

School of Government

PUBL 207
ENVIRONMENTAL POLICY

Trimester Two 2009

Course Outline

Names and Contact Details

Course Coordinator: Cath Wallace
Room: Rutherford House Level 8, Room 826 (Mon, Thurs, Fri)
Cotton 224 (Tues, Wed)
Phone: 04 463-5713 Rutherford
04 463-6115 Cotton (no messages)
Email: Cath.Wallace@vuw.ac.nz

Administrator: Mara Robertson
Room: Rutherford House Level 8, Room 821
Phone: 04 463-6599
Email: Mara.Robertson@vuw.ac.nz

Note: Always include “PUBL 207” at the beginning of the subject line as well as your subject descriptor when emailing.

Class Times and Room Numbers

Lecture Timetable:	Tuesday	2.10 – 4.00pm	HULT119
	Wednesday	2.10 – 3.00pm	HULT119

Tutorials: 3 of the following times, depending on timetables:

Tuesday	4.10 – 5.00pm	KK106	Kelburn Campus
Wednesday	9.00 – 9.50am	EA012	Kelburn Campus
Wednesday	4.10 – 5.00pm	KK105	Kelburn campus
Thursday	3.40 – 4.30pm	RWW220	Pipitea Campus

(Subject to change and to numbers). Allocations of students will be done in class.
Tutorials will begin in week 2 of the trimester.

A comprehensive Lecture Outline with readings for each class, and Essay and Tutorial topics will be issued separately.

Trimester Dates

Teaching Period: Monday 13 July to Friday 16 October 2009

End of Year Study Period: Monday 19 October to Monday 26 October 2009

Examination Period: Tuesday 27 October to Saturday 14 November 2009 (inclusive)

Note: Students who enrol in courses with examinations should be able to attend an examination at the University at any time during the formal examination period.

Withdrawal Dates

Information available at:

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Office Hours and Contacts – Further Details

Because I do not have my main office on the Kelburn campus, I will often, but not quite always, keep office hours during term time in Cotton 224 on Wednesdays 10.30 – 11.30am and at Rutherford House on Thursdays 4.30 – 5.30pm.

You are welcome to make separate arrangements with me for other times to meet outside of office hours but I will generally NOT be available in the two hours before a class. Please don't hesitate to get in touch with me at any other stage. I am here to help you. In particular, please let me know if you are having difficulties and ask for one-on-one help.

I have the telephone number 463-6115 in Cotton 224, but it is a shared office so it is more reliable if you leave messages for me at 463-5713.

Course Aims and Objectives

An introduction to the analysis of environment and natural resources problems and policy which draws on the interface between the natural sciences, economics, law, ethics and politics.

The state of the environment globally and nationally is canvassed. The fundamentals of ecology and sustainability and the nature of services from the environment and natural resources are described and analysed.

The limits to growth and the sustainability debates are considered.

The economic, legal, and philosophical foundations for environmental policy are explored. The course covers policy making actors, paradigms and processes; policy instruments and issues.

Case studies are referred to throughout the course for tutorial and other discussions. The course concludes with further consideration of case studies. The analysis presented is provided in the context of renewable and non-renewable resources, pollution and pollution abatement problems and decisions about the environment and environmental services made under uncertainty and across time.

Course Learning Objectives

Students passing this 200 level course should emerge with a tool kit of theory that enables them to understand some of the underpinning drivers of human behaviour as it impacts on the environment; to think critically and creatively about environmental problems, institutions and solutions; to show competence in analysis and communication about these; and to be able to give coherent presentations.

	Course Objectives: By the end of this course, students should be able to:	Assignments that test these: Tutorial assignments on all plus:	Major Attributes
1	Appraise different disciplinary contributions to the understanding of drivers of environmental problems, human behaviour and the development, implementation and evaluation of environmental policy.	Essay, Exam	MA 3, MA 5
2	Analyse some of the key debates surrounding environmental policy including the debates surrounding the limits to growth, sustainable development, anthropocentrism and ecocentrism, roles of the state and non-state actors, human motivation and institutions, and criteria and choices for tackling environmental problems.	Essay Exam	MA 4
3	Analyse the ethical underpinnings of positions that people take in environmental conflicts and policy debates and explain how the elements of traditional Maori cosmogonies of the environment may shape Maori attitudes to environmental policy.	Exam, Essay	MA 12
4	Apply relevant economics and public policy and other theory to analyse drivers of over-harvesting, pollution, and other environmental harms, and the choices of policy instruments and institutions by the state to address those.	Test, Exam	MA 3, MA 5
5	Explain the basics of policy processes, the policy 'cycle' and stages in policy development, analysis and implementation both at a national and a multilateral level.	Test, Exam	MA 4
6	Analyse a range of policy instrument options and criteria that might be used in the selection of policies and policy instruments to tackle environmental problems and to then select those appropriate for particular problems with commentary on the strengths and weaknesses of each.	Test, Exam	MA 5, MA 11
7	Design creative methods for tackling and communicating environmental issues and their solutions.	Exam	MA 9
8	Analyse a variety of situations in New Zealand and international environmental management, identifying the relevant institutions and law.	Essay, Test, Exam	MA 7
9	Critique processes for public participation and decision making in environmental management.	Exam	MA 5
10	Display scholarship, in both writing and discussion, combining theory and empiricism in well-reasoned arguments with sources documented and assertions justified.	Essay and Exam	MA 10

Major Attributes: PUBL majors will be able to	
MA1	Judge the defining features of good policy analysis and advice and appraise how they are best produced
MA2	Demonstrate an understanding of the influence of political ideas and philosophies, and of constitutional and political institutions on public policy
MA3	Demonstrate an understanding of the contribution of quantitative and qualitative methods in policy analysis
MA4	Identify the nature and respective roles of state and civil society in the development, implementation and evaluation of public policy, and demonstrate an understanding of the distinction between government and governance
MA5	Appraise different disciplinary contributions to the development, implementation and evaluation of public policy
MA6	Judge the relevance and importance of evidence in policymaking
MA7	Apply the comparative method to policy analysis, and identify insights that might be drawn from other policy jurisdictions
MA8	Judge and articulate the relevant criteria that might be used in assessing the advantages and disadvantages of particular policy options
MA9	Analyse complex policy issues from multiple perspectives and identify opportunities for innovation
MA10	Express ideas succinctly and persuasively both in written form and orally
MA11	Construct and articulate rationales for public policy intervention
MA12	Demonstrate an understanding of the significance of ethics and accountability in the study and practice of public policy
MA13	Interpret the significance of the Treaty of Waitangi (Te Tiriti o Waitangi) in the study and practice of public policy in New Zealand

Assessment Details, Deadlines, Requirements

Essay 1: 25% Date due: Thursday 20 August, 4.00pm

Test: 25% Date: Wednesday 23 September, 2.05pm sharp, HULT119

Final 3 hour exam: 50% Time and date to be advised

The final examination for this course will be scheduled at some time during the period from Tuesday 27 October to Saturday 14 November 2009. It will be closed book, no calculators.

The course grade is determined by the weighting of the final examination (50%) and in-term assessment (50%).

The learning objectives to be covered by each assessment item are outlined above on page 3.

Test

The terms test will be on **Wednesday 23 September** during the normal class at **2.05pm sharp in HU119**. It will be 50 minutes in length and will consist of some short questions and some longer written questions. It will test the material covered in the course up to and including Wednesday 9 September 2009.

The Test will test technical knowledge and accuracy, grasp of the literature and key thinkers, and ability to command and explain or apply key concepts, to use and interpret graphs and the learning objectives outlined on p. 3.

Essay

Length: 2000 words (max)

The Essay will assess scholarship and critical thinking, knowledge of theory and ability to express, interpret, test and explain ideas and to convey technical material. Clarity, concision and precision of communication, qualities of written communication and the ability to show knowledge of the scholarly area and to make your own assessments is expected.

Format for submission:

Please put your essay into the PUBL 207 assignment cupboard outside the School of Earth Sciences office in CO 311, OR in Cath Wallace's assignment box on the Mezzanine floor of Rutherford House, box number 79 **AND you MUST RETAIN an electronic copy which you must supply if asked or submit your essay via Blackboard and Turnitin.com as directed.**

Be sure to **provide a 4 - 5 cm margin** on the left of each page of your essay [Adjust the margins on the ruler at the top of the page in Word].

Essays should be typed, with **line spacing of 1.5 or 2** [Format/paragraph/line spacing]. Double sided printing is welcome.

Ensure pages are numbered [Insert/page number], stapled and that **your name, class and tutorial time are on the essay at the top right-hand side of the first page**. Please retain an electronic copy of your essay – we may require you to supply it for plagiarism checks or other purposes.

Please **DO NOT use presentation folders or plastic cases**.

Essays over the word limit are not acceptable. Use your word count function and record the word count on the top of the essay [Tools/word count]. Exclude the bibliography for this purpose.

Please limit your use of quotes to a maximum of a total of seven lines.

Take care to show your knowledge of the relevant literature and to carefully reference and document your writing. Do not plagiarise.

Topics

The topics for the Essay will be distributed on a separate sheet.

Final Examination

The 3 hour final examination for this course will be scheduled at some time during the period from Tuesday 27 October to Saturday 14 November 2009. It will be closed book, no calculators.

The questions will range over the whole course, with particular emphasis being given to the material covered in the readings, lectures and tutorials. The exam is used for assessment purposes, but you should use the preparation for the exam as a chance to knit together the material of the course, to see how the parts relate and to consider the material of the course as a whole.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Criteria Used in Assessing Work

In-course work and examinations are intended to assess the student's capabilities in terms of:

Scholarship: Overall, what depth of knowledge and understanding of the field, including an understanding of the leading lines of schools of thought and the main contributors, is displayed?

Coverage of Topic: Has the material been covered comprehensively, but with discrimination of what is important and relevant?

Depth and coherence of analysis: Does the work indicate that the student has accurately interpreted the information available, has considered critically the various viewpoints, and understands the topic? Does the analysis done "hang together"?

Quality of argument: Is the work logical, coherent, rigorous and internally consistent? Are arguments clearly put and counter arguments anticipated, examined, accepted or rebutted? Does the reader have confidence that the analysis and conclusions drawn are reliable and accurate? Are assertions supported by argument, authority or evidence (or some combination)?

Clarity of Expression: Can the student convey ideas and conclusions clearly and with concision and precision? Is the writing lucid, so that the reader does not have to re-read or re-interpret it to understand it? Are "signposts" to the reader well used?

Use of readings and supplementary materials: Does the work draw on not only on readings supplied or recommended by the lecturer, but also on other material located by students at their own initiative, particularly scholarly and journal literature?

Technical presentation: Is the student able to write good English, to spell and punctuate correctly, lay out work clearly, and make effective use of graphics and tabulations? Are

instructions followed regarding format? Is referencing accurate and complete to a standard format?

Originality: Is there evidence of original, creative and critical thinking on the part of the student, in distinction to merely reporting the views of others, describing or summarizing?

Intellectual Honesty: A high standard of intellectual honesty is required in all the work in this course, and indeed the programme as a whole.

Presentation of work

All in-course written assignments should be typed, with 1.5 - 2 line spacing and with a 4 - 5 cm margin for comments. Ensure that your name, class and tutorial time are clearly marked on the top right hand side of the front page. PLEASE DO NOT USE PRESENTATION FOLDERS OR BINDINGS. Please staple pages at the top left. Number your pages.

Course Delivery

This course is delivered via three lectures per week, one tutorial per student per week (beginning from the second week), and tasks that must be completed for these tutorials. This may require individual or group presentations, and from time to time discussion of material on or via Blackboard. Other learning and assessment will be either as marked assignments, the test and the examination, or for the weekly tutorial sessions, with some intersessional work as specified in weekly tasks. The text and Readings plus supplementary material on Blackboard will be used for this.

Blackboard will be used as a supplement to these delivery modes with electronic access to the lectures after their delivery and to some supplemental material, and as directed in weekly session tasks.

Expected Workload

The paper represents one sixth of a normal fulltime, yearly load. The assessment provisions for this 200 level course require students to spend approximately (and no less than) ten hours per week on paper related work, in addition to the four hours of class attendance.

Students' success will depend on their willingness to read and reflect on the readings specified, to prepare themselves for tutorial discussions, and to assimilate the material presented in lectures and worked through in tutorials. Preparation for tutorials is essential.

Any student who is unable to regularly to attend lectures should advise the Course Coordinator.

You will be expected to prepare weekly in advance of tutorials – this is a regular and important commitment. Weekly tasks will be issued for this purpose with guides to reading. Assignments and the test and essays will require further work. It is very important that you pace yourself with regular committed work right from the beginning. Coasting along and then finding a pile of work is a route to stress.

Group Work

Group work will be required in tutorials and for some tutorials with preparation between tutorials, but this will not add any extra to the “self study” component. This is important preparation and is required but is not separately assessed.

Extensions and Penalties

The ability to plan for and meet deadlines is a core competency. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Marks will be deducted at the rate of five per cent for every day by which the assignment is late (weekends and public holidays excluded) and no assignments will be accepted after five working days beyond the date they are due unless extensions are given. For out of town students, two calendar days’ grace is given to allow for time in the post. Electronic versions of reports may be e-mailed to your course coordinator but should be followed by hard copy.

If ill-health, family bereavement or other personal circumstances beyond your control prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply for and may be granted an extension to the due date. You should let your course coordinator know as soon as possible in advance of the deadline (if circumstances permit) if you are seeking an extension.

Extensions will be granted to those who meet the University’s aegrotat rules (eg. medical certificate, personal bereavement, critical personal circumstances involving the health of a close relative or personal circumstances beyond your control). If you are having troubles let Cath Wallace know.

Please pass in any late essays to the 8th floor Rutherford House reception (office hours are 8:30am – 5:00pm, Monday to Friday) or to administration assistants at the office of the School of Earth Sciences (3rd Floor Cotton) so that the time and date it was received can be recorded. Essays handed in more than 5 days after the due date or after the date of an extension may not be accepted unless there are special circumstances. It is important that you communicate difficulties that you are having.

Mandatory Course Requirements

Subject to dispensations for special circumstances, there are minimum course requirements that must be satisfied in order to earn the right to sit the final examination and to be assessed for a final grade.

In the case of PUBL 207, you must sit the test and do the essay, and attend and satisfactorily contribute to at least 10 of the 12 tutorials. If you find you have failed to comply with these conditions, discuss this with Cath Wallace.

Students who fail to satisfy the mandatory requirements for passing this course, other than the requirement to obtain a C grade overall, will not receive a graded result, and their records will show a “K” (fail due to not satisfying mandatory course requirements, even though the student’s course requirements reached the level specified for a pass).

To pass PUBL 207 a student must meet the mandatory course requirements and achieve at least a total of 50% over all the assessment.

Readings and Recommended Texts

The course will use Readings and the text below, supplemented with other readings. There are two volumes of Course Readings for a combined price of about \$75, which you will need. You can purchase these from the Student Notes Office, ground floor, Student Union Building, at Kelburn. Directions for weekly readings are supplied with the detailed lecture outline and the weekly tutorial task sets.

The main textbook used for the course is:

Harris, Jonathan (2006) *Environmental and Natural Resource Economics: A Contemporary Approach*, Houghton-Mifflin, Boston NY, 503p. ISBN 0618496335.

The following have useful material and are held in the Library, but you will need to share these:

Common, Michael & Sigrid Stagl (2003) *Ecological Economics: An Introduction*, Cambridge UP, xxxii+560p, pp. 21 – 65. ISBN 13-978-0-521-01670-4.

Tietenberg, Tom (2006) *Environmental and Natural Resource Economics*, 7th Edition, Pearson, Boston, xxxi + 655p. ISBN 0-321-30504-3.

Lecture Guide and Dates

LECTURE DATES, TOPICS

(A Lecture Guide with readings for each class will be circulated)

THE SCOPE OF THE POLICY PROBLEM, ECOLOGY & THE LIMITS TO GROWTH AND SUSTAINABILITY DEBATES; VALUES

- | | | |
|-------|--------------|--|
| 1 – 2 | Tues 14 July | Introductions, Introduction to the course and documentation. Environmental Policy and Management of Human Impacts on the Environment: the scope of the area and of the course.

Environment and functions and services from the environment, relationship to the economy and society, values and resources, notions of natural capital and social capital. Key concepts. |
| 3 | Wed 15 July | Ecology - Some principles of ecology, natural systems, the environment as a system and a supplier of services and resources. The laws of thermodynamics. |

4 – 5	Tues 21 July	<p>The State of the planet. Human impacts, carrying capacity, resource scarcity – challenges. Millennium Ecological Assessment.</p> <p>Climate Change – IPCC reports.</p> <p>The Limits to Growth Debates & Ideas about Sustainability and Environmental Protection.</p>
6	Wed 22 July	<p>Environmental Policy and New Zealand. Agencies, law, issues and problems. Water, biodiversity, marine and fisheries, RMA and other aspects.</p>
7 – 8	Tues 28 July	<p>Environmental Policy formation and implementation:- Models and their critiques, including the Public Policy “stages”, processes & policy actors. Public policy decision making: Concepts - policy agenda setting, problem definitions, goals and criteria, constituencies of interest. Implementation, Monitoring, evaluation. Cases.</p> <p>Policy Actor motivations – debates and models and their importance for policy: “<i>homo economicus</i>”, experimental and empirical results, citizens and reciprocity.</p>
9	Wed 29 July	<p>Values and Ethics; Environmental Ethics. Understanding different positions taken by environmental policy actors: philosophical and ethical foundations of environmental policy debates. Kaimanawa plant communities v wild horses and other cases.</p>
10 – 11 **	Tues 4 August	<p>Inter-temporal ethical dimensions. Theories of justice, and the past, present and future. Distributive justice. Case studies of climate change and biodiversity.</p> <p>Thinking in Time. Dynamic efficiency. Cost benefit analysis, risk, myopia, discounting and controversies. Cost-benefit analysis, discounting and time preferring behaviour. Discount rates and intergenerational issues. When is Cost benefit analysis useful or not? Ethical or not? What should be the scope if it is used? Controversies.</p>
12	Wed 5 August	<p>Environmental decisions and concepts – Public and private decisions, private decisions with public consequences. The multifunctional environment and the economy. Goods, services and ecological functions from nature in consumption and production. Economic concepts of public and private goods;</p>

open access v controlled access. Choices and allocation, public and private. Institutions, incentives, entitlements and obligations. Cases – forests and the sea, land use, water use. How do we make choices?

Market and non-market values of the environment and natural resources.

13 – 14 Tues 11 August Maori conceptions of the environment. Traditional Maori cosmogony (theories of the genesis of the cosmos). The Treaty of Waitangi and environmental policy.

NOTE this will probably be taken by Dr Jessica Hutchings (** Subject to change of date to suit visiting lecturer.)

CONCEPTS: MARKET AND NON-MARKET CONCEPTS & ALLOCATION

15 Wed 12 August Scarcity, market and non-market. Consumption, “utility” and demand.

16 – 17 Tues 18 August Production, costs and supply continued. How prices signal preferences and scarcities, how markets operate in perfect competition & assumptions.

18 Wed 19 August Market operations and adjustments.

<<<<<<< Essay 1 due Thursday 20 August, 4.00pm >>>>>>>

<<<<<<< 24 August – 6 September BREAK >>>>>>>

PROBLEMS & SOLUTIONS, POLICIES & POLICY DESIGN & IMPLEMENTATION

19 – 20 Tues 8 Sept Market failures – Environmental problems and market failures, policy responses.

Pollution and pollution characteristics. The “optimal” amount of pollution. Marginal damage costs and marginal abatement costs. Uniformly and non-uniformly mixed pollutants and other categories of pollutants.

Policy instruments and measures for pollution control and other market failure controls and environmental policy. Criteria for policy instrument choice. Issues in policy development and implementation.

Greenhouse gas emission control; Uncertainty, risk, ignorance.

21	Wed 9 Sept	<p>Government Failures: Theories of government failures – Demand side, supply side. Voters and revelation of preferences, bureaucratic behaviour. Supply side controversies. Counter arguments, debates, evidence, examples.</p> <p>Water management in NZ; Climate change policies.</p>
22 – 23	Tues 15 Sept	<p>Market Failures, government failures and policy responses continued. Criteria for policy instrument choice. Issues in policy development and implementation.</p> <p>Capturing values not expressed in the market; Methods: Qualitative & Quantitative. Ethical and Instrumental. Macro and microeconomic. Micro-economic methods: Contingent valuation, travel costs, hedonic pricing and others. Controversies.</p>
24	Wed 16 Sept	<p>Motivation, Policy design and communication, implementation and review.</p>
25 – 26	Tues 22 Sept	<p>New Zealand Environmental Administration, Policy & Management: Laws, Agencies and Roles. The Environment in NZ law.</p> <p>A brief history of reform; agencies and responsibilities; key concepts and coverage, geographical extent.</p> <p>Controversies, market and government failures.</p>
27	Wed 23 Sept	<p>Test – HULT 119 2.05pm sharp</p>
28 – 29	Tues 29 Sept	<p>Policy and Public Participation; the roles of experts. Rationales for public participation; Forms and means of public & stakeholder participation; What can go wrong.</p> <p>NZ's Resource Management Act: Architecture and Implementation. Genesis and core structure and ideas in the Act. Missing architecture. Controversies. Property rights debates. Water allocation, Water Programme of Action.</p>

COMMON POOL / OPEN-CONTROLLED ACCESS RENEWABLE RESOURCES

30 Wed 30 Sept Common pool, rival & non-excludable, access and entitlement controls, governance issues.

Complex systems, competing interests.

Institutions and tools for natural resource management & environmental policy management measures, instruments.

31 – 32 Tues 6 Oct Biotic environments and resources. Common Pool and Open/Controlled Access resources: The case of oceans and marine fisheries – analysis. Static analysis of fisheries management. Management challenges and restricting access.

New Zealand experience

33 Wed 7 Oct Marine environment and fisheries in NZ continued.

Marine law and policy, The Fisheries Quota Management System and the Fisheries Act 1996.

Oceans and the EEZ Regulations design.

High Seas fisheries

ENVIRONMENTAL POLICY IN THE INTERNATIONAL ARENA

34 – 35 Tues 13 Oct Course assessments. Discussion of exam.

International environmental policy development processes, dynamics & negotiations. International issues, policy making and law. Climate change, high seas.

36 Wed 14 Oct The Antarctic Treaty System and negotiations; High Seas Fisheries.

Final Exam – 3 hours – Date (to be advised by Examinations) during the period Tuesday 27 October to Saturday 14 November 2009 (inclusive).

Access to Computers

All students at Vic have an account which enables them to use the Student Computing Services (SCS) machines. The SCS machines are located at various points around the campus including the main SCS suite in the library, and the FCA computer labs at Railway, which are available to FCA students.

The Help Desk can be contacted on 463-5050 or at its-service@vuw.ac.nz.

Communication of Additional Information

Information relating to this course will be available on the PUBL 207 Blackboard site under the sections “Announcements” and “Course Materials”. This will include the Course Outline, the lecture guide with readings, weekly tasks for tutorials, and essay topics. Previous tests will also be posted. Electronically available materials will also be posted there.

Some course material will be distributed in lectures; material not picked up in lectures will be available from the School of Earth Sciences office at Cotton 311, so if you miss a class, go there to pick it up.

Any changes to the course timetable or content, or other announcements will be announced, usually at the beginning of class and will be posted on the Blackboard Course site. Please be punctual for classes.

Emails will be sent to the class from time to time. It is your responsibility to keep Cath Wallace and the University administration up-to-date with your contact details.

Administrative Support

The Admin contact for PUBL 207 is Mara Robertson at the School of Government Reception Desk, Rutherford House 8th Floor, tel 463-6599. Another person who may be able to help is Hayley Maguren in the Office of the School of Earth Sciences, 311 Cotton, tel 463-5337.

Faculty of Science Offices

The Science Faculty’s Student and Academic Services Office is located on the ground of the Cotton Block on the Cotton “Street” at the southern end of the building. The ground floor counter is the first point of contact for general enquiries and Faculty of Science forms. Student Administration Advisers are available to discuss course status and give further advice about Science Faculty qualifications. To check for opening hours call the Student and Academic Services Office, student administration officers Michael McMath on (04) 463 5983 or Celia Simpson on 463-5981.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is

used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy- typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are 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, but access to the full text of submissions will not be made available to any other party.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy/academic.aspx>

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/