



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui

MAOR 123

**Te Iwi Māori me āna Tikanga
Māori Society and Culture**

Trimester 1, 2010

Lectures begin Monday, 1 March

Lectures end Friday, 4 June

Mid-trimester break 5 April-18 April

Study week 7-11 June

Assessment period 11 June-4 July

Tēnā koutou e ngā tauira e whai nei i ētahi māramatanga o te Ao Māori. He mihi maioha ki a koutou katoa. Koinei ngā tohutohu mō te karaehe e kīa nei ko MAOR 123.

Welcome to te whānau o MAOR 123. In this course outline you will find all of the instructions for MAOR 123.

1 COURSE ORGANISATION

Course Coordinator	Dr Ocean Mercier Room 207, 50 Kelburn Parade Telephone 463 7457 Email ocean.mercier@vuw.ac.nz
Office Hours	Wednesday and Thursday 3:10-4:00pm
Additional Course Lecturers	Peter Addis Dr Rawinia Higgins Teurikore Biddle Meegan Hall Dr Alice Te Punga Somerville Paul Meredith
Tutors	tbc Room 102, 48 Kelburn Parade Telephone 463 5471
Class Representative	The MAOR 123 class representative is a channel through which VUWSA can liaise with the Course Coordinator on behalf of students. The class representative will be elected on Wednesday, 3 March. That person's name and contact details will be given to VUWSA, the Course Coordinator and the class, through Blackboard.

Any of the academic staff for this course can be contacted via the Māori Studies Office, 50 Kelburn Parade, 463 5314.

Notices and course information will be posted on the MAOR 123 Blackboard site at <http://blackboard.vuw.ac.nz/>. The notice boards at 48 Kelburn Parade will also carry important information, such as tutorial lists.

2 COURSE OBJECTIVES

The aim of the course is to introduce you to a range of Māori beliefs, concepts and structures that are important to the foundations and development of Māori society and culture. The course will cover aspects of pre-European, traditional Māori society, cultural change, present-day issues and developments, as well as visions for the future.

By the end of the course you will:

- be able to recognise key Māori words and concepts and be able to use them appropriately
- have an understanding and experience of Marae operations
- have an understanding of the chronology of Māori history within a thematic framework
- understand and better appreciate the social and political contexts within which Māori people presently operate
- develop critical thinking and academic writing skills appropriate to the discipline of Māori Studies.

Your progress against these objectives will be measured by the course assessment (see 4.4).

3 COURSE TEXTS

3.1 Course Reader

The required Course Reader for MAOR 123 is available from the Student Notes Distribution Centre, Student Union Building, for about \$25.

3.2 Highly Recommended Text

In addition to your Course Reader, it is highly recommended that you read the following book:

Ka'ai, Tania M, John Moorfield, Michael Riley, and Sharon Mosley (eds), 2003. *Ki te Whaiao: An Introduction to Māori Culture and Society*. Auckland: Pearson Longman.

Copies of this text are held in the library and it is also available for sale at the Victoria University Book Centre. Chapters of this text that are relevant to the MAOR 123 course are noted in the lecture programme (see 7).

3.3 Academic Writing Guide

The *Te Kawa a Māui Academic Writing Guide 2007 Edition* is available for download from the MAOR 123 Blackboard site at <http://blackboard.vuw.ac.nz> or for purchase from the Student Notes Distribution Centre.

4 COURSE WORK

4.1 Course Workload

Three hours of lectures, one hour of tutorials and eight hours of self-directed learning per week.

4.2 Lectures

Monday, Wednesday, Thursday 4:10-5:00pm EALT006

The only exception to this is the lectures on Wednesday 10 March, Thursday 11 March and Thursday 18 March, which are at Te Herenga Waka Marae (more information will be provided in lectures).

4.3 Tutorial Sessions

Tutorial sessions are 50 minutes long and are held once a week for 10 weeks. Tutorials provide an opportunity for small group discussion and debate on the concepts and issues raised in lectures. **You must attend at least seven out of 10 tutorials to meet a mandatory course requirement (see 5).**

Tutorials start in Week 2. A tutorial signup sheet will be circulated during lectures and between lectures it will be posted on the notice board at 48 Kelburn Parade. You must select your preferred tutorial by **4:00pm Friday, 5 March**. If you miss this deadline you should contact the Course Coordinator as soon as possible.

Confirmed tutorial groups will be posted on the notice board and on the MAOR 123 Blackboard site by **Monday, 8 March**.

4.4 Course Assessment

INTERNAL COURSE WORK 60%

FINAL EXAMINATION 40%

Assessment	Due Dates	Value
Key Words Test	Open from 4:00pm Tuesday, 2 March to 6:00pm Thursday, 11 March	5%
Participation in Pōwhiri and Marae Tour	4:10-5:00pm, Wednesday, 10 March and Thursday, 11 March	5%
Poupou presentations and Poupou Writing Assignment #1	Present poupou information at Te Herenga Waka on Thursday, 25 March and submit written work by midnight Thursday, 1 April	10%
Writing Assignment #2	By midnight Wednesday, 28 April	10%
Essay	5:00pm Thursday, 27 May	30%
Final 3-hour Exam	Assessment period 11 June-4 July (tbc)	40%

4.4.1 Key Words Test 5%

At **4:00pm on Tuesday, 2 March**, an online test will be made available on the MAOR 123 Blackboard site which will assess your understanding of words and terms that are critical to successfully completing this course. You will have until **6:00pm Thursday, 11 March** to complete this assessment. More information about this test is on the MAOR 123 Blackboard site at <http://blackboard.vuw.ac.nz>.

4.4.2 Participation in Pōwhiri and Marae Tour 5%

At **4:10pm on Wednesday, 10 March**, in lieu of a regular lecture, you will be expected to attend a pōwhiri (ritual of encounter) at the University's Te Herenga Waka Marae. You will be taught more about this process during the MAOR 123 course, prior to visiting the Marae.

In addition, at **4:10pm on Thursday, 11 March** you will return to the Marae for a tour of the facilities. Attendance at both Marae visits is worth 5% of your final grade and a record of attendees will be kept. Also, information that you receive during the tour and the pōwhiri will be necessary for the completion of your first writing assignment (see 4.4.3).

4.4.3 Poupou Writing Assignment #1 10%

After you participate in the pōwhiri and the Marae tour you will be asked to choose one of the poupou in the wharenuī (meeting house) and research the character that it represents. You will be asked **to share your findings with other participants in the course during the lecture hour at Te Herenga Waka Marae 25 March** and following that you will submit your written work **by midnight Thursday 1 April**, using the 'Blog Tool' on the MAOR 123 Blackboard site.

More detailed information about this assignment will be announced in lectures and will be posted on the MAOR 123 Blackboard site.

4.4.4 Writing Assignment #2 10%

You will be posed with a question that will require you to reflect on the information that you have received during lectures and tutorials and through your course readings. Your responses to the question should be 400-600 words in length.

Writing Assignment #2 is worth 10% of your final grade and must be posted on the MAOR 123 Blackboard site using the Blog Tool by midnight on **Wednesday, 28 April**.

Further information about the question and grading will be announced in lectures later in the course and will be available on the MAOR 123 Blackboard site.

4.4.5 Essay 30%

You are required to write one 1500 word essay. Essay topics will be distributed in tutorials and posted on the MAOR 123 Blackboard site.

Essays must be placed (in hardcopy form) in the assignment box outside the Māori Studies Office at 50 Kelburn Parade, by **5:00pm on Thursday, 27 May**. All assignments are registered by the Māori Studies Office staff.

DO NOT hand your essay to the Course Coordinator, Lecturers or Tutors or leave assignments under anybody's door. **Please keep a copy of your work.**

You are expected to follow the conventions for essay writing as explained in the *Te Kawa a Māui Academic Writing Guide 2007 Edition*. The Academic Writing Guide is available as a free download from the MAOR 123 Blackboard site and hardcopies will be available for sale at the Student Notes Distribution Centre. Essays that do not conform to the Te Kawa a Māui Academic Writing Guide will be penalised.

You are also encouraged to seek Student Learning Support Services advice on essay structure before submitting your essay.

4.4.6 Final Written Examination

40%

The Final Examination is a three-hour closed book examination held during the **Trimester 1 Examination Period (11 June-4 July)**. For courses with a final examination, students must be available to attend the examination at any time during this period. The date, time and venue will be announced on Blackboard as soon as this information becomes available.

5 MANDATORY COURSE REQUIREMENTS

To meet course requirements for MAOR 123 you must:

- attend at least seven out of the 10 tutorials (see 4.3)
- submit all writing and essay assignments (see 4.4), and
- attempt the final examination (see 4.4.6).

6 PENALTIES

By prior arrangement, and only for very good reasons, an extension might be granted by the Course Coordinator. However, without an express extension from the Course Coordinator, the following late penalties will apply.

6.1 Key Words Test

Failure to attempt the Key Words Test within the required period will result in no mark being given for that piece of assessment.

6.2 Participation in Pōwhiri and Marae Tour

Failure to participate in the scheduled Pōwhiri and Marae Tour (or an equivalent, as negotiated with the Course Coordinator) will result in no mark being given.

6.3 Presentation of Poupu Research

Failure to present at the scheduled time (or an equivalent, as negotiated with the Course Coordinator) will result in no mark being given.

6.4 Writing Assignments #1 and #2

Failure to submit both writing pieces means that a mandatory course requirement will not be satisfied, resulting in a failure of the course.

Submission of a writing assignment after the due date, but without an extension being granted, will satisfy the mandatory course requirements but no mark will be given.

6.5 Essay

In accordance with Te Kawa a Māui policy, 5% will be deducted for every day or part day that an essay is late (including weekends).

After five days the essay will be accepted for the purposes of meeting the mandatory course requirements but no mark will be given.

7 LECTURE PROGRAMME

The following schedule is a guide to the lectures and contributors for this course. You will be informed of any alterations to the schedule.

You will benefit greatly by familiarising yourself with the indicated readings prior to each lecture.

Week	Lecture	Date	Lecturer	Lecture Topic and Reading	Assessment
Part A – Māori Origins					
1	1	1 March	Ocean Mercier	Overview of course • Course Outline	Key Words Test on Blackboard opens at 4:00pm on 2 March
	2	3 March	Ocean Mercier	Māori Oral Tradition • Walker, R., 1992. The relevance of Māori Myth and Tradition. [Course reader]	
	3	4 March	Ocean Mercier	Māori Oral Tradition • Walker, R., 1992. The relevance of Māori Myth and Tradition. [Course reader] • Te tīmatanga mai o ngā atua/Creation narratives. [Ki te Whaiao]	
2	4	8 March	Teurikore Biddle	Pōwhiri preparation • Higgins, R., and Moorfield, J., 2003. Ngā Tikanga o te Marae. [Course Reader]	Pōwhiri at 4:10pm on 10 March
	5	10 March		Pōwhiri at (VENUE: 46 Kelburn Parade) • Experience the Māori ritual of encounter	Marae Tour at 4:10pm on 11 March
	6	11 March	Staff of Te Herenga Waka Marae	Tour of Te Herenga Waka Marae (VENUE: 46 Kelburn Parade) • Take a guided tour of the different parts of the marae complex and learn about its different roles and functions as dictated by Māori culture	Key Word Test closes at 6:00pm on 11 March

Week	Lecture	Date	Lecturer	Lecture Topic and Reading	Assessment
3	7	15 March	Teurikore Biddle	Traditional Māori social organisation <ul style="list-style-type: none"> • Mead, H., 1997. Traditional Māori Leadership. [Course reader] • Rangatiratanga/Traditional leadership. [Ki te Whaiao] 	
	8	17 March	Teurikore Biddle	Māori customary concepts <ul style="list-style-type: none"> • Metge, J., 1995. Whānau values. [Course reader] • Whanaungatanga/Kinship. [Ki te Whaiao] 	
	9	18 March	Peter Adds	Polynesian Migration <ul style="list-style-type: none"> • Ngā hekenga waka/Canoe migrations. [Ki te Whaiao] 	
4	10	22 March	Peter Adds	Pre-contact Māori development <ul style="list-style-type: none"> • Davidson, J., 1998. Māori Prehistory. [Course Reader] • Davidson, J., 1984. The Prehistory of New Zealand. [Course reader] 	Poupou presentations 4:10pm on 25 March
	11	24 March	Ocean Mercier	Summary lecture	
	12	25 March	Students	The poupou of Te Herenga Waka Marae speak – presentations in wharenuī (46 Kelburn Parade)	
Part B – Māori/Pākehā Contact					
5	13	29 March	Peter Adds	Arrival of Pākehā in Aotearoa/New Zealand <ul style="list-style-type: none"> • Orange, C., 1987. The British Crown and the Māori People. [Course reader] • Te tūtakitanga o ngā ao e rua/Early contacts between two worlds. [Ki te Whaiao] 	Poupou Writing Assignment #1 due by midnight Thursday, 1 April
	14	31 March	Peter Adds	The Treaty of Waitangi <ul style="list-style-type: none"> • The Declaration of Independence. [Course reader] • The Treaty of Waitangi. [Course reader] • Biggs, B., 1989. Humpty Dumpty and the Treaty of Waitangi. [Course reader] • Te Tiriti o Waitangi/The Treaty of Waitangi. [Ki te Whaiao] 	
	15	1 April	Peter Adds	The New Zealand Wars 1861-1881 <ul style="list-style-type: none"> • Mana Māori motuhake/Challenges to kāwanatanga 1840-1880. [Ki te Whaiao] 	
Mid-Trimester Break: 5-18 April 2010					

Week	Lecture	Date	Lecturer	Lecture Topic and Reading	Assessment
6	16	19 April	Peter Addis	Post Treaty events 1881-mid 1900's <ul style="list-style-type: none"> McDowell, Morag and Duncan Webb, 1998. Treaty of Waitangi. [Course reader] 	
	17	21 April	Peter Addis	Post Treaty events mid 1900's onwards: Māori Political and Protest Activities <ul style="list-style-type: none"> Walker, R., 2004. Modern Māori Activists. [Course reader] Ward, A., and Hayward, J., 1999. Tino Rangatiratanga – Māori in the Political and Administrative System. [Course reader] 	
	18	22 April	Paul Meredith	Case Study: Te Kīngitanga	
7	19	26 April	Peter Addis	Waitangi Tribunal Claims and the Treaty Settlement Process <ul style="list-style-type: none"> Ward, Alan. 1999. The Modern Treaty Claims Process. [Course reader] 	Writing Assignment #2 due Wednesday, 28 April
	20	28 April	Peter Addis	Case Study: Taranaki Land Claim <ul style="list-style-type: none"> See Taranaki Claim Chapter 1: Overview. [MAOR 123 Blackboard site] 	
	21	29 April	Rawinia Higgins	Case Study: Wai 11 Te Reo Māori Claim <ul style="list-style-type: none"> WAI 11 Te Reo Māori Claim. [MAOR 123 Blackboard site] 	
8	22	3 May	Rawinia Higgins	Te Reo Māori – Revitalisation Initiatives <ul style="list-style-type: none"> Benton, R., 1991. The History and Development of the Māori Language. [Course reader] Karetu, T., 1993. Toku Reo, Toku Mana. [Course reader] 	
	23	5 May	Rawinia Higgins	Case Study: Moko Kauae <ul style="list-style-type: none"> Higgins, R., 2002. [Blackboard] 	
	24	6 May	Alice Te Punga Somerville	Māori and Indigenous Literature and/or Film	

Week	Lecture	Date	Lecturer	Lecture Topic and Reading	Assessment
Part C – Contemporary Māori Development					
9	25	10 May	Meegan Hall	Māori Development <ul style="list-style-type: none"> Durie, M., 2002. The Parameters of Māori Development. [Course reader] 	
	26	12 May	Marie Cocker	Māori Economic Development <ul style="list-style-type: none"> Cross, T. et al, 1990. Iwi and Whānau Economic Development. [Course reader] 	
	27	13 May	Meegan Hall	Māori Education <ul style="list-style-type: none"> Durie, M., 1998. Mana Tupuna Identity and Heritage. [Course reader] Te tāminga o te mātauranga/Māori Colonisation in education. [Ki te Whaiao] 	
10	28	17 May	TBA	Case Study: Partnership and Representation in the ‘Supercity’ Debate or other topic tba	
	29	19 May	Marie Cocker	Case Study: Māori and the Foreshore and Seabed	
	30	20 May	Ocean Mercier	Māori and the Environment <ul style="list-style-type: none"> Roberts, R., and Willis, P., 1998. Understanding Māori Epistemology. [Course Reader] 	
11	31	24 May	Ocean Mercier	Māori and Indigenous Science	Essay DUE 5:00pm Thursday, 26 May
	32	26 May	Ocean Mercier	Māori Intellectual Property Rights and WAI 262	
	33	27 May	Teurikore Biddle	Waiata and haka as a response to the political struggles of Māori in Aotearoa-New Zealand <ul style="list-style-type: none"> Ngā mahi a Tāne-rore me Te Rēhia/Performing arts. [Ki te Whaiao] 	
12	34	31 May	TBA	Contemporary Performance of Māori Identity in the Media <ul style="list-style-type: none"> Durie, M., 1998. Mana Tupuna Identity and Heritage. [Course reader] 	
	35	2 June	Ocean Mercier	Māori Futures <ul style="list-style-type: none"> Durie, M., 2006. Tai Mihi Tangata. [Course reader] 	
	36	3 June	Ocean Mercier	Course Summary <ul style="list-style-type: none"> Overview of course content and preparation for final exam 	

8 Tutorial Programme

Week	Tutorial	Week Beginning	Tutorial Topic	Preparation
1		1 March	No tutorials this week	Sign up to a MAOR 123 tutorial – they start in Week 2 of the course
2	1	8 March	Māori Oral Tradition	Read Walker, R., 1992. The relevance of Māori Myth and Tradition. [Course reader]
3	2	15 March	Pōwhiri – The ritual of encounter	Read Higgins, R., and Moorfield, J., 2003. Ngā Tikanga o te Marae. [Course Reader]
4	3	22 March	Whānau Values	Read Metge, J., 1995. Whānau values. [Course reader]
5	4	29 March	The Treaty of Waitangi	Read The Treaty of Waitangi – Māori and English Translation. [Course reader]
Mid-Trimester Break: 5-18 April 2010				
6	5	19 April	Māori Leadership	Read Mead, S.M., 1997. Landmarks, Bridges and Visions. Aspects of Māori Culture. [Course reader]
7	6	26 April	Essay Writing	N/A
8	7	3 May	Treaty Settlements	Read Ward, Alan. 1999. The Modern Treaty Claims Process. [Course reader]
9	8	10 May	Māori Identity	Read Durie, M., 1998. Mana Tupuna Identity and Heritage. [Course reader]
10	9	17 May	Māori Development	Read Durie, M., 2002. The Parameters of Māori Development. [Course reader]
11	10	24 May	Exam Preparation	N/A
12		31 May	No tutorials this week	

9 RECOMMENDED RESOURCES and SUPPORT SERVICES

9.1 Dictionary

If you are unfamiliar with the Māori language you are encouraged to purchase the following dictionaries which are available from the Victoria Book Centre:

Ngata, H.M. 1993. *English–Māori Dictionary*. Wellington: Learning Media.

Williams, H.W. 1971 (7th ed.). *A Dictionary of the Māori Language*. Wellington: Government Print.

Alternatively you can access an online Māori language dictionary at: <http://www.learningmedia.co.nz/ngata>

9.2 Māori Current Affairs

You are strongly encouraged to take an interest in events and issues that affect Māori today and can do so by accessing the following Māori media:

Māori Television www.maoritelevision.com/coverage/index.htm

Te Karere, TVNZ TV1, Monday-Friday, 6:10am or 4:40pm
<http://tvnz.co.nz/te-karere>

Waka Huia TV1, Saturday, 8:30am
<http://tvnz.co.nz/waka-huia>

Marae TV1, Sunday, 11:00am
<http://tvnz.co.nz/marae/show-414450>

Wātea News, National Radio Weekdays, 6.27am, 8:45am, 5:45pm, 6:45pm

Te Ahi Kaa, National Radio Sunday, 6:06-7pm
<http://www.radionz.co.nz/national/programmes/teahikaa>

Waiata, National Radio Saturday, 4:30pm and Sunday, 5:36-6pm

Atiawa Toa FM 96.9 FM

Te Reo Irirangi o Te Ūpoko o Te Ika a Māui 1161 AM

9.3 Useful Texts

The Māori Subject Librarian is available at the Library to assist you with your research and finding books to support your essay. The following is a list of texts that you are also likely to find useful.

Barlow, Cleve, 1991. *Tikanga Whakaaro: Key concepts in Māori culture*. Auckland: Oxford University Press.

Biggs, Bruce G., 1981. *The Complete English-Māori Dictionary*. Auckland: Auckland University & Oxford University Press.

Buck, Peter, 1950. *The Coming of the Māori*. Wellington: Māori Purposes Fund Board.

- Cox, Lindsay, 1993. *Kotahitanga: The search for Māori Political Unity*. Auckland: Oxford University Press.
- Dewes, Koro, 1974. *Māori Oral Arts: He Poutoko Manawa nō te Māoritanga*. London. Photocopy of typescript.
- Durie, Mason, 1998. *Te Mana, Te Kawanatanga: The politics of Māori self-determination*. Auckland: Oxford University Press.
- King, Michael, 1977. *Te Ao Hurihuri: The world moves on. Aspects of Māoritanga*. Wellington: Hicks Smith.
- Mead, Hirini Moko, 2003. *Tikanga Māori: Living by Māori Values*. Wellington: Huia.
- Mead, Sidney Moko, 1997. *Landmarks, bridges and visions: Aspects of Māori culture*. Wellington: Victoria University Press.
- Melbourne, Hineani, 1995. *Māori Sovereignty: The Māori perspective*. Auckland: Hodder Moa Beckett.
- Ngata, H.M. 1993. *English–Māori Dictionary*. Wellington: Learning Media.
- Orange, Claudia, 1992. *The Treaty of Waitangi*. Wellington: Historical Publications Branch, Department of Internal Affairs.
- Pere, Rangimarie Rose, 1991. *Te Wheke: A Celebration of Infinite Wisdom*. Gisborne: Ao Ako Learning New Zealand.
- Reed, A.W., T.S. Karetu, 1984. *Concise Māori Dictionary New Revised Edition*. Auckland: Methuen Publishers Ltd.
- Salmond, Anne, 1975. *Hui: A Study of Māori Ceremonial Gatherings*. Wellington: A.H & A.W Reed.
- Shirres, Michael, 1997. *Te Tangata: The human person*. Auckland: Accent Publications.
- Walker, Ranginui, 1990. *Struggle Without End: Ka whawhai tonu mātou*. Auckland: Penguin.
- Williams, H.W. 1971. *A Dictionary of the Māori Language*. Wellington: Government Print.
- Winiata, Maharaia, 1967. *The Changing Role of the Leader in Māori Society: A study in social change and race relations*. Auckland: Blackwood and Janet Paul.

9.4 Te Pūtahi Reo/The Language Learning Centre

The Language Learning Centre (LLC) is Victoria's technology-rich, multimedia centre supporting independent language learning and teaching. At the LLC you can: study at a time that suits you; select the materials or activities that you find interesting; meet your needs by matching your level and understanding. You can also access a variety of multimedia language resources such as print and audio materials, foreign language TV and DVDs, and comprehensive computer

software. The LLC also provides digital access to course materials. Visit the centre to find out more about the services available (Level 0 von Zedlitz Building).

9.5 Disability Support Services

The University has policies for supporting students with disabilities, particularly with regards to examinations and assessments. Contact the lecturer if you feel this applies to you.

10 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>

11 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 the Academic Policy and Student Policy sections on:

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

The AVC(Academic) 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. This website can be accessed at:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

12 WITHDRAWAL DATES

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.

Information on withdrawals and refunds may be found at <http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>