



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

Course Reference Number (CRN): 440

Trimester 1, 2012 dates

Lectures begin Monday, 5 March

Lectures end Friday, 8 June

Mid-trimester break 6 April - 22 April

Study week 11 - 15 June

Assessment/examination period 15 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, ka hihiko ake, ka whakatika mai ko te awhero i roto i a tātou kia hāpai ake, kia whakatairanga ake i te reo Māori. Nō kona e mihi atu ana ki a 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 whakarae ake ki a tātou e whaiwhai haere ana i te mātauranga, ka mutu, he mea whakanoho tātou e Tāne kia noho tonu tātou ki a tātou i runga anō i te mauri i whakatō iho ki roto i a tātou. Kei konā e mea ana, kei ō tātou ringaringa te mauri o tēnei mahi e pupuru ana. Nō reira, tē oti i a tātou te takahi i tēnei ara haere ake nei, haere ake nei.

1 KO NGĀ WHAKAHAERE

Ko te Pūkenga

Mike Ross
Rūma 212, 50 Kelburn Parade
Wāea 463 5468
Īmēra mike.ross@vuw.ac.nz

Te Hāora Wātea

Taite 11:30-12:30 karaka

Heoi, me whakapā mai mā te Īmēra i te tuatahi.

Ko te Kaituruki

Tai Ahu
Rūma tbc
Wāea 463 5471

Kei runga Papapango (Blackboard) e whata ana ētahi atu kōrero e pā ana ki ngā whakanekenekehanga, whakaritenga me ētahi atu kaupapa ka ara ake mō Tū Te Wana Wana. Tirohia hoki ngā papapānui kei 50KP.

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 ētahi e uru poka noa mai ana i tēnei o ngā 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 kōrerongia i ngā akomanga e eke ai ki te taumata tau tuarua
- whakapūaki whakaaro ā-tuhi e hāngai ana ki ngā kaupapa ka kōrerongia i ngā akomanga e eke ai ki te taumata tau tuarua
- whakarongo ki ngā tohutohu me ngā kaupapa kōrero ka puta ake i ngā akomanga
- pānui, te whakamārama hoki i ngā kōrero kua kohia hei tirohanga mā tātou

- 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

He pukapuka tō tēnei akomanga engari kei a te kaiako hoki ētahi pānui, māku e tuku i ngā akomanga whānui. Ki te kore koe e tae atu ki te akomanga i tukuna ai aua pānui, māu tonu e whai haere i tētahi kapi māu. Inā te kōrero, mua kai kai, muri kai hūare! Heoi anō rā inā he tino take tāu, kāore i tae ā-tinana mai ki te akomanga, whakapā mai.

Hokona te pukapuka e kiia nei ko *MAOR 211 me MAOR 221*, mai i a vicbooks, ā, haria mai ki ngā akoranga whānui, whāiti hoki.

Me whai rawa koutou i te tikanga tuhi e hāngai pū ana ki te mea o te pukapuka e kiia nei ko *Te Kawa a Māui Academic Writing Guide 2011 edition*. Wellington: Victoria University. Tikina atu i te paetukutuku:

www.victoria.ac.nz/maori/study/resources.aspx

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.

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

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

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3.2 He Pukapuka Taunaki

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

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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.
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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.
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- 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.
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- Sissons, J., 1991. *Te Waimana: The Spring of Mana*. Dunedin, University of Otago Press.
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- 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 Obtaining Student Notes

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 13 February to 16 March 2012, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two of the trimester, all undergraduate textbooks and student notes will be sold from vicbooks on Level 4 of the Student Union Building.

Students can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to students or they can be picked up from nominated collection points at each campus. Students will be contacted when they are available.

Opening hours are 8:00am - 6:00pm, Monday - Friday during term time (closing at 5:00pm in the holidays). Telephone 463 5515.

At the start of the trimester please refer to the noticeboards at 48 and 50 Kelburn Parade for an updated list of Course Readers available for purchase.

3.4 Ngā Hōtaka Reo Māori

E rua ngā teihana Whakaata Māori ināianeī. Nō reira, he maha ngā hōtaka i te reo Māori. Mātakitakihia ngā hōtaka pēnei i a Marae, Wakahuia, Te Tepū, Kōrero Mai, Te Kaea, ara noa atu, ara noa atu. Kia kaha tātou ki te tautoko i ēnei taonga ō tātou.

3.5 Ngā Wāhi Ipurangi

Ko te painga atu o tēnei rauemi, ara, ko te rorohiko, e āhei ai te whakapā atu ki ngā wāhi katoa o te ao mārama nei. Waihoki, ka kaha kitea ināianei 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 te whakapono atu kei rite tōna hanga ki te wharehukahuka a Tangaroa, he nui ngā whāwhārua.

4 KO NGĀ AKOMANGA

4.1 Ko Ngā Akoranga

Hei ngā Tūrei me ngā Tāite ngā wā ako, mai i tekau miniti atu i te toru karaka ki te rima karaka i te ahiahi.

Tūrei	3:10-5:00pm	MYLT102 (Murphy Building)
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Tāitei	3:10-5:00pm	MR101 (Te Tumu Herenga Waka)
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4.2 Ko Ngā Akoranga Whāiti

Mane	10:00-10:50am	48KP, Rūma 101
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Mane	4:10-5:00pm	48KP, Rūma 101
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Wenerei	12:00-12:50pm	48KP, Rūma 101
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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 i ia wiki. Ka tāpiri atu hoki ngā haora akoranga whānui.

MAOR 211	Kia eke ki te 13 hāora i ia wiki
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4.4 Noho Marae

Te Tumu Herenga Waka Marae, 8 o Haratua 2011. Ka tīmata hei te 5 karaka i te ahiahi ka mutu ngā mahi katoa hei te 8:30 karaka i te ata. Ko te kaupapa whakaako o te noho marae ko te marae me ōna tini āhuetanga.

5 KO NGĀ AROMATAWAI

Me tuku atu ngā aromatawai katoa 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
Ngā karere o te wā	Ka tīmata i te wiki tuarua	Akomanga Whānui	5%
Whakamātautau Whāiti (1)	Wiki 5	Akomanga Whānui	15%
Kōrero Tene	Wiki 7	Akomanga Whānui	10%
Noho Marae	Wiki 8	Te Herenga Waka	15%
Kōrero Rātaka	Wiki 9	Akomanga Whānui	10%
Tuhingaroa	Wiki 11	Waiho ki te pouaka 50 Kelburn Parade i mua i te 5 karaka	20%
Whakamātautau Whāiti (2)	Wiki 12	Akomanga Whānui	25%
Tōpū			100%

5.1 Ngā Karere o te Wā

5%

Ko tā koutou mahi he whakarite i tētahi kaupapa kōrero e pā ana ki ngā karere o te wā. He mahi takirua tēnei, nā reira tukuna he wāhi ki ia tangata ki te kōrero. Kāore e āhei te pānui ā-pepa ā koutou kōrero me tūtakarerewa koutou ki te mahi i tēnei mahi.

Mā kōrua e whakaaroaro ka pēhea te rere, te haere, te whakaatu mai i ā kōrua kaupapa kōrero. Mā kōrua anō te karaihe kōrerorero e arahi, nō reira, āta whakatakotohia ngā take nunui, me ōna painga, ōna kinonga rānei. Ka whakamātauhia e te kaiako ēnei tūāhuatangā e whai ake nei:

- te whakamahi i ngā kupu hou, rerenga kōrero hou kua akohia i te akomanga nei
- te whakahua o te reo
- te rere o te reo
- te tika o te reo
- te Māori o te reo.

E 5 meneti te roa hei whakatakoto i tā kōrua take.

5.2 Ngā Whakamātautau Whāiti

40% (15% + 25%)

Ka whakahaerehia i ngā akomanga whānui hei ngā wiki 5, me te wiki 12 hoki. He rua hōra te roanga o ia whakamātautau whāiti. He 15% ōrau mō te whakamātautau tuatahi, he 25% ōrau mō te whakamātautau tuarua. Akene pea he mahi whakarongo, he mahi pānui, he whakautu pātai, he tātari tuhinga kōrero, he mahi whakatikatika, he mahi whakamāori, he mahi whakapākehā, he tuhinga iti rānei kei ngā whakamātautau. Ko te tāhuhu o ngā whakamātautau nei he mea ahu mai i ngā kaupapa whakaako i ngā akomanga whānui. Hei whakarite i ā koutou ka whakatūria e te kaiako he akomanga, e kiiā nei, he hokinga whakamuri i te rā i mua mai i te whakamātautau.

5.3 **Kōrero Tene** **10%**

Ka whakahaerehia ki roto i te akomanga whānui hei te Wiki 7. He rima meneti te roanga o te tū. Ki te heke iho, ki te roa ake rānei te kōrero i te rima meneti ka tangohia he 2% mai te kaute tōpū. Mā te kaiako e whakarite te kaupapa kōrero ka tukuna ki a koe i mua tata i tō tū.

5.4 **Noho Marae** **15%**

Ka whakamātauahia tō maia, tō kaha ki te whakawhiti kōrero, ki te patapātai, ki te āwhina i ō hoa mahi, ki te kōrero i te reo Māori mō te roanga o te hui. Ka tū te hui hei te Wiki 8, ki Te Herenga Waka marae. Ka tīmata hei te 5 karaka i te pō ka mutu hei te 8:30 karaka i te ata.

Ko te kaupapa o te noho ko te marae. Nō reira, **whakaritea he kōrero mō tētehi marae e whakapā nei ki a koe.** Ka whakahaeretia tēnei kaupapa i tō tātou noho i ngā akomanga whānui e rua ka tū atu i te noho.

E 8 meneti te roa, e 2 meneti mō ngā pātai.

Ka hamenehia ki te heke iho i te 6 meneti te roanga, ā, ka tango he 2% mai i te kaute tōpū. Whiriwhiria ētehi āhuetanga o te marae e manawareka ana ki a koe. Inā he pātai, he āwangawanga rānei, whakaritea he wā pai ki te kōrero tahi me te Pūkenga. Ka whakaatuhia he tauira mō tēnei aromatawai, ā, ka tukuna hoki te roanga o ngā whakamārama ki roto i ngā akomanga whānui.

Koinei ngā wāhi matua ka whakamātauahia e te kaiako:

- 1 Te kaha o te tauira ki te whakamahi i ngā kupu hou, rerenga kōrero hou kua akohia i roto i te akomanga
- 2 Te kaha o te tauira ki te āta whakarite āna mahi
- 3 Te kounga o ngā whakapuakanga (te rārangi pukapuka), te hāngai o ngā rauemi ki te kaupapa
- 4 Te tika me te kaha o te tauira ki te rangahau i ngā kōrero e hāngai ana ki tona kaupapa korero
- 5 Te whakahua, te rere, te tika, te Māori o te reo

5.5 **Kōrero Rātaka** **10%**

He pukapuka tuhi tēnei. Hei kohinga whakaaro, hei hokinga mahara i āu ake akoranga i te reo. Tērā anō, he pataka kupu, he kāpata kōrero hoki hei whakamahinga mōu a ngā rā e tū nei. Nō reira, kia areare te taringa, matakītaki i te pouaka whakaata Māori, pānuihia ngā pānui, kia kapo ai i aua momo kai. Ko te mutunga o ia akoranga whānui, ka whai wā ki te tuhituhi. Ā, ko te tikanga, kia waia, kia rere pai te tauira ki te tuhituhi i te reo Māori. Koinei ngā wāhi matua ka whakamātauahia e te kaiako:

- Kia tekau, neke atu rānei o ngā tuhinga (e 150 o ngā kupu i ia tuhinga)
- Kia 100 rau, neke atu rānei o ngā kupu hou
- Ko te tika o te reo ā-tuhi

Kotahi noa iho te tuhingaroa. Ko tōna nui kia kaua e iti iho i te 2000 kupu, kia kaua 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 i tēnei ao hurihuri (he pūrākau, he pakiwaitara e hāngai ana ki tō hapū ki tō iwi, ā, me ngā kōrero, ngā akoranga rānei mō ēnei rangi nei
- ngā rerekētanga o ngā reo ā iwi (E aro ana ki te iwi kotahi, ā, ka whai tauira hei whakamārama i ngā rerekētanga.)
- kei te tokoiti haere o ngā tāngata Māori e ako ana i te reo Māori, me pēhea e taea e tātou te whakatikatika i tēnei āhuetanga? E whakaae ana, e whakahē ana rānei koe i tēnei whakaaro?
- tētahi tangata rongonui o te ao Māori me tā rātou i tākoha mai ai ki tō tātou reo kia tū rangatira ai. Tohua ko tētahi o ēnei tangata rangatira: Miria Simpson, Hoani Rangihau, Ngoi Pewhairangi, Tā Ropata Mahuta, Hone Tuwhare, Katerina Mataira, Huirangi Waikerepuru, Wharehuia Milroy, Hana O'Regan
- mā te ako i ngā mahi ā Rēhia ka ako hoki koe i te reo me ngā tikanga Māori?

Mā te rangahau e oti pai ai tēnei mahi. Tukuna mai te tuhingaroa i te rā kua whakaritea, arā te Wiki 11, **31 o Mei** i mua i te 3 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 kaua 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 2011 mō te whakatakoto tuhituhi.

Koinei nga wāhi matua ka whakamātauhia:

- 1 Ko te whakamahi i ngā kupu hou, rerenga kōrero hou kua akohia i te akomanga
- 2 Ko te āta whakarite i ngā mahi
- 3 Ko te kounga o ngā whakapuakanga (te rārangi pukapuka), te hāngai o ngā rauemi ki te kaupapa
- 4 Ko te tika ki te rangahau i ngā kōrero e hāngai ana ki tōu kaupapa kōrero
- 5 Ko te rere, ko te tika, me te Māori o te reo
- 6 E tika ana ngā tohu tō.

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 anō 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. Nā reira, inā i riro i a koe he B+ mō te aromatawai, heoi ki te tae mai e toru rā i muri mai i te rā whakaritea mō taua aromatawai, ka heke iho te maka mai te B+ ki te C+. 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 ngā akomanga whāiti
- oti i ngā mahi aromatawai katoa i te wā kua whakaritea
- eke i te 50% te kaute tōpu mō ia aromatawai
- tae ā tinana mai ki te noho marae

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	6 o Maehe	L1 Mihi He whakamārama he whakarite whaingā kia eke ai tō koutou reo Māori Whakawhanaungatanga	Ka tū koutou katoa ki te tuku mihi Ngā ture o te akomanga Te āhuatanga ki ngā mahi whakaako, ako hoki Whakapākehātia te kōrero kua tuhia i te mahere ako
	8 o Maehe	L2 Pānui Tuatahi – He Whakaaro Noa. Nā Timoti Karetu	Ko ngā rerehāngū
2	13 o Maehe	L3 Pānui Tuatahi – He Whakaaro Noa. Nā Timoti Karetu	Ngā matapae huarere (weather)
	15 o Maehe	L4 Pānui Tuarua – He Hokinga Mahara. Nā Hēmi Pōtatau	
3	20 o Maehe	L5 Pānui Tuarua – He Hokinga Mahara. Nā Hēmi Pōtatau	Ngā mahi hākinakina/hauora
	22 o Maehe	L6 Pānui Tuatoru – I waiata taratara te Poraka	Ngā tuhinga/kōrero ōpaki (informal written/oral)
4	27 o Maehe	L7 Pānui Tuatoru – I waiata taratara te Poraka	Ngā tuhinga/kōrero ōpaki (informal written/oral)
	29 o Maehe	L8 Ngā tuhinga/kōrero ōkawa (formal written/oral)	Ngā whakataukī
5	3 o Aperira	L9 Wetereo	He hokinga whakamuri
	5 o Aperira	L10 AROMATAWAI: Whakamātautau whāiti (1)	
9 o Aperira ki 22 o Aperira RA WHAKATAA			
6	24 o Aprerira	L11 Pānui Tuawhā – Ko Hinemoa Nā Te Rangī- kaheke	Ko te kawa me te whakahaere o Te Herenga Waka
	26 o Aperira	L12 Pānui Tuawhā – Ko Hinemoa Nā Te Rangī- kaheke	AROMATAWAI: Kōrero Rātaka
7	1 o Mei	L13 AROMATAWAI: Kōrero Tene	
	3 o Mei	L14 AROMATAWAI: Kōrero Tene	Me tau mai ngā whakaritenga mō te noho marae i te wiki e tū ana
8	8/9 o Mei	L15 NOHO MARAE	NOHO MARAE AROMATAWAI
	10 o Mei	L16 Tōku Marae	
9	15 o Mei	L17 Pānui Tuarima – He Waiata	
	17 o Mei	L18: Waiata tawhito	
10	22 o Mei	L19 Pānui tuano – Takarua, Takahē, Nā Wayne Ngata	Te reo o ngā tūpuna

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	He kōrero anō
	24 o Mei	L20 Pānui tuaono – Takaroa, Takahē, Nā Wayne Ngata	AROMATAWAI: Rātaka
11	29 o Mei	L21 Kaupapa a te Kaiako	AROMATAWAI: Tukuna mai tāu tuhingaroa ki 50 Kelburn Parade
	31 o Mei	L22 Kaupapa a te Kaiako	Wetereo
12	5 o Hune	L23 He hokinga whakamuri	
	7 o Hune	L24 Whakamātautau whāiti (2)	

11 TE PŪTAHI REO

The Language Learning Centre (LLC) is Victoria’s technology-rich, multimedia centre supporting language learning and teaching. At the LLC you can practise and extend your language learning by: selecting the materials or activities that you find interesting; studying with resources that match your language level and learning style; and finding a welcoming environment with services and events, and onsite assistance and support for languages. You can also access a variety of multimedia language resources such as print and audio materials, foreign language TV and DVDs, and language learning software. The LLC also provides digital access to course materials, and also has a content-page on your course Blackboard site. Visit the centre on Level 0 in the von Zedlitz Building to find out more about the services available at the LLC or visit their website at www.victoria.ac.nz/llc/.

12 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 programmes and other electronic material
- designs and ideas, and

- the organisation or structuring of any such material.

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

13 WHERE TO FIND MORE DETAILED INFORMATION

- Find key dates, explanations of grades and other useful information at:
www.victoria.ac.nz/home/study
- Find out how academic progress is monitored and how enrolment can be restricted at:
www.victoria.ac.nz/home/study/academic-progress
- Most statutes and policies are available at:
www.victoria.ac.nz/home/about/policy
- However, qualification statutes are available via the *Calendar* webpage at:
www.victoria.ac.nz/home/study/calendar.aspx
- Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic) at:
www.victoria.ac.nz/home/about_victoria/avcacademic

14 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 course/add drop form, available from your Faculty, Student and Academic Services Office, and submit it by the due dates specified at:

www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx

Information about refunds may also be found here.