



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui

MAOR 211

**Tū Te Wana Wana
Māori Language 2A**

Trimester 1, 2009

Lectures begin Monday, 2 March

Lectures end Friday, 5 June

Assessment period 8 June-1 July

IMPORTANT

**Please read and note the information
on the back page of this course outline**

MAOR 211

Tū Te Wana Wana – Māori Language 2A

Te Rārangī Mahi 2009

“Kotahi tonu te hiringa i kake ai a Tane ki runga ko te hiringa i te mahara”

Nō roto mai i te maninōhea, i te waimemehatanga o tō taua nei reo, kua hihiko ake, kua kāwata mai ko te āwhero i roto i a koutou kia hāpai ake, kia whakatairanga ake i te reo Māori. Nō kona e mihi atu ana ki tā koutou e hāpai ake nei, e manaaki nei hei whakamaunga tūmanako mā ngā uri kei te pihi ake. Inā kē te kōrero nui kei runga ake nei, hei taki mātohu ake ki a tātau nōnahea i tīmata ai te whaiwhai haere i te mātauranga, ka mutu, he mea whakanoho tātau e Tāne kia noho tonu tātau ki a tātau i runga anō i te mauri i whakatō iho ki roto i a tātau. Kei konā e mea ana, kei roto i o koutou ringaringa te mauri o tēnei mahi e pupuri ana. Nō reira, tē oti i a koutou te takahi i tēnei ara haere ake nei, haere ake nei.

1 TE KAIWHAKAAKO

1.1 Ko te Pūkenga

Teurikore Biddle
Rūma 202, 48 Kelburn Parade
Wāea 463 6733
Īmēra teurikore.biddle@vuw.ac.nz

Te Hāora Wātea

Rāapa 2:00-3:00 karaka

Ki te hiahia koutou ki te whakapā mai ki ahau, me tuku Īmēra mai ki ahau i mua i tō haere mai.

1.2 Ko Ngā Kaitūruki

TBC

Ngā Hāora Wātea

TBC

1.3 Kei te papapānui i 48 Kelburn Parade me te Papapango (Blackboard) e whata ana ētahi atu kōrero e pā ana ki ngā mahi me ētahi atu kaupapa ka ara ake mō Tū Te Wana Wana.

2 KO NGĀ WHAINGA ME NGĀ HUA

Ko Ngā Whāinga

Heoi, ko te kaupapa matua tonu o tēnei akomanga, he whakapakari i te taha kōrero, whakarongo, pānui me te tuhituhi hoki e eke ai ki te taumata tau tuarua o Te Whare Wānanga o te Ūpoko o te Ika.

He akoranga reo Māori anō tēnei nō reira me pou i tō pou rāhui kia kore ai te reo o wētahi e uru poka noa mai ana ki roto i tēnei o nga akomanga.

E tutuki rawa ake ai i a koutou ngā mahi nei ka taea e koutou te:

- whakapūaki whakaaro-ā-waha e hāngai ana ki ngā kaupapa ka kōrerohia i roto i ngā akomanga e eke ai ki te taumata tau tuarua
- whakapūaki whakaaro-ā-tuhi e hāngai ana ki ngā kaupapa ka kōrerohia i roto i ngā akomanga e eke ai ki te taumata tau tuarua
- whakarongo ki ngā tohutohu me ngā kaupapa kōrero ka puta ake i roto i ngā akomanga
- pānui, te whakamārama hoki i ngā kōrero kua kohia e te Kaiako mā koutou
- whakarāpōpoto i ētahi kaupapa nā koutou tonu i rangahau
- whakahoki pātai i runga anō i tā koutou i rangahau ai
- te whai i ngā tikanga tuhituhi o Te Whare Wānanga o te Ūpoko o te Ika.

3 KO NGĀ PUKAPUKA

3.1 Ko ngā Pukapuka Matua

Biggs, B., 1992. *The Complete English-Māori Dictionary*. Auckland: Auckland University Press.

Mead, H., & Grove, N., 1989-96. *Ngā Pepeha a Ngā Tupuna Vol 1-4*. Wellington: School of Māori Studies, Victoria University.

Moorfield, J.C., 1992. *Te Māhuri*. Hamilton, New Zealand: University of Waikato.

Ngata, H.M. 1993. *English-Māori Dictionary*. Wellington: Te Pou Taki Kōrero.

Williams, H.W., 1971. *A Dictionary of the Māori Language*. Wellington: Government Print.

Te Taura Whiri i te Reo Māori, 1999. *He Kohinga Kīwaha*.

Te Taura Whiri i te Reo Māori, 1995. *Te Matatiki*. Government Printer.

Te Taura Whiri i te Reo Māori, 2008. *Te Pātaka Kupu*.

Hokona te pukapuka e kīia nei ko te Academic Writing Guide 2007 a Te Kawa a Māui i te Student Notes Distribution Centre. Kua tāpiri hoki ngā kōrero o tēnei pukapuka ki te Papapango o MAOR 211.

3.2 He Pukapuka Taunaki

Bauer, W., 1981. *Aspects of the Grammar of Māori*. University of Edinburgh.

Bauer, W., 1993. *Māori*. London, Routledge.

Bauer, W., 1997. *The Reed Reference Grammar of Māori*. Auckland, Reed Publishers Ltd.

Benseman, J., 1992. *Whare Wānanga*. Research and Statistics Division, Ministry of Education.

Benton, N., 1999. *Revitalizing the Māori Language*. Ngaruawahia, Alta Vista Pacifica Tapui.

Benton, R., 1979. *Who speaks Māori in New Zealand*. New Zealand Council for Educational Research, Wellington.

- Best, E., 1972. *Tūhoe: The Children of the Mist*. Wellington, Published for the Polynesian Society by A.H and A.W Reed.
- Biggs, B., Hohepa, P., Mead, & H., *Selected Readings in Māori*.
- Brougham, A. E. and Reed, A. W., 1987. *Māori Proverbs*. Revised T. S. Karetu. Auckland, Reed Methuen Publishers Ltd.
- Carkeek, W., 2004. *The Kapiti Coast: Māori tribal history and place names of the Paekakariki-Otaki district*. Auckland, Reed Publishing Ltd.
- Curnow, J., 1995. *Ngā Pou Arahi*. Auckland Institute and Museum.
- Dacker, B., 1994. *Te Mamae Aroha: A history of Kaitahu Whānui in Otago*. Dunedin, University of Otago Press in association with Dunedin City Council.
- Grace, J., 2005. *Tuwharetoa: The history of the Māori people of the Taupo District*. Auckland, Reed Publishing Ltd.
- Kohere, R.T., 1951. *He Konae Aronui. Maori Proverbs and Sayings*. Wellington: A.H. and A. W. Reed.
- McEwen, J.M., 1990. *Rangitane: A Tribal History*. Auckland, Heinemann Reed Publishing.
- Mikaere, P., 1998. *Te Maiharoa and the Promised Land*. Auckland, Reed Publishing Ltd.
- Mitchell, J.H., 1990. *Takitimu*. Gisborne, Te Rau Press.
- Moorfield, J.C., 1992. *Te Pihinga*. Hamilton, New Zealand: University of Waikato.
- Ngata, Apirana, 1959-1970. *Ngā Moteatea: He maramara rere nō ngā waka maha. The songs: Scattered pieces from many areas*. Wellington: New Zealand Polynesian Society. Part 1 to 4.
- O'Regan, H.M., 2001. *Ko Tahu, Ko Au: Kai Tahu Tribal Identity*. Christchurch, Horomaka Publishing.
- Phillipps, W.J., 1948. *Carved houses of Te Arawa*. Wellington, Dominion Museum.
- Riley, M., 1990. *Māori Sayings and Proverbs*. Paraparaumu: Viking Sevenses.
- Royal, T.C., 1992. *Te Haurapa: An Introduction to researching tribal history*. Wellington, Bridget Williams Books.
- Royal, T.C., 2003. *Native Traditions by Hūkiki Te Ahu Karamu o Otaki*. Otaki, Te Wānanga o Raukawa.
- Simmons, D.R., 2006. *Meeting-houses of Ngāti Porou o Te Tai Rāwhiti*. Auckland, Reed Publishing Ltd.
- Sissons, J., 1991. *Te Waimana: The Spring of Mana*. Dunedin, University of Otago Press.
- Stafford, D.M., 2005. *Te Arawa: A history of the Arawa people*. Auckland, Reed Publishing Ltd.

- Stokes, E., 1993. *Te Raupatu o Tauranga Moana*. University of Waikato, Hamilton.
- Turoa, T., 2000. *Te Takoto o te Whenua o Hauraki*. Auckland, Reed Publishing Ltd.
- Walker, P., 2006. *Te Tū a Te Toka: He ĩeretanga nō ngā Tai e Whā*. Toi Māori Aotearoa, Tōtika Publications, Wellington.
- Walker, R., 2007. *Opotiki-Mai-Tawhiti: Capital of Whakatohea*. Auckland, Penguin Books.
- Wellington City Council., 1995. *Ngā Waahi Taonga o Te Whanga nui a Tara: Māori Sites and Inventory*. Wellington City Council.

3.3 Ngā Hōtaka Reo Māori

E rua ngā teihana Māori o Whakaata Māori ināiane. Nō reira, he nui rawa ngā hōtaka kei roto i te reo Māori. Mātakitakihia ngā hōtaka pēnei i Marae, Te Wakahuia, Kupu Huna, Te Tepū, Kōrero Mai, Te Kaea, ara noa atu, ara noa atu. Kia kaha koutou ki te tautoko i tēnei piuaki o tātou.

3.4 Ngā Wāhi Ipurangi

Ko te painga atu o tēnei rauemi, ara, ko te rorohiko, ka taea te tangata te whakapā atu ki ngā wāhi katoa o te ao mārama nei. Waihoki ka kaha kitea ināiane te maha o ngā kaupapa Māori, kōrero hoki kua tāngia ki ngā wāhi katoa o te ipurangi pēnei i Te Taura Whiri i te Reo a wai atu, a wai atu. Heoi, kia tūpato koutou, whakamātauhia te painga, te koretake rānei o ngā kōrero i mua i tō whakapono atu akene he rite tōna hanga ki te wharehukahuka a Tangaroa, he nui ngā whāwhārua.

4 KO NGĀ AKOMANGA

4.1 Ko Ngā Akoranga

Hei ngā Rāapa me ngā Rāpare ngā wā ako, mai i te tekau mā tahi karaka o ngā haora ki te rima tekau miniti ki te tekau mā rua karaka i te ahiahi.

Rāapa	11:00am-12:50pm	HU 324
Rāpare	11:00am-12:50pm	HU 324

4.2 Ko Ngā Akomanga Whāiti

Me mātua tae mai ki te 5 o te 8 o ngā akoranga whāiti. Mā te kaiako anō ngā whakahau kōrero mō ngā rā me ngā hāora. Hei te wiki tuarua whakatau ai ngā wāhi tū ai ngā akomanga whāiti. Ka tīmata ngā akomanga nei hei te wiki tuatoru o tēnei wāhanga. Anei ngā wā tū ai ngā akomanga whāiti:

Rāapa	3:10-5:00pm	50 Kelburn Parade Library
Rāpare	2:10-4:00pm	50 Kelburn Parade Library

4.3 Ko te Nui o Ngā Mahi

Kei te taumata tau tuarua tēnei akoranga, nā reira e tika ana me pau i a koe te tekau mā rima hāora (15 hours) ki āna mahi ia wiki. Ka tāpiri atu hoki ngā haora akoranga whānui, whāiti hoki.

MAOR 211 1/3 Kia eke ki te 15 hāora ia wiki (ngā akomanga whānui, whāiti hoki)

4.4 Noho Marae

Ako Pai Marae (Karori Campus), Rāpare (5:00pm), 19 Poutūterangi 2009 ki te Rāmere (9:00am), 20 Poutūterangi 2009. Ko te kaupapa whakaako o te noho marae ko te kai.

5 KO NGĀ AROMATAWAI

Me tuku atu ngā aromatawai katoa o MAOR 211 ki te pouaka aromatawai i 50 Kelburn Parade. Kauā e tukua ki te pūkenga, ki tōna rūma, ki ngā kaitūruki rānei. Ko te wāhi tika, ko te pouaka aromatawai!

Ngā Mahi	Rā Tuku	Ki Hea	Ōrau
Kōrero Tene	Wiki 3 Te wā tū ai tō akomanga whāiti	Akomanga Whāiti	10%
Whakamātautau Whāiti (1)	Wiki 4 26 Poutūterangi	Akomanga Whānui	15%
Whakamātautau Whāiti (2)	Wiki 8 7 Haratua	Akomanga Whānui	15%
Tuari Kōrero	Wiki 9 8 ki te 9 Paengawhāwhā	Akomanga Whānui	15%
Tuhingaroa	Wiki 11 29 Haratua	Waiho ki te pouaka 50 Kelburn Parade i mua i te 5 karaka	15%
Whakamātautau Whāiti (3)	Wiki 12 4 Pipiri	Akomanga Whānui	15%
Mahi Kainga (5)	1a rua wiki	Akomanga Whāiti	10%
Te whakatairanga i tō tātou reo	1a wiki	-	5%
Tōpū	-	-	100%

5.1 Kōrero Tene 10%

Ka whakahaeretia tēnei kaupapa i roto i ngā akomanga whāiti ka tū i te Wiki 3. E 5 meneti te roa, e 2 meneti mō ngā pātai.

Ma te kaitūruki e whakarite ngā kaupapa mō te whakamātautau kōreo tene. He ohore te hoatu o ngā kaupapa ki a koutou, kia tūtakarerewā ai koutou ki te kōrero i ngā wā katoa. Akene pea he tautohetohe te mahi, akene pea he whakapūaki whakaaro mō ngā kōrero nui o te wā – ko wai ka hua, ko wai ka tohu!

5.2 Ngā Whakamātautau Whāiti 45% (ia 15%)

Ka whakahaeretia ki roto i te akomanga whānui hei ngā wiki 4, 8, 12 hoki. He hāora me te hāwhe te roanga o ia whakamātautau whāiti. He 15% ōrau mō ia whakamātautau. Akene pea he mahi whakarongo, he mahi pānui, he whakautu pātai, he tātari tuhinga kōrero, he mahi whakatikatika, he tuhinga iti kei roto i te whakamātautau. Ko te tāhuhu o ngā kōrero kei ngā whakamātautau nei kua

ahu mai i ngā kaupapa whakaako kei roto i ngā akomanga whānui, whāiti hoki. Hei whakarite i a koutou ka whakatūhia e te kaiako he akomanga, e kiia rā, he hokinga whakamuri i te wā tū ai ngā akomanga whānui.

5.3 Tūari Kōrero

15%

Ka whakahaeretia tēnei kaupapa i roto i ngā akomanga whānui e rua ka tū i te Wiki 6. E 8 meneti te roa, e 2 meneti mō ngā pātai.

E rima meneti ki a koe ki te whakarite ōu kōrero i mua i tōu tū. Ka hamenehia ki te heke iho i te waru meneti te roanga o tōu, ā, ka tango he 2% mai i te kaute tōpū. Whiriwhiria kia whā ngā tūmomo rerenga kōrero, ka rua ka tuku mai ōna whakamārama katoa, homai hoki ngā taurira rerenga kōrero mō aua kīwaha, whakataukī, rerenga kōrero rā. Ki te kore e whai wāhi koe ki te oti i tēnei mahi i roto i te akomanga whānui ka mahia ki roto i te akomanga whāiti kē. Inā he pātai, he āwangawanga rānei, whakaritea he wā pai ki te kōrero tahi me te Pukenga. Ka whakaatūhia he taurira mō tēnei aromatawai, ā, ka tukuna hoki te roanga o ngā whakamārama ki roto i ngā akomanga whānui, whāiti hoki.

5.4 Tuhingaroa

15%

Kotahi noa iho te tuhingaroa. Ko tōna nui kia kauā e iti iho i te 2000 kupu, kia kauā hoki e nui ake i te 2200 kupu. Me ū mai te wiki 11 i mua i te 5 karaka. Whakaritea tō kaupapa, i te mea, kei te hiahia te kaiako te tiro ake ki āu mahi i te wiki 9 kia mōhio ai ia kua āta whakaritea i a koe āu mahi. Me rangahau, me wetewete hoki te akonga i ngā momo kōrero e pā ana ki tētahi o ēnei kaupapa e whai ake nei:

- ngā whare kōrero ā iwi (A collection of History pertaining to your Wharetipuna, Whare Whakairō, Wharenuī or pūrākau and pakiwaitara related to your hapū or iwi)
- ngā rerekētanga o ngā reo ā iwi (Dialectal differences in the Māori Language)
- kei te tokoiti haere te tokomaha o ngā tāne e ako ana i te reo Māori, me pēhea e taea e tātou te whakatikatika i tēnei āhuatanga? (Very few Māori men are learning the Māori language, how might we rectify this situation?). E whakaae ana, e whakahē ana rānei koe i tēnei whakaaro?
- tētahi tangata rongonui o te ao Māori me tā rātou i tākohā mai ai ki tō tātou reo kia tū rangatira ai. Tohua ko tētahi o ēnei tangata rangatira: Timoti Karetu, Miria Simpson, Hoani Rangihau, Ngoi Pewhairangi, Tā Ropata Mahuta, Hone Tuwhare, Katerina Mataira, Huirangi Waikerepuru. (Select one of these famous Māori figures to write about and how they have contributed to the maintenance and revitalisation of the Māori language).

Mā te rangahau e oti pai ai tēnei mahi. Tukuna mai te tuhingaroa i te rā kua whakaritea, arā te Wiki 11, **29 Haratua 2009**. Tukuna mai te mahi nei ki te tari Māori ki 50 Kelburn Parade.

Kia pai te whakatakoto i āu kōrero, tohungia ngā kaituhi, tāpirihia he rārangi kupu hou me ngā whakapuakanga. Kia kauā e iti iho i te rima ngā momo whakapuakanga ka whakamahia e koe mō tō tuhingaroa. Kia hāngai tonu ki ngā ture a Te Kawa a Māui 2007 mō te whakatakoto tuhituhi.

5.5 Mahi Kāinga/Kupu Hou Test 10%

E rima ngā mahi kāinga, he 2 paiheneti mō ia mahi kāinga. Inā, ka tukuna tēnei mahi kāinga i te wiki 1 me whakahokia i te wiki 3. Me tuku atu āu mahi kāinga ki tō kaitūruki i mua i te tīmatatanga o ngā akomanga whāiti. Engari ko ngā mahi kāinga tuawhā, tuarima hoki tukuna ki te pouaka aromatawai. Kei tā koutou kaitūruki te roanga o ngā whakamārama mō ia mahi kāinga.

5.6 Te whakatairanga i tō tātou reo 5%

Ka whakamātauhia tō maia, tō kaha ki te whakawhiti kōrero, ki te pata pātai, ki te āwhina i ō hoa mahi ki roto i ngā akomanga whāiti, whānui hoki, ki te whakatairanga i tō tātou reo. Waihoki, ko te tae ā tinana atu ki ngā akomanga katoa kia kitea ai tō manawanui ki te kaupapa, ara, tō tātou reo.

6 KO NGĀ WHIU

Inā, i oti i a koe tō mahi, ā, i tukuna hoki i te wā e tika ana engari kāore i eke rawa tō māka ki te rima tekau paiheneti ka āhei koe ki te tuku tuarua atu i tō aromatawai ki te kaiako. Heoi, ki te tuarua tō tuku mai i tētahi aromatawai e kore e eke i te rima tekau paiheneti te kaute tōpū mō taua aromatawai. Me kōrero ki te Pūkenga, māna anake e whakarite he wā e taea ai te whakaoti tika i āu mahi.

Ki te kore e tutuki i a koe ngā whakaritenga mō ia aromatawai, kāore koe e hipa i tēnei karaihe. Me ū mai te katoa o ngā mahi i te rā kua whakaritea. Ka tangohia 5% mō ia rā ki te tōmuri. Me kōrero ki te Pūkenga, māna anake e whakarite he wā e taea ai te whakaoti tika i āu mahi. Kauā e haere i te ara a taihoa, ka tae ki aua atu!

7 NGĀ MAHI ME TŪTUKI

E puta ai koe i tēnei pepa me:

- tae mai koe ki te 20 o te 24 o ngā akomanga whānui
- tae mai koe ki te 7 o te 10 o ngā akomanga whāiti
- oti i ngā mahi aromatawai katoa
- tae ā tinana mai ki te noho marae/he oti i tētahi mahi taurite rānei kia tūtuki pai ai i a koe tēnei mahi.

8 TE KAUPAPA TUĀKANA/TEINA

Mēnā ka hiahia āwhina koutou ki te ako i te reo, he hoa kōrero rānei māu, kei konei te kaupapa Tuākana/Teina. Hei te tīmatanga o te karaihe, me kōrero ki te Pūkenga.

9 MO TE HUNGA HAUĀ

He ture tā te Whare Wānanga e pā ana ki ngā tāngata hauā. He ture mō ngā whakamātautau me ērā atu o ngā aromatawai. Me kōrero ki te Pūkenga mēnā ka whaihua tēnei ki a koe.

10 KO TE MAHERE MAHI

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	He kōrero anō
1	4 Poutūterangi	L1 Mihi He whakamārama Revision MAOR 121 Tō Tātou Reo Māori	Ka tū koutou katoa ki te tuku mihi Ngā ture o te akomanga Te āhuatanga ki ngā mahi whakaako, ako hoki Whakapākehahia te mihimihi kua tuhia ki roto i te mahere ako
	5 Poutūterangi	L2 An alternative passive sentence pattern	
2	11 Poutūterangi	L3 Te ata āhua o te tangata (describing people and emotions) Saying something happens continually	Me uru ki roto i tētahi akomanga whāiti
	12 Poutūterangi	L4 Ngā matapae huarere (weather)	
3	18 Poutūterangi	L5 Ngā mahi hākinakina/hauora (sports/health) Talking about an action which is done while moving	Ka tīmata ngā akomanga whāiti Ka tū te aromatawai kōrero tene Tīmatahia te MK1
	19 Poutūterangi	L6	Noho Marae 19-20 Poutūterangi
4	25 Poutūterangi	L7 He hokinga whakamuri	
	26 Poutūterangi	L8 Whakamātautau whāiti (1)	
5	1 Paengawhāwhā	L9 Ngā tuhinga/kōrero ōpaki (informal written/oral) Asking why something will be done/why something didn't happen	Whakahokia MK1 Tīmatahia te MK2
	2 Paengawhāwhā	L10 Ngā tuhinga/kōrero ōkawa (formal written/oral) A special use of <i>riro</i>	
6	8 Paengawhāwhā	L11 Tūari kōrero	
	9 Paengawhāwhā	L12 Tūari kōrero	
NGĀ RĀ WHAKATAA: 10-26 Paengawhāwhā			
7	29 Paengawhāwhā	L13 Ngā whakataukī, whakatauaiki (proverbial sayings) Using ā to indicate the manner or means by which something is done	Whakahokia MK2 Tīmatahia te MK3
	30 Paengawhāwhā	L14	
8	6 Haratua	L15 He hokinga whakamuri	
	7 Haratua	L16 Whakamātautau whāiti (2)	

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	He kōrero anō
9	13 Haratua	L17 Ngā waiata tawhito (traditional song and poetry) Using <i>ana</i> with <i>ki te</i> and <i>ka</i>	Whakahokia MK3 Tīmatahia te MK4
	14 Haratua	L18 Other uses of <i>atu</i> and <i>mai, māna, nāna</i>	
10	20 Haratua	L19 Kīrehu tau/kīwaha tuku (colloquial sayings) Using <i>mahi</i> to express abundance	(Kairīwhi) Tukuna mai tōu tuhingaroa ki te pouaka i 50Kelburn Parade hei te 29 o Haratua i mua i te 5 karaka
	21 Haratua	L20 Kupu whakaari/tongi (prophetic sayings)	
11	27 Haratua	L21 Te reo o nehe, o nāiane hoki (the language of the past and present day Māori) Using <i>ana</i> with <i>kia</i>	(Kairīwhi) Whakahokia MK4 Tīmatahia te MK5 (kei roto tēnei mahi i te akomanga whāiti)
	28 Haratua	L22 Kupu whakaari/tongi (prophetic sayings)	
12	3 Pipiri	L23 He hokinga whakamuri	
	4 Pipiri	L24 Whakamātautau whāiti (3)	

11 ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as 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 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.

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

12 GENERAL UNIVERSITY STATUTES AND POLICIES

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 the Academic Policy and Student Policy sections on:

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

This website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates.

13 ENROLMENT AND WITHDRAWAL DEADLINES

Have you changed your mind about the courses you want to do this trimester? If you do not withdraw from a course in time, you will receive a fail grade. A fail grade stays permanently on your academic record. You can avoid the fail grade by withdrawing properly from courses before it is too late!

It is not enough just to stop attending lectures and tutorials, or to tell your lecturer or school administrator. You must complete a change of course form, available from your Faculty, Student and Academic Services Office, and submit it by the following deadlines.

First Trimester Courses, March to July 2009

No addition of first trimester courses is permitted after **Friday, 13 March 2009**.

Withdraw before **Friday, 13 March 2009** and you will get a full refund of fees.

Any student wishing to withdraw from a first trimester course after **Friday, 15 May 2009** will require approval from the Associate Dean.