

School of Government

**PUBL 205**  
**DEVELOPMENT POLICY AND MANAGEMENT**

Trimester One 2011

**COURSE OUTLINE**

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**Contact Details**

Course Coordinator: Associate Professor Graham Hassall  
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**Trimester Dates**

Teaching Period: Monday 28 February to Friday 3 June 2011  
End of Year Study Period: Monday 6 June to Thursday 9 June 2011  
Examination Period: Friday 10 June to Saturday 2 July 2011 (inclusive)

**Class Times and Room Numbers**

|                    |                     |                 |         |
|--------------------|---------------------|-----------------|---------|
| Lecture Timetable: | Thursday and Friday | 2.40pm – 3.30pm | GB LT 3 |
| Tutorials:         | Thursday            | 1.40pm – 2.30pm | RWW414  |
|                    | Friday              | 3.40pm – 4.30pm | RWW126  |

**Withdrawal from Courses:**

1. Your fees will be refunded if you withdraw from this course on or before 11 March 2011.
2. The standard last date for withdrawal from this course is 14 May. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' form including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

## Course Schedule

| Wk | Begins | Lecture  | Tutorial  |
|----|--------|--|---|
| 01 | Mar 3  | <b>Introduction</b><br>Description of course outline and requirements  | tutorials begin week 2                          |
|    | Mar 4  | Characteristics of developing countries – a survey of current issues   |   |
| 02 | Mar 10 | <b>Determining the Development Agenda</b><br>Early models of development and economic growth                                     | Building Class Community                        |
|    | Mar 11 | Development and Global interdependence   |   |
| 03 | Mar 17 | <b>The role of institutions in Governance for Development</b><br>Improving governance and strengthening institutions             | Critical thinking and writing                   |
|    | Mar 18 | Policy Cycles and Networks   |   |
| 04 | Mar 24 | <b>Human Development</b><br>Education and health policies in developing countries  | Advanced Library Tour                           |
|    | Mar 25 | Gender and development   |   |
| 05 | Mar 31 | <b>The role of government in development</b><br>The Public Sector  | preparation for interview                       |
|    | Apr 1  | Financing development and managing government debt   |   |
| 06 | Apr 7  | <b>civil society, law and policy</b><br>Increasing trust, integrity, transparency and accountability                             | Report from the field - I                       |
|    | Apr 8  | A rights-based approach to development   |   |
| 07 | Apr 14 | No Lecture   | First Assignment due 15 <sup>th</sup> April 4pm |
|    | Apr 15 | No Lecture   |   |
| 08 | May 5  | <b>Opening the economy to global influences</b><br>Globalisation and trade policy; Structural adjustment and regulatory policies | Public Policy Research tools                    |
|    | May 6  | Foreign investment and the transfer of technological know-how  |   |
| 09 | May 12 | <b>Rural development and the role of agriculture</b><br>Sustainable agricultural and rural community development policy          | The Human Development Index and Reports         |
|    | May 13 | Land tenure systems and land reform  |   |
| 10 | May 19 | <b>Development, Conflict, and Peace-building</b><br>Conflict & under-development   | Report from the field - II                      |
|    | May 20 | Development, conflict resolution, and Peace-building   |   |
| 11 | May 26 | <b>Urbanization and the Environment</b><br>Planning for urbanization   | Class Community Debrief                         |
|    | May 27 | Development at local level   |   |
| 12 | June 2 | <b>Bringing it all together: Policy Leadership for Development</b><br>Development, strategic planning and the role of leadership | Course Review                                   |
|    | June 3 | The current state of the debate on development policy  |   |

## WEEK 1

### Introduction

- March 3 Description of course outline and requirements
- March 4 Characteristics of developing countries – a survey of current issues

### Required Reading:

- Goulet, Denis (1992). “Development: Creator and Destroyer of Values.” *World Development*, **20**(3): 467 – 474.
- United Nations. Department of Economic and Social Affairs (2010). World Economic and Social Survey 2010: Retooling Global Development. New York, United Nations. (chap. 01 “Introduction”)

### Supplementary Reading:

- Sen, Amartya (1999). *Development as Freedom*, Alfred A Knopf, NY.
- Stewart, Frances (1996). “Basic Needs, Capabilities, and Human Development.” Ch. 3 in Avner Offer (ed.) *In Pursuit of the Quality of Life*, Oxford University Press, pp. 46 – 65.
- UNDESA (2007). *Governance for the Millennium Development Goals: Core Issues and Good Practices*. New York, United Nations. – online at <http://unpan1.un.org/intradoc/groups/public/documents/un/unpan025110.pdf>
- UNESCAP Secretariat (2005). “Second Regional Millennium Development Goals (MDG) Report for Asia and the Pacific: Achieving the MDGs in Asia and the Pacific - an Institutional Perspective.” – online at <http://www.mdgasiapacific.org/node/21>
- Wade, Robert Hunter (2001). “The Rising Inequality of World Income Distribution”, *Finance and Development*, December, **38**(4).

## WEEK 2

### Determining the Development Agenda

- March 10 Early models of development and economic growth
- March 11 Development and Global interdependence

### Required Reading:

- Jolly, R., L. Emmerij, et al. (2004). UN Contributions to Development Thinking and Practice. Bloomington and Indianapolis, Indiana University Press. (chapter 10: “The Record of Performance”)
- Jolly, R., L. Emmerij, et al. (2004). UN Contributions to Development Thinking and Practice. Bloomington and Indianapolis, Indiana University Press. (chapter 11: “UN Contributions and Missed Opportunities”)

**Supplementary Reading:**

Secretariat of the Pacific Community (2004). Pacific Islands Regional Millennium Development Goals report 2004: 147. – online at [http://www.spc.int/mdgs/MDG\\_PDF/Front%20matter.pdf](http://www.spc.int/mdgs/MDG_PDF/Front%20matter.pdf)

**WEEK 3****The role of institutions in Governance and Development**

March 17 Improving governance and strengthening institutions

March 18 Policy Cycles and Networks

**Required Reading:**

Diedhiou, A. (2007). "Governance for Development: Understanding the Concept/Reality Linkages." *Journal of Human Development*, **8**(1): 23 – 38.

Hyden, G. and J. Court (2002). *Governance and Development*. United Nations University.

**Supplementary Reading:**

Bertucci, G. (ed.) (2006). *Innovations in Governance and Public Administration: Replicating what works*, United Nations, Department of Economic and Social Affairs.

Blomkvist, Hans (1992). "The Soft State: Making Policy in a Different Context", Ch. 5 in Douglas E. Ashford (ed.) *History and Context in Comparative Public Policy*, Pittsburgh University Press, pp. 117 – 150.

Commonwealth Secretariat (2002). Current Good Practices and New Developments in Public Sector Service Management. London, Commonwealth Secretariat. (chapter 7: "Improving Policy Making")

**WEEK 4****Human Development**

March 24 Education and health policies in developing countries

March 25 Gender and Development

**Required Reading:**

Desai, M. (2010). "Hope in Hard Times: Women's Empowerment and Human Development." Human Development Research Paper 2010/14(available online at [http://hdr.undp.org/en/reports/global/hdr2010/papers/HDRP\\_2010\\_38.pdf](http://hdr.undp.org/en/reports/global/hdr2010/papers/HDRP_2010_38.pdf)).

Ivanov, A. and M. Peleah (2010). "From centrally planned development to human development." Human Development Research Paper 2010/38(available online at [http://hdr.undp.org/en/reports/global/hdr2010/papers/HDRP\\_2010\\_38.pdf](http://hdr.undp.org/en/reports/global/hdr2010/papers/HDRP_2010_38.pdf)).

**Supplementary Reading:**

Cheema, G. S. and L. Maguire (2001). "Governance for Human Development: The Role of External Partners." *Public Administration & Development*, **21**(3): 201 – 209.

Fukuda-Parr, S. (2003). "The Human Development Paradigm: Operationalizing Sen's Ideas on Capabilities." *Feminist Economics* **9**(2-3): 301-317.

**WEEK 5****The role of government in development**

March 31 The public sector

April 1 Financing development and managing government debt

**Required Reading:**

Staudt, Kathleen (1991). "The Political Context", Ch. 4 in *Managing Development: State, Society, and International Contexts*, Sage Publications, pp. 62 – 80.

Streeten, Paul (1993). "Markets and States: Against Minimalism," *World Development*, **21**(8): 1281 – 1298.

**Supplementary Reading:**

Lyons, M., C. Smuts, et al. (2001). "The changing role of the state in participatory development: from the reconstruction and development programme to growth, employment and redistribution." *Community Development Journal*, **36**(4): 273 – 288.

UNDESA (2005). *Unlocking the Human Potential for Public Sector Performance*. New York, United Nations. Online at <http://unpan1.un.org/intradoc/groups/public/documents/UN/UNPAN021616.pdf>

**WEEK 6****Civil Society, law, and policy**

April 7 Increasing trust, integrity, transparency and accountability

April 8 A rights based approach to development

**Required Reading:**

Blind, P. (2006). *Building Trust In Government in the Twenty-First Century: Review of Literature and Emerging Issues*. United Nations Department of Economic and Social Affairs.

Clague, C., P. Keefer, S. Knack and M. Olson (1994). "Institutions and Economic Performance: Property Rights and Contract Enforcement", Ch. 4 in Christopher Clague (ed.) *Institutions and Economic Development: Growth and Governance in*

*Less-Developed and Post-Socialist Countries*, Johns Hopkins University Press, pp. 67 – 90.

### **Supplementary reading**

- Mashaw, J. L. (2006). “Accountability and Institutional Design: Some Thoughts on the Grammar of Governance” in M. W. Dowdle (ed.) *Public accountability: designs, dilemmas and experiences*. Cambridge, Cambridge University Press, pp. 115 – 156.
- McAslan, Erika (2002). “Social capital and development” in V. Desai and R. Potter (eds.) *The Companion to Development Studies*, Hodder Arnold, pp. 139 – 143.
- Schoeffel, Penelope (1996). “Governance and Institutional Issues”, Ch. V in *Sociocultural Issues and Economic Development in the Pacific Islands*, Asian Development Bank, pp. 125 – 139.
- Uslaner, Eric M. (2005). “Trust and Corruption”, Ch. 5 in Johann Graf Lambsdorff, Marcus Taube and Matthias Schramm (eds.) *The New Institutional Economics of Corruption*, Routledge, pp. 76 – 92.
- Pedwell, C. and D. Perrons (2007). *The Politics of Democratic Governance. Organizing for Social Inclusion and Gender Equity*. One World Action Report of seminar held in London on March 1 – 2, 2007.
- UNESCO (1996). *Education for All – Achieving the goal*. Paris: UNESCO. Working document for the Mid-Decade Meeting of the International Consultative Forum on Education for All, Amman, Jordan, 16 – 19 June 1996.

## **WEEK 7**

**No lectures – assignment preparation**

## **WEEK 8**

### **Opening the economy to global influences**

- May 5      Globalisation and trade policy: structural Adjustment and Regulatory Policies
- May 6      Foreign investment and the transfer of technological know-how

### **Required Reading:**

- Loungani, Prakash and Assaf Radin (2001). “How Beneficial is Foreign Direct Investment for Developing Countries?” *Finance and Development*, June, **38**(2).
- Schoeffel, Penelope (1993). “Social Factors in Technology Transfer through Development Aid” in A. Crosbie Walsh (ed.) *Development that Works! Lessons from Asia-Pacific*, Amokura Publications, pp. E1.1 – E1.13.

**Supplementary Reading:**

- Brockway, Lucille (1996). "Plant Imperialism", Ch. 9 in Kenneth P. Jameson & Charles K. Wilbur (eds.) *The Political Economy of Development and Underdevelopment*, McGraw-Hill Inc., pp. 116 – 124.
- Chu A., J. Hodgson and P. N. P. Matthews (1993). "Technology Transfer – A Case Study in China" in A. Crosbie Walsh (ed.) *Development that Works! Lessons from Asia-Pacific*, Development Studies, Massey University, Monograph No. 3, pp. E2.1 – E2.2.
- McKinnon, Jean (1993). "Participations and Technology Transfer: A Case Study from the Lombok Crafts Project" in A. Crosbie Walsh (ed.) *Development that Works! Lessons from Asia-Pacific*, Development Studies, Massey University, Monograph No. 3, pp. E11.1 – E11.5.
- Porter, T. (2001). "The Democratic Deficit in the Institutional Arrangements for Regulating Global Finance." *Global Governance*, 7(4): 427 – 439.
- Watkins, Kevin (2002). "Making globalisation work for the poor", *Finance and Development*, March, 39(1).
- Meier, Gerald M. (1995). "Policy Prescriptions", X.A in *Leading Issues in Economic Development*, 6<sup>th</sup> Ed., Oxford University Press, pp. 515 – 535.

**WEEK 9****Rural development and the role of agriculture**

- May 12 Sustainable agricultural and rural community development policy
- May 13 Land tenure systems and land reform

**Required Reading:**

- MacIsaac, Norman & Abu N. M. Whahid (1996). "The Grameen Bank: Its Institutional Lessons for Rural Financing", Ch. 37 in Kenneth P. Jameson & Charles K. Wilbur (eds.) *The Political Economy of Development and Underdevelopment*, McGraw-Hill Inc., pp. 596 – 609.
- Lamour, P. L. (2002). "Policy Transfer and Reversal: customary land registration from Africa to Melanesia." *Public Administration and Development*, 22: 151 – 161.

**Supplementary Reading:**

- DFID (2001). "Making globalisation work for the poor" in *Poverty: Bridging the Gap*, pp. 67 – 72.
- DFID (2001). "Economic Performance and growth" in *Poverty: Bridging the Gap*, pp. 73 – 79.
- Food and Agriculture Organization (2007). *Good Governance in land tenure and administration*. Rome, Food and Agriculture Organization of the United Nations. – online at <ftp://ftp.fao.org/docrep/fao/010/a1179e/a1179e00.pdf>

- Meier, Gerald M. (1995). "Designing an Agricultural Strategy", VIII.C in *Leading Issues in Economic Development*, 6<sup>th</sup> Ed., Oxford University Press, pp. 431 – 452.
- Foster, George M. (1973). "The Rural Community: The Traditional World", Ch. 2 in *Traditional Societies and Technological Change*, New York, Harper and Row, pp. 25 – 41.
- Hemming, Richard and Kenneth Miranda (1991). "Interest Payments", Ch. X in Ke-young Chu and Richard Hemming (eds.) *Public Expenditure Handbook: A Guide to Public Expenditure Policy Issues in Developing Countries*, International Monetary Fund, Government Expenditure Analysis Division, Fiscal Affairs Department, Washington D.C., pp. 68 – 74.
- Kumar, Yogesh (1996). "Building on the Panchayat: using Jal Samitis in Uttar Pradesh", Ch. 11 in Peter Blunt and D. Michael Warren (eds.) *Indigenous Organizations and Development*, Intermediate Technology Publications, pp. 123 – 131.
- Mascarenhas, R. C. (1993). "Explaining success in South Asian rural development: the importance of routine", *Public Administration and Development*, **13**: 475 – 487.
- Schusky, Ernest L. (1989). "The Green Revolution: Energy Intensive Agriculture in the Southern Hemisphere", Ch. 7 in *Culture and Agriculture: An Ecological Introduction to Traditional and Modern Farming Systems*, Bergin and Garvey, pp. 124 – 146.
- Mascarenhas, R. C. (1988). "The Anand Type Dairy Cooperative Society", Ch. 3 in *A Strategy for Rural Development – Dairy Cooperatives in India*, London/New Delhi, Sage, pp. 65 – 90.
- McKinnon, John (1993). "How Alternative Can you get Without Risking Survival? Lessons form Three Rural Development Projects Working with the Poor and Politically Weak in Thailand", in A. Crosbie Walsh (ed.) *Development that Works! Lessons from Asia-Pacific*, Development Studies, Massey University, Monograph No. 3, pp. D3.1 – D3.6.
- Murray, Colin (2002). "Rural livelihoods" in V. Desai and R. Potter (eds.) *The Companion to Development Studies*, Hodder Arnold, pp. 151 – 155.
- Pretty, Jules (2002). "Regenerating agriculture" in V. Desai and R. Potter (eds.) *The Companion to Development Studies*, Hodder Arnold, pp. 171 – 175.
- St Hill, Rodney L. (1993). "Financial Market Dualism in Low Income Countries: A Review and Policy Suggestions", in A. Crosbie Walsh (ed.) *Development that Works! Lessons from Asia-Pacific*, Development Studies, Massey University, Monograph No. 3, pp. B3.1 – B3.6.

## **WEEK 10**

### **Development, Conflict, and Peace-building**

May 19    Conflict & under-development

May 20    Development, Conflict Resolution, & Peace-building



**Required Reading:**

- Development Assistance Committee (1997). "Conflict, Peace and Development Co-operation on the Threshold of the 21st Century." Journal of Humanitarian Assistance.
- Regan, A. J. (2002). "The Bougainville political settlement and the prospects for sustainable peace." Pacific Economic Bulletin 17(1): 114-129.

**Supplementary Reading:**

- Musoni, P. (2004). "Reconstructing Governance and Public Administration Institutions for Effective, Conflict-Sensitive Rule of Law," Ch. 4 in *Reconstructing Governance and Public Administration for Peaceful, Sustainable Development*. United Nations. Department of Economic and Social Affairs. New York, United Nations, pp. 62 – 73. – online at <http://unpan1.un.org/intradoc/groups/public/documents/un/unpan014028.pdf>
- Rosenblum-Kumar, G. (2004). "An Analysis of Strategic Processes for Conflict-Sensitive Reconstruction of Governance and Public Administration," Ch. 1 in *Reconstructing Governance and Public Administration for Peaceful, Sustainable Development*. United Nations. Department of Economic and Social Affairs. New York, United Nations, pp. 3 – 22.
- Warner, M. (2000). *Conflict Management in Community-Based Natural Resource Projects: Experiences from Fiji and Papua New Guinea*. London, Overseas Development Institute.

**WEEK 11****Urbanization and the Environment**

- May 26    Planning for urbanization
- May 27    Development at Local Level

**Required Reading:**

- Henderson, J. J. (2010). "Urbanization and the World Community." The Annals of the American Academy of Political and Social Science 1957(314): 147-155.
- Storey, D. (2006). "Urbanisation in the Pacific." *State Society and Governance in Melanesia*. Targeted Research Paper for AusAID.

**Supplementary Reading:**

- Deri, A. and M. Alam (2008). "Local Governments and Climate Change." *Commonwealth Secretariat Discussion Paper*. London, Commonwealth Secretariat.
- Devas, N. (2001). "The Connections Between Urban Governance and Poverty." *Journal of International Development* 13(7): 989 – 996.

## **WEEK 12**

### **Bringing it all together: Policy Leadership for Development**

- June 2      Development, strategic planning and the role of leadership
- June 3      The current state of the debate on development policy

#### **Required Reading:**

Safty, A. (2003). "Moral Leadership: Beyond Management and Governance." *Harvard International Review*, **25**(3): 84 – 89.

#### **Supplementary Reading:**

Van Wart, M. (2003). "Public-Sector Leadership Theory: An Assessment." *Public Administration Review*, **63**(2): 214 – 228.

## Course Learning Objectives

| <b>Course Objectives:</b> By the end of this course, students should be able to: |   | <b>Major Attributes</b> |
|--|---|-------------------------|
| 1  | Describe the concepts, methods and theories of development.   | MA 2                    |
| 2  | Apply the concepts, methods and theories of development to specific developing countries.   | MA 7                    |
| 3  | Identify the development policies currently being recommended by the major international aid agencies and describe their strengths and weaknesses.  | MA 8                    |
| 4  | Discuss and analyse the political aspects of development policy, including the main concepts and mechanisms of governance, approaches to deterring corruption and broadening popular participation in the development process.  | MA 4                    |
| 5  | Discuss and analyse factors of critical importance in the development process, including the role of women in development, reconciling faster economic growth with environmental sustainability, maintaining macroeconomic stability, the role of agriculture in development, managing a developing country's relationships with the global economy, and financing development and managing debt. | MA 4, MA 5              |
| 6  | Discuss the most appropriate way of measuring progress in achieving development goals.  | MA 3                    |
| 7  | Identify the policies most likely to promote economic and social development in a developing country.   | MA 1                    |

| <b>Major Attributes: PUBL majors will be able to</b> |   |
|--|---|
| 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 |

## Course Delivery

The course will be delivered through two 1 hour lectures and through one 1 hour tutorial per week. Questions and discussion by students during lectures is encouraged. The tutorials are inquiry-based and participatory. They focus on the content provided in lectures, but emphasise acquisition of skills in consultation, communication, critical thinking, professional identity, and leadership.

## Expected Workload

Students are expected to undertake an average of 2 to 3 hours of self-directed study for each contact hour. This means students should expect a workload of between 8 to 12 hours per week.

## Course Readings

Please obtain a copy of the Course Readings from VicBooks, Student Book Centre, Kelburn campus. Additional readings can be obtained from the library.

## Assessment Requirements

1. Examination - 50% (2 hours)
2. Essay 1 (2,000 words max.) - 15% - due 15 April 2011 by 4pm  
Essay 2 (3,000 words max.) - 35% - due 3 June 2011 by 4pm

Grading is on a relative basis. Both the essays and the examinations are assessed to evaluate the students' comprehension of the subject, ability to organise the materials, and use of library and web-based sources. The assessments will cover lecture content, additional reading, plus tutorial participation.

**Extensions** for essays may only be granted to those who meet the University's aegrotat rules, viz. medical certificate or personal bereavement, or critical personal circumstances involving the health of a close relative, or exceptional circumstances beyond the student's control.

*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.*

## Mandatory Course Requirements and Penalties

To fulfil the mandatory paper requirements for this paper you must:

- Attend eight of the scheduled tutorial sessions.

- Submit all written assignments by the due date. A late assignment will have its mark reduced by 3% for each day it is overdue unless there is a very good reason why it was late.
- Sit the course examination.

Assignments will not be accepted that are over a week late. Assignments significantly exceeding the word limit will have 5 marks deducted.

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 205 a student must meet the mandatory requirements and achieve at least a total of 50% over all the assessment.**

### **Examinations**

The final examination for this course will be scheduled at some time during the period from **Friday 11 June to Saturday 2 July 2010.**

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

### **Class Representative**

A class representative will be elected in the first class, and that person’s name and contact details will be available to VUWSA, the course coordinator, and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of the students.

### **Communication of Additional Information**

Additional information, or any changes to the information contained in the course outline, will be conveyed to students by way of notices on Blackboard.

### **Academic Integrity, Plagiarism, and the use of Turnitin**

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, you must still acknowledge your sources fully and appropriately. This includes:

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

Acknowledgement is required for *all* material in any work submitted for assessment unless it is a 'fact' that is well-known in the context (such as "Wellington is the capital of New Zealand") or your own ideas in your own words. Everything else that derives from one of the sources above and ends up in your work – whether it is directly quoted, paraphrased, or put into a table or figure, needs to be acknowledged with a reference that is sufficient for your reader to locate the original source.

Plagiarism undermines academic integrity simply because it is a form of lying, stealing and mistreating others. Plagiarism involves stealing other people's intellectual property and lying about whose work it is. This is why plagiarism is prohibited at Victoria.

If you are found guilty of plagiarism, you may be penalised under the Statute on Student Conduct. You should be aware of your obligations under the Statute, which can be downloaded from the policy website ([www.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)). You could fail your course or even be suspended from the University. Plagiarism is easy to detect. The University has systems in place to identify it.

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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

There is guidance available to students on how to avoid plagiarism by way of sound study skills and the proper and consistent use of a recognised referencing system. This guidance may be found at the following website <http://www.victoria.ac.nz/home/study/plagiarism.aspx>. If in doubt seek the advice of your course coordinator. Plagiarism is simply not worth the risk.

**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**

Find key dates, explanations of grades and other useful information at [www.victorias.ac.nz/home/study](http://www.victorias.ac.nz/home/study)

Find out about academic progress and restricted enrolment at [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress)

The University's statutes and policies are available at <http://www.victoria.ac.nz/home/about/policy> except qualifications statutes, which are available via the Calendar webpage at [www.victoria.ac.nz/home/study/calendar](http://www.victoria.ac.nz/home/study/calendar) (see Section C.)

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at [www.victoria.ac.nz/home/about\\_victoria/avcacademic/default.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx)

**AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.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/](http://www.victoria.ac.nz/st_services/mentoring/)