

Victoria Management School

## HRIR 302: Managing Employment Agreements

Trimester 1 2014

### COURSE OUTLINE

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**COURSE COORDINATOR/LECTURER**

**Dr Stephen Blumenfeld**

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Phone: 463 5706

Email: [stephen.blumenfeld@vuw.ac.nz](mailto:stephen.blumenfeld@vuw.ac.nz)

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**COURSE TUTOR**

**Chris Dunn**

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**ADMINISTRATOR**

**Ina Yoo**

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**UNDERGRADUATE PROGRAMME MANAGER**

**Garry Tansley**

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**TRIMESTER DATES**

Teaching Period: Monday 3rd March – Friday 6th June

Study Period: Monday 9th June – Thursday 12th June

Examination Period: Friday 13th June – Wednesday 2nd July (inclusive)

**CLASS TIMES AND ROOM NUMBERS**

Lectures: Begin the week of March 3<sup>rd</sup>  
Fridays 12:40 – 14:30 (GBLT 3)

Tutorials: Commence the week of March 10<sup>th</sup>. Times and opening of tutorial signups to be announced in the week prior to the first class session.

See **TUTORIAL & WORKSHOP SIGNUP** below.

**Students must attend the tutorial section in which they are enrolled.**

This course also has a 3-hour final examination, to be scheduled during the exam period, which runs from Friday 13th June through Wednesday 2nd July.

**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.

**WITHDRAWAL FROM COURSE**

Your fees will be refunded if you withdraw from this course on or before Friday 14<sup>th</sup> March 2014. The standard last date for withdrawal from this course is Friday 16<sup>th</sup> 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' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

**CLASS REPRESENTATIVE**

A class representative will be elected in the first class session, 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 students.

### **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.

### **COURSE CONTENT**

This course provides advanced study of the regulation (or governance) of employment relations in New Zealand. It is intended for students seeking a career in human resource management or industrial relations or proceeding to honours level. Material covered in this course pertains to the negotiation and administration of employment agreements, the institutions and processes set up in New Zealand for resolving employment relations problems, the role of trade unions in those processes, and critical analysis of issues of contemporary relevance to employment and employment relations 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, group activity; 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**

One point should equate to 10 hours of work, which means a total of 150 hours for a 15-point course, which will typically be spread over a 15-week period (the 12 teaching weeks, mid-trimester break, study week and the examination period). Note, however, that time spent on work outside class has to be an estimate for an average student. Therefore, students can expect the workload to be approximately 10 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) printed pages per week.

## COURSE DELIVERY

This course consists of eleven two-hour weekly lectures, and 10 tutorial sessions, comprised of a bargaining workshop, in which student participation is required.

## GROUP WORK

The time commitment required of each student in group work beyond the scheduled class time is roughly 8 hours. Students are assessed on a bargaining team report following conclusion of bargaining in the collective bargaining workshop which the student attends. Students are expected to participate on their bargaining team in the moot bargaining exercise and in writing of the bargaining team report to be submitted for assessment following the conclusion of bargaining. All members of the bargaining team will be assessed the same grade, which is worth 10% of the overall grade in this course. The assessment criteria for this report will be based on a valuation and costing of the outcomes negotiated by each team in the collective bargaining workshop, not on the individual contributions from students.

In addition, while the course has a tradition of study group collaboration, there are important elements in the assessment process that are strictly individual. Students are encouraged to work in groups on in-term cases and individual items of assessment; however, individually assessed items must be individual submissions. Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question.

## TUTORIAL & WORKSHOP SIGNUP

HRIR 302 tutorials start the 2<sup>nd</sup> week of the course. Tutorial sign up will be done via S-CUBED Tutorial Signup System at <https://signups.victoria.ac.nz/>. Students will be sent an email advising them when and how to sign up. Note that this system is only signing up for tutorials and workshops and not for enrolling into courses. Placement into a tutorial will be strictly on a first-come-first-served basis. If you have not been able to sign yourself into a tutorial by the time signups close, please contact the Undergraduate Programme Manager by email ASAP. Confirmation of your tutorial group will be posted on Blackboard prior to the 1<sup>st</sup> tutorials.

## READINGS

Students are expected to have and use their own copy of Erling Rasmussen, *Employment Relations in New Zealand*, 2nd Edition (Auckland: Pearson, 2009) and the *Employment Relations Act 2000*. Both are available at the Victoria University Book Centre on the Ground Level of Rutherford House. The Employment Relations Act (ERA) 2000, along with other relevant New Zealand legislation, is also available on the Internet at <http://legislation.knowledge-basket.co.nz/gpacts/actlists.html>.

## ASSESSMENT REQUIREMENTS

Assessment for this course consists of four (4) items—an essay and a personal grievance/rights dispute case, each worth 25% of the total assessment, a group bargaining report (10%), and a two-hour final 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 is expected of all students, and attendance during the collective bargaining workshop is required of all students.

Assignment	Title	% of Marks Available	Due Date
1	Essay	25	11 April 2014, no later than midday
2	Team Bargaining Report	10	16 April 2014, no later than midday
3	PG/Rights Dispute Case	25	06 June 2014, no later than midday
4	Examination	40	During Exam Period 13 June –2 July
	<b>TOTAL</b>	<b>100</b>	

## ASSESSMENTS

FROM TRIMESTER 1, 2014, A REVISED ASSESSMENT HANDBOOK WILL APPLY TO ALL VUW COURSES: SEE <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

IN PARTICULAR, THERE WILL BE A NEW GRADE SCHEME, IN WHICH THE A+ RANGE WILL BE 90-100% AND 50-54% WILL BE A C-.

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

### *Pass*

A+	90%–100%	Outstanding performance
A	85%–89%	Excellent performance
A-	80%–84%	Excellent performance in most respects
B+	75%–79%	Very good performance
B	70%–74%	Good performance
B-	65%–69%	67 Good performance overall, but some weaknesses
C+	60%–64%	62 Satisfactory to good performance
C	55%–59%	57 Satisfactory performance
C-	50%–54%	52 Adequate evidence of learning

### *Fail*

D	40%–49%	45 Poor performance overall, some evidence of learning
E	0–39%	20 Well below the standard required
K		Fail due to not satisfying mandatory course requirements, even though the student's numerical course mark reached the level specified for a pass.
P		Overall pass (for a course classified as Pass/Fail)
F		Fail (for a Pass/Fail course)

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.

If you cannot complete an assignment or sit the examination, refer to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat).

## MANDATORY COURSE REQUIREMENTS

In addition to obtaining an overall course mark of 50 or better, students are required to:

- attend all 10 tutorials (or submit alternative coursework, to be *prearranged with the instructor*, in lieu of attendance);
- submit a hardcopy of the two graded *individual* assignments (i.e., the essay and the case decision) no later than 7 days after the due date;
- submit an electronic copy of the one essay assignment through Blackboard no later than 7 days after the due date;
- attend all prearranged group meetings as part of the collective bargaining workshop;
- submit, along with other members of the team, a hardcopy of the team bargaining report no later than 7 days after the due date; and
- obtain at least 40 percent (16 marks) of the total (40 marks) available on the examination.

## HRIR 302 LECTURE SCHEDULE—1<sup>ST</sup> TRIMESTER 2014

Date	Lecture Topics & Additional Materials	Assigned Reading
07 March 2014	What is Employment Relations?	<i>Rasmussen</i> —Chapters 1 & 2)
14 March 2014	Regulation (and Deregulation) of New Zealand's Labour Market	<i>Rasmussen</i> —Chapter 3; pp. 314-323
21 March 2014	Employment as a Contractual Relationship	<i>Rasmussen</i> —pp. 75-91; pp. 102-106; pp. 358-371
28 March 2014	Individualisation, Labour Market Flexibility and Productivity	<i>Rasmussen</i> —pp. 123-128; pp. 232-248; pp. 438-456
<b>Completed Essay Assignment Due Friday 11 April 2014, no later than midday</b>		
04 April 2014	Freedom of Association and Trade Unions	<i>Rasmussen</i> — Chapter 12; pp. 91-101; pp. 107-115; pp. 136-139; pp. 431-438
11 April 2014	Negotiating Employment Agreements	<i>Rasmussen</i> —pp.128-136; pp. 139-154; pp. 376-412
<b>Team Collective Bargaining Report Due Wednesday 16 April 2014, no later than midday</b>		
<b>18 April – 04 May 2014—Mid-trimester Break</b>		
09 May 2014	Strikes and Lockouts	<i>Rasmussen</i> —pp. 116-117; pp. 412-422
16 May 2014	Employment Institutions and Workplace Disputes	<i>Rasmussen</i> —pp. 96-101; pp. 117-122; pp. 154-167
23 May 2014	Human Rights and Equity	<i>Rasmussen</i> —Chapter 8
30 May 2014	Discipline & Dismissal	<i>Rasmussen</i> —pp. 371-376
02 June 2014	Redundancy & Restructuring	
<b>No tutorials the week of Monday, June 2<sup>nd</sup>, due to Queen's Birthday Holiday</b>		
<b>Personal Grievance / Rights Dispute Case Due Friday 06 June 2014, no later than midday</b>		
<b>Final Examination During Exam Period, 13 June –2 July 2014</b>		

## ESSAY ASSIGNMENT

*Value:* 25% of the final grade

*Length:* 2,500-3,000 words

*Topic:* Shortly after New Zealand's general election in November 2008, the newly-elected Government amended the *Employment Relations Act 2000* to implement the National Party's policy on trial employment periods for new employees of businesses with fewer than 20 employees. Under this legislation, which came into effect on March 1<sup>st</sup> 2009, employees of small and medium sized employers in New Zealand can, within 90 days of starting their jobs, be dismissed without written notice and without the employer having to provide any reason for the dismissal.

A 9-page explanatory note attached to the bill as tabled in Parliament late in 2008 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." To that end, a number of changes to the *Employment Relations Act 2000* were passed by Parliament late in 2010. The *Employment Relations Amendment Act 2010* introduced a wide range of legislative amendments, including extending trial periods to all employers. That change, which effectively repealed Section 67A(4) of the *ERA 2000*, went into effect three years ago, on 01 April 2011.

The aim of the 'grievance-free' period is to allow employers to take a chance on employing someone who will help grow their business and afford new job opportunities to people looking for work. This, though, must be weighed against the potential negative consequences of what is effectively a form of 'employment-at-will', whereby an employee can be dismissed for a good reason, a bad reason, or no reason at all. American employers have long enjoyed the right to discharge their employees 'at will', for any reason. This applies to any employee not protected by express employment contracts stipulating that they may be fired only for good reason or 'for cause'. Some have suggested such a law would benefit New Zealand as well.

*What do you think? Should (all, some, or no) employers in New Zealand have the right to hire and fire (all, some, or no) workers without the threat of having to defend against an unjust dismissal claim should they decide to discontinue that employment relationship? Why or why not? What are the trade-offs for New Zealanders (e.g., in terms of employment rights and management flexibility) of such a policy? Discuss and support your arguments with evidence derived from your researching (i.e., not simply by regurgitating lecture notes) of this topic.*

## PG/RIGHTS DISPUTE CASE ASSIGNMENT

To be posted on Blackboard for HRIR 302 following the mid-trimester break.

## BARGAINING REPORT

To be assigned in the 1<sup>st</sup> tutorials.

## 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://library.victoria.ac.nz/library/resources/guides/referencing.html>.

## SUBMITTING ASSIGNMENTS FOR ASSESSMENT

Completed *individual* HRIR 302 assignments (i.e., both essay and case assignments) are to be submitted no later than midday/noon (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](http://www.turnitin.com). Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. In addition, 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

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 ***hard-copy*** (i.e., not electronic or 'soft' copy) **submissions of assignment 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.

*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.*

### Penalties

Late assignments are to be handed in at **Level 10 Reception, RH 1022** during Reception Desk hours, **9am till 5pm Monday to Friday during term time**. An Administrator or Duty Receptionist will stamp the assignment with the date and time. Late assignments that do not have **the time and date and signed by** the Administrator for the course or Duty Receptionist, will incur late penalties from the time the Administrator receives it. Assignments left on the Reception Counter, or slid under the door of the Reception office will also incur penalties from the time and date they are recovered. Note that there is no provision to accept assignments on weekends or public holidays.

### Penalties – for Lateness

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available (marks available** means what the assignment is worth i.e. 20% or 20 marks) for an assignment submitted after the due time on the due date **for each part day or day late**. (for example if an assignment is out of 20 and the assignment receives 50% then one day late means the mark will be out of 18 and the student will receive 50% of 18). **Closed University days, Saturdays, Sundays and public holidays** will be included when counting the number of days late. An assignment late day begins from the time the assignment is due. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Course Requirements (tbc)**.
- (ii) Course Outlines provide a signal to students 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 **Undergraduate Programme Manager** providing documentary evidence of the reasons of their circumstances.
- (iv) All such applications must be made **before** the deadline and be accompanied by documentary evidence, e.g. a medical certificate, or counsellor's report clearly stating the degree of impairment, and the dates the illness or event prevented you from undertaking your academic studies. This can be applied retrospectively.
- (v) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement or other exceptional events), that precludes an application in advance, students should make contact with the **Undergraduate Programme Manager** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (vi) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic and the intended assignment work load. You are strongly advised to adhere to the word limit so as to keep your workload at a manageable level. Any material that is above the word limit may not be taken into account by the marker. Your marker will simply stop at the maximum words for the assignment and you will receive the appropriate grade.

### **Remarking**

Every attempt is made to ensure that the marking is consistent across tutors and fair to students. Students may ask for their written work to be remarked. A different tutor will do the remarking and provide comments.

For marks: 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.

For grades: If the grade differs by one grade then the highest grade is taken. If the grade differs by more than one grade then the assignment is marked by a third marker and the average grade is taken.

Experience from previous years is that almost all remarks are within 10% or one grade and where there is a change in mark or grade, half the assignments go up and half go down. Occasionally there is a significant shift in the mark or grade. Application for remarks must be made within 5 days after the assignments 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 into the following place:

- Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it.

Allow a minimum of 5 days for remarks to be completed.

### **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 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 submitted to Turnitin. A copy of submitted materials will be retained 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.

### **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.

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

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

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress.aspx>.

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

## ACADEMIC INTEGRITY AND PLAGIARISM

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

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

### **MANAAKI PIHIPIHINGA PROGRAMME**

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce & Administration, and Humanities & 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 Manaaki Pihipihinga Programme, go to [http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)

### **FACULTY OF COMMERCE AND ADMINISTRATION (FCA) OFFICES**

Student enquiries should initially be directed to the counter located on the Ground Floor of Rutherford House at the Pipitea Campus. An office for the Faculties of Commerce and Administration, Education, and Law, dealing with administration for students taking courses taught at the Kelburn campus, is located on the Ground Floor of the Easterfield Building on Kelburn Parade. Opening hours are listed at <http://www.victoria.ac.nz/fca/studenthelp/counter.aspx>.

For information on the following topics, go to the FCA Student and Academic Services website at <http://www.victoria.ac.nz/fca/studenthelp/>:

- Course Advice
- Academic Transcripts
- Change of Course
- Examination Rules
- Degree Audits
- Transfer of Credits
- Certificate of Proficiency Enrolment (COP)
- Thesis Enrolment and Examination
- PhD Registration
- Conferment of Qualifications
- General Enquiries

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>.

### **NOTE TO STUDENTS**

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

ANNEX A



School of Management

**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



School of Management

HRIR 302

Request for re-examination of assessed work

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

*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.*

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

Note: “I think it is worth more,” is insufficient.

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

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Signature Date