



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, 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

“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 KO NGĀ WHAKAHAERE

Ko te Pūkenga

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

Te Hāora Wātea

Rātū 11:00-12:00 karaka

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

Ko te Kaituruki

Tāwhana Chadwick
Rūma 102, 48 Kelburn Parade
Wāea 463 5471

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 WHĀINGA ME NGĀ HUA

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

Kāore he pukapuka matua o tēnei akomanga engari kei a te kaiako ngā pānuitanga. Ka tukuna ēnei pānuitanga ki roto i ngā akomanga whānui, whāiti hoki.

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 kiia nei ko *Te Kawa a Māui Academic Writing Guide 2007 edition* 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.

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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*.
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- 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.
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- 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.
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- 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 ināianeī. 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 ināianeī 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, whakamātauahia 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 iwa karaka ki te tekau miniti ki te tekau mā tahi karaka i te ahiahi.

Rātū 9:00-10:50am MR101 (Te Tumu Herenga Waka)

Rāpare 9:00-10:50am MYLT101 (Murphy Building)

4.2 Ko Ngā Akomanga Whāiti

Me mātua tae mai ki te 5 o ngā akoranga whāiti. Mā te kaiako anō ngā whakahau kōrero mō ngā rā me ngā hāora. Ka tīmata ngā akomanga nei hei te wiki rua o tēnei wāhanga, ā, ka mutu hei te wiki ngahuru mā tahi. Anei ngā wā tū ai ngā akomanga whāiti:

Rāmere 11:00am-1:00pm VZ003

Rāmere 11:00am-1:00pm VZ011

4.3 Ko te Nui o Ngā Mahi

Kei te taumata tau tuarua tēnei akoranga, nā reira e tika ana kia pau i a koe te tekau mā toru hāora (13 hours) ki āna mahi ia wiki. Ka tāpiri atu hoki ngā haora akoranga whānui, whāiti hoki.

MAOR 211 Kia eke ki te 13 hāora ia wiki (ngā akomanga whānui, whāiti hoki)

4.4 Noho Marae

Ako Pai Marae (Karori Campus), Rāmere (5:00pm), 30 Paengawhāwhā 2010 ki te Rāhoroi (10:00am), 1 Haratua 2010. 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
Pukapuka Rātaka	Ia wiki	Akomanga Whāiti	10%
Whakarāpopoto Kōrero	Wiki 4	Akomanga Whāiti	10%
Whakamātautau Whāiti (1)	Wiki 6	Akomanga Whānui	15%
Noho Marae: Te whakatairanga i tō tātou reo	Wiki 7	Ako Pai Marae	5%
Tuari Kōrero	Wiki 9	Akomanga Whānui	20%
Tuhingaroa	Wiki 11 31 Haratua 2010	Waiho ki te pouaka 50 Kelburn Parade i mua i te 5 karaka	20%
Whakamātautau Whāiti (2)	Wiki 12	Akomanga Whānui	20%
Tōpū			100%

5.1 Pukapuka Rātaka 10%

Koinei te wāhi waiho ai a koutou ake whaingā i whakaritea, i wānangahia ki roto i te akomanga tuatahi o tēnei karaihe. Ko te tikanga o tēnei rātaka he tuhi kōrero mo ngā piki me ngā heke o te ako i tō tātou reo. Anei ētahi kauapa e haihia ana te kaiako kia kite i roto i tō pukapuka rātaka:

- ngā mahi kua mahia ki roto i ngā akomanga whāiti
- ngā mahi kua mahia ki roto i ngā akomanga whānui
- ngā pānuitanga
- ngā mahi kua oti i a koe ki te kainga
- inā kua tūtaki koe i ētahi tāngata hei hoa kōrero mōu.

Kei a te kaituruki te roanga o ngā whakamārama mo tēnei aromatawai.

5.2 Whakarāpopoto Kōrero 10%

Ka whakahaeretia tēnei kaupapa i roto i ngā akomanga whāiti ka tū i te Wiki 4. Ko te mahi tuatahi he tohu i tētahi atikara, tētahi paki, karere o te wā rānei hei mahi whakarāpopoto māu. Mā te kaituruki anake e whakaaetia tō kauapa. I ngā wā wātea ai te kaituruki pātai atu ki a ia, inā he pai kia mahi koe i tētahi atikara, te aha rawa rānei. Ka tahi, ka rua, ka whakarāpopoto i āu kōrero, kātahi ka pānuihia ki mua i te aroaro o tō akomanga whāiti.

E 3 meneti te roa, e 2 meneti mō ngā pātai.

5.3 Ngā Whakamātautau Whāiti 35% (15% + 20%)

Ka whakahaeretia ki roto i te akomanga whānui hei ngā wiki 6, 12 hoki. He hāora me te hāwhe te roanga o ia whakamātautau whāiti. He 15% ōrau mō te whakamātautau tuatahi, he 20% ōrau mo te whakamātautau tuarua. 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.

5.4 Noho Marae: *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 te kōrero i roto i te reo Māori mo te roanga o te noho marae. Ka tū te noho marae hei te Wiki 7.

5.5 Tūari Kōrero

20%

Ka whakahaeretia tēnei kaupapa i roto i ngā akomanga whānui e rua ka tū i te Wiki 9. 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 tauira rerenga kōrero mō aua kiwaha, 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 Pūkenga. Ka whakaatūhia he tauira mō tēnei aromatawai, ā, ka tukuna hoki te roanga o ngā whakamārama ki roto i ngā akomanga whānui, whāiti hoki.

5.6 Tuhingaroa

20%

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. 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 āhuetanga? (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 ako i ngā mahi a Rēhia ka ako hoki koe i te reo me ngā tikanga Māori? (Is one able to improve their knowledge of both the language and customs through participation in Māori performing arts).

Mā te rangahau e oti pai ai tēnei mahi. Tukuna mai te tuhingaroa i te rā kua whakaritea, arā te Wiki 11, **31 Haratua 2010** i mua i te 5 karaka. 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.

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 5 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 Tuakana/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	2 Poutūterangi	L1 Mihi He whakamārama he whakarite whainga kia eke ai tō koutou 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
	4 Poutūterangi	L2 An alternative passive sentence pattern	
2	9 Poutūterangi	L3 Te ata āhua o te tangata (describing people and emotions) Saying something happens continually	Ka tīmata ngā akomanga whāiti hei tēnei wiki
	11 Poutūterangi	L4 Ngā matapae huarere (weather)	
3	16 Poutūterangi	L5 Ngā mahi hākinakina/hauora (sports/health) Talking about an action which is done while moving	Mahi Kāinga 1
	18 Poutūterangi	L6	
4	23 Poutūterangi	L7 Ngā tuhinga/kōrero ōpaki (informal written/oral) Asking why something will be done/why something didn't happen	Tukuna atu tō aromatawai Whakarāpopoto Kōrero (Akomanga whāiti)
	25 Poutūterangi	L8	
5	30 Poutūterangi	L9 Ngā tuhinga/kōrero ōkawa (formal written/oral) A special use of <i>riro</i>	Mahi Kāinga 2
	1 Paengawhāwhā	L10	
NGĀ RĀ WHAKATĀ 5-18 PAENGAWHĀWHĀ 2010			
6	20 Paengawhāwhā	L11 He hokinga whakamuri	
	22 Paengawhāwhā	L12 Whakamātautau whāiti (1)	
7	27 Paengawhāwhā	L13 Ngā whakataukī, whakatauāki (proverbial sayings) Using <i>ā</i> to indicate the manner or means by which something is done	Ka tū te noho marae hei tēnei Rāmere
	29 Paengawhāwhā	L14	

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	He kōrero anō
8	4 Haratua	L15 Ngā waiata tawhito 1 (traditional song and poetry) Other uses of <i>atu</i> and <i>mai</i> , <i>māna</i> , <i>nāna</i>	Mahi Kāinga 3
	6 Haratua	L16 Ngā waiata tawhito 2 (traditional song and poetry) Using <i>ana</i> with <i>ki te</i> and <i>ka</i>	
9	11 Haratua	L17 Tūari kōrero	
	13 Haratua	L18 Tūari kōrero	
10	18 Haratua	L19 Kupu whakaari/tongi (prophetic sayings)	Mahi Kāinga 4
	20 Haratua	L20 Kīrehu tau/kīwaha tuku (colloquial sayings) Using <i>mahi</i> to express abundance	
11	25 Haratua	L21 Te reo a o tātou tīpuna Using <i>ana</i> with <i>kia</i>	Tukuna atu tō tuhingaroa ki 50 Kelburn Parade i mua i te 5 karaka
	27 Haratua	L22 Te reo o na noa nei	
12	1 Pipiri	L23 He hokinga whakamuri	
	3 Pipiri	L24 Whakamātautau whāiti (2)	

11 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).

12 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.

13 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>

14 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

15 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>