



Te Kawa a Māui

# **MAOR 125**

Special Topic: Māori Performing Arts and Society

**AND** 

# **MUSC 151**

Music in New Zealand Māori Music

# 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

# "He oro wai, ka ea - A melodic song shall set you free."

Tēnei te mihi kau ake ki ngā tauira e kaha nei ki te whai i tēnei kaupapa whakahirahira ko ngā mahi a Rēhia, a Tanerore, a Hineruhi. Ko te whainga matua hei whai mā tātou katoa ko te whakaara i ngā waiata o kui mā o koro mā kia kore rawa e ngaro engari kia rangona te reo ataahua o tuawhakarere o nāianei hoki.

On behalf of Te Kawa a Māui, School of Māori Studies and the New Zealand School of Music we extend warm greetings to all students who have enrolled in this course. The following information is the instruction for the first trimester of 2010.

# 1 KO NGĀ WHAKAHAERE Course Personnel

Ko te Pukenga Teurikore Biddle

**Course Coordinator** Room 202, 48 Kelburn Parade

Telephone 463 6733

Email teurikore.biddle@vuw.ac.nz

Office Hour Tuesday, 4:00-5:00pm or by appointment

on the following days and times:

Monday, 1:00-2:00pm Wednesday, 12:00-1:00pm

Ko te Pukenga Dr Brian Diettrich

Course Coordinator Room 303C, School of Music

Telephone 463 5170

Email brian.diettrich@nzsm.ac.nz

Office Hour TBC

Notices and course information will be posted on the notice boards at 48 Kelburn Parade and the School of Music and the course Blackboard Site.

# 2 KO NGĀ WHĀINGA ME NGĀ HUA Course Aims and Learning Objectives

# 2.1 Course Aims

This is an introduction to the study and practice of traditional and contemporary Māori performing arts. The course will focus on both formal and informal waiata displayed within the context of the Marae. A section of this course will also focus on traditional Māori musical instruments. Tutorials will introduce students to elements of music studies and performing arts.

# 2.2 Learning Objectives

This course is intended to provide a base of knowledge for traditional and contemporary waiata performance within the context of the Marae. Students who successfully complete and pass this course will:

- understand some of the basic values between Māori culture, society and performance
- appreciate the essential elements of Māori language, custom, ritual, spirit and traditional chants in Māori performance
- be able to execute at least three types of traditional Māori performance
- reflect upon the inter-relationship between theory and practice of traditional and contemporary performance within a whānau environment or setting
- access the written literature of song texts, descriptions of song types and other writings on Māori music
- gain an understanding of the use, design and revitalisation of traditional Māori musical instruments
- introduction to elements of music studies and performing arts.

The course is taught in Māori Studies and the School of Music. The Tuesday weekly lectures will focus on the practical aspects of the course and analyse literature associated with each composition studied in this course. The weekly Wednesday tutorials will concentrate on the written literature and will consider issues such as the use of written notation in recording and teaching waiata, the contribution for performance and understanding the performing arts.

# 3 KO NGĀ PUKAPUKA Texts

# 3.1 Text and Resources Required

- Te Kawa a Māui, 2010. MAOR 125 Special Topic: Māori Performing Arts and Society, MUSC 151 Music in New Zealand: Māori Music, MAOR 802 Waiata Performance course reader.
- Te Kawa a Māui, 2010. MAOR 125 Special Topic: Māori Performing Arts and Society, MUSC 151 Music in New Zealand: Māori Music, MAOR 802 Waiata Performance Compact Disc. You will need to contact Dr Brian Diettrich regarding the purchase of a Compact Disc.
- Te Kawa a Māui Academic Writing Guide 2007 Edition. Victoria University Student Notes Distribution Centre.

Please refer to the 48 and 50 Kelburn Parade notice board for an updated list of Course Readers available for purchase from the Victoria University Student Notes Distribution Centre.

#### 3.2 Recommended Text

- Best, Elsdon, 1908. *Māori songs, in New Zealand Official Yearbook 1908*, pp.739-46.
- Best, Elsdon, 1925. *Games and Pastimes of the Māori*. Dominion Museum Bulletin 8 (reprinted in 1976).
- Binney, Judith, 1995. *Redemption Songs*. Auckland: AUP/Bridget Williams Books.
- Gardiner, Wira, 2001. *Haka: A Living Tradition*. Hodder Moa Beckett Publishers Limited.

Karetu, Timoti, 1993. Haka. Reed Publishing, New Zealand.

McLean, Mervyn, 1996. Māori Music. Auckland University Press.

McLean, M and Orbell, Margaret, 2000. *Traditional songs of the Māori*. Auckland University Press.

Mead, Hirini, 2003. Tikanga Māori: Living by Māori Values. Huia Publishers.

Melbourne, Hirini, 1991. *Toiapiapi*. GP Print Ltd, Wellington.

Ngata, A, 1959. *Ngā Mōteatea, Part I.* Polynesian Society, Wellington, New Zealand.

Ngata, A, 1974. *Ngā Mōteatea, Part II.* Reed Publishing, Wellington, New Zealand.

Ngata, A, 1970. *Ngā Mōteatea, Part III*. Polynesian Society, Wellington, New Zealand.

Ryan, P.M, 1995. *The Reed Dictionary of Modern Māori*. Reed Publishing, New Zealand.

Tauroa, Hiwi, 1989. *A guide to marae: Te kawa o te marae*. Trade Union Education Authority, New Zealand.

Williams H.W, 1971. *Dictionary of the Māori language*. Legislation Direct, Wellington.

# 4 KO NGĀ MAHI Course Work

# 4.1 Ko Ngā Karāihe Lectures

Lectures are held on Tuesday, in Te Tumu Herenga Waka Marae (46 Kelburn Parade) and the Tutorials are held on Wednesday at the School of Music.

Tuesday 1:10pm-3:00pm Te Tumu Herenga Waka Lecture

Wednesday 2:10pm-3:00pm School of Music Tutorial

An attendance roll will be taken during each lecture. A minimum attendance has been set (refer 7).

# 4.2 Ko te nui o ngā Mahi Course Workload

You are expected to spend 13 hours a week on this course (inclusive of lectures and tutorials)

MAOR 125/MUSC 151 1/3 20 points 156-200 hours per trimester (inclusive of lectures and tutorials)

# 5 KO NGĀ AROMATAWAI Course Assessment

#### 5.1 Course Work

All work submitted for this course MUST be posted in the Assignment Box, Māori Studies Office, 50 Kelburn Parade. All assignments are registered in the Māori Studies Office. DO NOT hand work to the Course Coordinator, Tutor, or leave assignments under the Course Coordinator's door. Please keep a copy of your work.

# 5.2 Ko ngā Tatauranga

#### Assessment Tasks

Information about all course assessments is contained in this course outline. Assessments will be explained in lectures. If you are unsure about any assessment requirement, please contact the Course Coordinator and make an appointment during office hours.

The assessment tasks include individual, group and whole class activities. The final grade for MAOR 125 and MUSC 151 will be determined by the following:

# 5.3 Internal Course Work

100%

#### MAOR 125 and MUSC 151 Assessment Grid

Assessment	Due Date	Submit	Weighting
Essay	Week 4, 22 March	Assignment Box,	10%
		50 Kelburn Parade	
Noho Marae Attendance	Week 6, 23-24 April	Ako Pai Marae	10%
Practicum 1	Week 7, 27 April	During lecture hour	10%
Practicum 2	Week 7, 27 April	During lecture hour	20%
Journal	Week 11, 24 May	During lecture hour	25%
Practicum 3	1 June	During lecture hour	20%
Attendance/Participation	Ongoing	During tutorials	5%

#### **5.3.1 Further Explanation of Assessments**

There are three (practicum) group assessments in this course. The practicum assessments will lead to an individual mark. The University recognises that group work, when used appropriately, can be a valuable teaching strategy that contributes to students' learning and the development of communication and team work skills. Group work refers to learning activities on which students' work together to produce a report or complete a specific task.

# 5.3.2 **Essay**

Students must write a 1,000 word essay on an approved Māori composer, singer, or a Māori scholar who contributed immensely to the world of Māori Music. Students should provide a biography of the composer and make comment on one to two pieces of compositions by their selected composer. If you have selected a Māori Scholar to write about list at least two pieces of academic writing (book, chapter in a book, journal article) that the scholar has written and the relationship of that work to Māori song and or dance.

Here is a list of possible composers who you might want to write your essay on. You will note that some of these scholars and or artists would have made contributions in several of these areas:

Composers of traditional laments	Contemporary composers	Contemporary artists	Scholars
Mihikitekapua	Ngoingoi	Hirini Melbourne	Apirana Ngata
Pikihuia	Pewhairangi	Moana Maniapoto	Wira Gardiner
Te Kooti	Tuini Ngawai	Hareruia	Timoti Karetu
Ruka Broughton	Kohine Ponika	Aperahama	
	Wiremu Kerekere	Tui Teka	
		Kiri Te Kanawa	

You may select another singer, composer or scholar to write about. If you would like to do this you will need your topic approved by the Course Coordinator. Please make a time with the Course Coordinator to discuss this option. You are required to have a minimum of five references (books) and a maximum of three references from an appropriate internet site, such as, the Dictionary of New Zealand Biography. Further explanations for this assessment will be provided during lectures.

The essay MUST be posted in the Assignment Box, Māori Studies Office, 50 Kelburn Parade. All assignments are registered in the Māori Studies Office. DO NOT hand work to the Course Coordinator or leave assignments under the Course Coordinator's door. Please keep a copy of your work.

#### 5.3.3 Noho Marae

Students are required to attend a Noho Marae – Marae stay at Ako Pai Marae, Karori Campus on Friday, 23 April, 5:00pm to Saturday, 24 April 2010, 9:00am. The purpose of the Marae stay is to provide students with the opportunity to put into practice what they have learnt in the course and to also learn about the revitalisation of traditional Māori musical instruments. It is not compulsory for students to stay the night particularly if they have proven work or class commitments. Further information about the Marae stay will be provided throughout the duration of the course.

The koha for the Noho Marae is \$15.00 and can be paid to the Administrator at Te Kawa a Māui, Main Office, 50 Kelburn Parade. If you have work/class commitments you are not required to stay overnight.

# 5.3.4 **Practicum 1**

In small groups students are required to perform the waiata 'Taku Rākau' by Mihikitekapua. Students are expected to have a general understanding of the history, style, form and structure of the waiata and will be asked questions about these subjects at the end of the performance. This practicum assessment will take place during normal lecture times.

#### 5.3.5 Practicum 2

In small groups students are required to perform the waiata 'Kāore taku raru' by Ruka Broughton of Te Ati Awa. Students are expected to have a general understanding of the history, style, form and structure of the waiata and will be

asked questions about these subjects at the end of the performance. This practicum assessment will take place during normal lecture times.

#### 5.3.6 Journal

Students are required to keep a journal of everything that they have learnt through the duration of this course. Further explanations of these assessments will be provided to you during normal lecture times.

The Journal and Essay MUST be posted in the Assignment Box, Māori Studies Office, 50 Kelburn Parade. All assignments are registered in the Māori Studies Office. DO NOT hand work to the Course Coordinator or leave assignments under the Course Coordinator's door. Please keep a copy of your work.

#### 5.3.7 Practicum 3

In small groups students are required to perform the waiata 'E pā to hau' by Te Rangiamoa or 'Haramai a Paoa' by Ngāti Porou whānui. Students are expected to have a general understanding of the history, style, form and structure of the waiata and will be asked questions about these subjects at the end of the performance. This practicum assessment will take place during normal lecture times.

#### 5.3.8 Attendance and Participation

Students will be given 5% percent based on their attendance and participation in class discussions in tutorials.

# 6 KO NGĀ WHIU Penalties

All course assessments must be satisfactorily completed. If you do not complete a piece of assessment, you will not meet course requirements. If you miss an assessment, you must contact the Course Coordinator.

Extensions will only be granted for valid reasons. You MUST contact the Course Coordinator only. Where students have not informed the Course Coordinator, more severe penalties may be imposed. It is important to begin work on assignments well in advance of the due date. Lack of planning and organisation does not constitute a valid reason.

# 7 KIA Ū AI KI UTA Course Requirements

In order to complete this course, all students must:

- attend 9 out of 12 waiata lectures
- attend 8 out of 11 music tutorials
- hand in the essay on time
- hand in the journal on time
- as a group complete all three Practicum assessments
- attend the noho marae or make other suitable arrangements with the course coordinator.

# 8 KO TE MAHERE MAHI Course Programme

Wook	Date	Lecture	Other Information
Week 1	2 March	Introductions – Mihi	Pronunciation of Māori words
'	_ wiaitii	Explanation of course aims,	1 TOTIUTICIALION OF WIAON WORLDS
			Dāhiri by Hirini Maka Maad
		objectives, content	Pōhiri by Hirini Moko Mead
		Introduction to Te Herenga	Tutorials at School of Music
		Waka Marae	start week 2 Groups set for
		Waiata Tawhito	Practicum 1 and 2
2	9 March	Taku Rākau	Waiata Tawhito – an
2	9 Maich		
		An Introduction	introduction by Pou Tēmara and Ngāi Tūhoe p. 11
		Toku Bākou	and Ngar Turibe p. 11
		Taku Rākau	
2	16 March	Waiata Ngahau Vs1	Tuinis Harlife and congo by
3	16 March	Taku Rākau	Tuini: Her life and songs by
		Waiata Performance,	Ngoingoi Pewhairangi
		Te tū a te kaihaka	
		Weists Nasha V 4	
	00.14	Waiata Ngahau Vs1 cont	T. O. 100
4	23 March	Taku Rākau	The Qualities of ihi, wehi and
		<sub>                                    </sub>	wana by Tamati Kruger and Te
		Kāore Taku Raru – An	Āti Awa of Taranaki p. 13 and
		Introduction	Te Āti Awa of Wellington p. 16
			Essay due 27 March before
			5:00pm
5	30 March	Kāore Taku Raru	Māori Poetry by Mervyn
		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	McLean
		Waiata Ngahau Vs1 and Vs2	haril 0040
	00.4 "	Mid-Trimester Break: 5-18 A	·
1 6		L K DOTO LOVII LICTI	
_	20 April	Kāore Taku Raru	Taonga Pūoro
	20 April	Waiata Ngahau Vs2 and Vs3	Raukatauri: Goddess of Flutes
	20 April		
	20 April	Waiata Ngahau Vs2 and Vs3	Raukatauri: Goddess of Flutes by Brian Flintoff
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content  Traditional Musical	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday,
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content Traditional Musical Instruments	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday,
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content  Traditional Musical	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content Traditional Musical Instruments  Revision of Kāore Taku Raru	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2
	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April
7	·	Waiata Ngahau Vs2 and Vs3  Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2
7	20 April	Waiata Ngahau Vs2 and Vs3  Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2
7	·	Waiata Ngahau Vs2 and Vs3  Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2
	27 April	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Practicum 2 assessment	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7
7	·	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Practicum 2 assessment Haramai a Paoa	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times
	27 April	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Practicum 2 assessment	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times of Sir Apirana Ngata and Ngāti
8	27 April 4 May	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Haramai a Paoa Waiata Ngahau Vs3 and Vs4	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times of Sir Apirana Ngata and Ngāti Porou p. 12
	27 April	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Haramai a Paoa Waiata Ngahau Vs3 and Vs4 Haramai a Paoa	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times of Sir Apirana Ngata and Ngāti
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8	27 April 4 May	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Haramai a Paoa Waiata Ngahau Vs3 and Vs4 Haramai a Paoa	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times of Sir Apirana Ngata and Ngāti Porou p. 12 Guest Lecture: Paul Meredith Rangiamoa(s) Lament for Te
8	27 April 4 May	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Practicum 2 assessment Haramai a Paoa Waiata Ngahau Vs3 and Vs4 Haramai a Paoa An Introduction to E Pā tō Hau	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times of Sir Apirana Ngata and Ngāti Porou p. 12  Guest Lecture: Paul Meredith  Rangiamoa(s) Lament for Te Wano by Margaret Orbell and
9	27 April 4 May 11 May	Noho Content Traditional Musical Instruments Revision of Kāore Taku Raru Introduction to Haramai a Paoa Practicum 1 assessment Haramai a Paoa Waiata Ngahau Vs3 and Vs4 Haramai a Paoa An Introduction to E Pā tō Hau Waiata Ngahau Vs4 and Vs5	Raukatauri: Goddess of Flutes by Brian Flintoff  Noho Marae Overnight from 5:00pm Friday, 23 April to 9:00am Saturday, 24 April  Practicum 1 and 2 assessment Week 7  He Tipua: The Life and Times of Sir Apirana Ngata and Ngāti Porou p. 12 Guest Lecture: Paul Meredith Rangiamoa(s) Lament for Te
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Week	Date	Lecture	Other Information
11	25 May	Practicum 3 preparation	Journal due this week
		Revision of Haramai a Paoa	
		E Pā tō Hau	
12	1 June	Practicum 3 assessment	Kaitahi

#### **Tutorial Schedule**

Week	Tutorial Topic and Reading	
1	No tutorial	
2	Approaching Traditional Māori Music	
	Read: McLean (1996, "Maori Music", ONLY chapters 2 and 3)	
3	Traditional Māori Chant and Song Styles, and Participant Observations	
	Read: to be advised	
4	Music History and Cultural Change in Aotearoa	
	Read: to be advised	
5	Waiata Tawhito, Oral Tradition and Copyright	
	Read: Sherylle Mills (1996, Indigenous Music and Law)	
Mid-Trimester Break: 5-18 April 2010		
6	Assessment practice	
7	Taonga Pūoro – Melbourne and Nunns	
	Read: Nunns R, and Allan Thomas, 2005, The Search for the Sound of the	
	Putorino	
8	Contemporary Māori Music and Sound Recordings	
	Read: to be advised	
9	Cultural Comparison with Māori Music: Hawai'i	
	Read: to be advised	
10	Assessment practice and view journals	
11	No tutorial	
12	No tutorial	

# 9 TE PŪTAHI REO 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).

#### 10 CLASS REPRESENTATIVE

A class representative will be elected at the start of the course. Contact details will be made available through Blackboard. The class representative will liaise between the students and the Course Coordinator if necessary.

#### 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 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

# 13 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/withdrawlsrefunds.aspx