘Urgency’ meant the bill bypassed the parliamentary select committee process, during which the public could have made submissions and changes could have been made to the bill.

This legislation amends the *Employment Relations Act 2000* to implement Government policy on trial employment periods for new employees of businesses with fewer than twenty employees. Specifically, under this legislation, which was enacted by Parliament on December 12th and came into effect on into effect on March 1st of this year, workers in small businesses in New Zealand can be dismissed without written notice within 90 days of starting their jobs.

Minister of Labour Kate Wilkinson said the Government was open to extending coverage of the legislation to all employers, irrespective of size. A nine-page explanatory note attached to the bill stipulated: "Extending the (90-day trial period) initiative to all employers would have a positive effect on labour market efficiency. Consideration could be given to evaluating the outcomes of this legislative change with a view to extending it to cover all employers in future."

What do you think? Should (all, some, or no) employers (in New Zealand or elsewhere) have the right to hire new workers on a probationary basis without the threat of having to defend against an unjust dismissal claim should they decide to discontinue that employment relationship prior to at the end of that trial period? Why or why not? What are the tradeoffs of such a policy? Discuss and support your arguments with evidence derived from your researching of this topic.

Handing in assignments

Completed HRIR 302 assignments (i.e., both essay and case assignments) are to be submitted no later than 4.30pm (NZ time) on the due date **to the HRIR 302 Box (#14)** on the Mezzanine Floor of Rutherford House **in hard copy**. Essay assignments (i.e., not case assignments) must also be submitted **electronically through BlackBoard** within 48 hours of the due date and time.

Submitted essay assignments will be automatically checked for academic integrity by the electronic search engine www.turnitin.com. Turnitin is an online plagiarism prevention tool, which identifies material that may have been copied from other sources including the internet, books, journals, periodicals or other students. Turnitin is used to assist your lecturer in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism.

The decision about whether any copying is plagiarism will be made in the first instance by the lecturer based on the information supplied by Turnitin. Students are strongly advised to check with their lecturer if uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, access to the full text of submissions will not be made available to any third party.

All completed assignments must have a cover sheet. The cover sheet is in Annex A of this course outline. Students must also keep an electronic copy of their work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where your work goes astray.

Mandatory Course Requirements

To meet Mandatory Course Requirements, students are required to:

- a. attend the Saturday collective bargaining workshop;
- b. submit a hardcopy of the two graded assignments no later than 7 days after the due date;
- c. submit an electronic copy of the one essay assignment through BlackBoard no later than 7 days after the due date; and
- d. To obtain at least 40 per cent (i.e. 16 marks out of 40) of the final examination marks available. .

Students who fail to satisfy the mandatory requirements for this course but who obtain 50% or more overall, will be awarded a "K" grade.

Standard fail grades (D or E) will be awarded when the student's overall course mark falls below the minimum pass mark, whether or not the mandatory course requirements have been satisfied.

Notice of Failure to meet Mandatory Course Requirements will be posted on Blackboard or on the Mezzanine Floor Notice-board.

Penalties- for Lateness & Excessive Length of Assignments

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 5 percent of the marks available** for an assignment submitted after the due time on the due date **for each part day or day late. Saturdays, Sundays and public holidays** will be included when counting the number of days late. Assignments

received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Requirements**.

- (ii) Course Outlines provide a signal to student of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.

- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the Tutorial Coordinator, providing documentary evidence of the reasons of their circumstances.

All such applications must be made **before** the deadline and be accompanied by documentary evidence, eg a medical certificate, or counsellor's report that indicates the degree of impairment, and for how long the student has been impaired. Please be sure to ask at the time of consultation for the degree of impairment to be stated in any certificate you provide to support your case.

- (iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement), that precludes an application in advance, students should make contact with the Tutorial Coordinator as soon as possible, and make application for waiver of a penalty as soon as practicable.

- (v) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic. For example the penalty will be proportional to the percentage over the limit - **X% of the grade for an assignment which is X% over the word limit**.

Grading Guidelines

The following broad indicative characterisations of grade will apply in grading assignments and the exam:

A+	excellent performance in all respects at this level
A	excellent performance in almost all respects at this level
A-	excellent performance in many respects at this level
B+	very good, some aspects excellent
B, B-	good but not excellent performance at this level
C+, C	work satisfactory overall but inadequate in some respects
D	poor performance overall, some aspects adequate
E	well below the required standard
K	failure to achieve mandatory course requirements and have achieved at least an average "C" over all the assessment. Note this is a failing grade.

Students who fail to satisfy the mandatory requirements for this course but who obtain 50% or more overall, will be awarded a "K" grade.

Standard fail grades (D or E) will be awarded when the student's overall course mark falls below the minimum pass mark, whether or not the mandatory course requirements have been satisfied.

Notice of Failure to meet Mandatory Course Requirements will be posted on Blackboard or on the Mezzanine Floor Notice-board.

Referencing

There are many different styles of referencing and the Faculty of Commerce & Administration at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library website at <http://www.vuw.ac.nz/library/research/reference/referencingguides.aspx>.

Policy on Remarking

Every attempt is made to ensure that the marking is consistent and fair to students. Students may ask for their written work to be remarked. A different academic staff member will do the remarking and provide comments. The original marking sheet is removed to ensure the process is independent. If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken. Experience from previous years is that almost all remarks are within 10% and where there is a change in mark, half the assignments go up and half go down. Occasionally there is a significant shift in the mark.

Application for remarks must be made within 5 days after the marks are available. To apply for a remark, complete the request for re-examination of assessed work form (Annex B) stating which sections (criteria listed in the mark sheet) you wish re-examined. Write on why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment at Reception Level 10. Allow for up to 5 days for remarks to be completed.

Communication

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials.

Email Contact

Students wishing to contact staff by email should adhere to the following instructions:

Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email, e.g., *HRIR 302_Smith_Pauline_3000223344_Ass1 Query*

All students must use their VUW SCS email account and ID. Otherwise, email will be classified as Spam and will be dumped without being read. All emails with attachments will be dumped, unless requested by staff.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :

- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Academic Integrity and Plagiarism

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

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

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

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

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.

ANNEX A

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Victoria Management School

HRIR 302 Individual Assignment Cover Sheet

Name: _____ Student ID: _____

Course Coordinator's Name: _____

Date Due: _____

Date Submitted: _____

*I have read and understood the university policy on Academic Integrity and Plagiarism.
I declare this assignment is free from plagiarism.*

Signed: _____

Extension of the due date (*if applicable*)

Please attach a copy of the note authorising your extension.

Date extension applied for: _____

Extension granted until: _____

Extension granted by: _____

ANNEX B

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Victoria Management School

HRIR 302

Request for re-examination of assessed work

	Assessment affected <i>e.g. Individual Assignment, In-class Test</i>
Student ID	Name <i>As it appears in your enrolment</i>
Contact Details	Phone _____ Email _____

Specify which section (criteria specified in the mark sheet) you wish to be re-examined

Note: requests to re-examine "all" criteria will not be considered.

Clearly state why you believe each of these sections should be re-examined:

Note: "I think it is worth more," is insufficient.

In requesting a re-examination of my submitted work, I understand that the result may be an increase OR decrease in the mark obtained.

.....
Signature

.....
Date