

TE ARA



*Ko te manu e kai ana i te miro,
nōna te ngahere.*

*Ko te manu e kai ana i te
mātauranga, nōna te ao.*

*E te manu e hāro nei i te motu,
kei whea rā he taunga mōu?*

Kei Te Wānanga o Raukawa!

Te huanga o ngā moemoeā.

Nau mai, piki mai, kake mai!



Te Wānanga o Raukawa offers a unique learning environment designed and delivered in a kaupapa and tikanga Māori framework.

We aim to produce outstanding graduates whose distinctive and multiple competencies are recognised and sought after. While demonstrating the ability to think, act and behave within a tikanga Māori context our graduates will also have academic and technical skills and qualifications that position them well for a range of employment and leadership opportunities. They will also offer capacity to contribute positively to the advancement and strengthening of whānau, hapū and iwi.



Amid the challenges brought by Covid19 in 2020, we remain committed to delivering your courses to you in the safety of your kāinga. With an already embedded blended learning model that delivers the majority of course components online, we are well-placed to increase that if necessary or revert to some face to face delivery if and when permitted. For Huringa 1 (semester 1) all deliveries are online.

As you work towards the completion of your qualification, engage online in Mūrau, our learning management system, and take advantage of the suite of Microsoft Office 365 tools available to all our students, in doing this, you are also building essential skills for the workplace, now and in the future.

We look forward to seeing you achieve your goals this year and wish you and your whānau a safe 2020.

Kia upoko pakaru te karawhiu! Nau mai ki tō tātou Wānanga.

Nā Mereana Selby, Tumuaki o Te Wānanga o Raukawa

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The background is a solid light blue. On the left side, there are large, stylized white decorative swirls that resemble architectural scrollwork or stylized waves. In the upper right quadrant, there is a bright white sunburst or starburst graphic with multiple rays.

CAMPUS FACILITIES



From Monday 23 March the following are closed to the public and students:

- Ōtaki campus and services, Ngā Purapura and Te Ara a Tāwhaki
- Te Wānanga o Raukawa ki Manukau site
- Tūranga Ararau site

TE ARA A TĀWHAKI

Te Ara a Tāwhaki is the central teaching and learning facility at the Ōtaki campus. The whare contains three areas named after the kete of knowledge received by Tāwhaki. Te Kete Uruuru Matua is home to the Whare Pukapuka (Library), computer lab and classrooms; Te Kete Uruuru Tau houses the Student Hub and Hokomai (Campus Shop); and the main lecture theatre is in Te Kete Uruuru Rangi. You will also find Te Tomonga (Enrolments) located in Te Toihuarewa that adjoins the library and student hub.

WHARE PUKAPUKA (LIBRARY)

Te Whare Pukapuka supports the studies and research of students, kaiāwhina and staff. Everybody has a role to play in stopping the further spread of Covid-19, from 24 March 2020 Te Whare Pukapuka will offer limited services to students for the next 4 weeks. As services resume we will update the information on the website.

ONLINE LIBRARY SERVICES

We are currently offering an online service to students which includes:

Research service – help with sourcing online information
Support service for referencing and essay planning/writing

Contact the library staff by emailing wharepukapuka@twor-otaki.ac.nz.

LIBRARY GUIDELINES

Borrowing Period

Our borrowing period is four weeks and the maximum number of books that can be borrowed is three items.

How to Borrow Books

Come into our beautiful whare pukapuka and see what we have or we can post our borrowing books out to you. (NB: Some books cannot be borrowed if we only have a reference copy.)

Renewing Books

Ring or email us to renew books after four weeks.

Reserving Books

If the book(s) you want are out, contact library staff to place a reserve. We will let you know or send them out once they become available.

Interloans

If we do not hold the book you want, we may be able to borrow from another library.

Lost Books

Please tell us if a book is lost. There will be a cost for replacement plus an administration fee.

Closed Reserve

Some material is placed in closed reserve. These books may be used in the library and often include our rare or special books that must not be removed.

Reference Books

Please do not remove reference material from the library. We do try to have other copies of these that can be borrowed.

Photocopying/Printing

A photocopier/printer is available inside the library for student use at a rate of ten cents per page. Colour copying is \$1.00 per page. Copyright restrictions apply (you can copy/scan up to one whole chapter or 10% of a book or one article from a journal).

Scanning

A great option that doesn't cost anything, the librarians are available to assist.



Returning Books

Please hand books to be returned to our librarians.

Re-shelving Books

Please leave this for the library staff so we can put them back in the right place.

The librarian may recall any item that is on loan. Contact will be made either by phone, email or letter.

LIBRARY CATALOGUE

More information and the library catalogue is available at
<https://www.wananga.com/library.html>.

GET IN TOUCH

Īmēra

Waea

wharepukapuka@twor-otaki.ac.nz

0800 WANANGA (0800 926 2642) ext 720



TE TOMONGA

Te Tomonga (Office of Enrolments) provides information and advice on courses, enrolling and what it is like to study at Te Wānanga o Raukawa. They also send student ID cards, course information and assist with Te Wānanga o Raukawa scholarship applications. Visit the Te Tomonga team in Te Ara a Tāwhaki at the Ōtaki campus.

GET IN TOUCH

Īmēra

tetomonga@twor-otaki.ac.nz

Waea

0800 WANANGA (0800 926 2642) ext 780

TE WHĀITI O NGĀ TAUIRA O TE WĀNANGA O RAUKAWA STUDENT EXECUTIVE COUNCIL

Te Whāiti o Ngā Tauri provides a platform for student advocacy, support and pānui to assist you while studying at Te Wānanga o Raukawa. Representatives aim to have a presence at each noho on campus, kanohi ki te kanohi.

Te Whāiti o Ngā Tauri is seeking new membership, ideally those who will actively represent the interests of students from all programmes of study at the Ōtaki, Manukau and Te Tairāwhiti campuses. Register your interest with *aneta.wineera@twor-otaki.ac.nz*.



From Wednesday 25 March the following are closed to the public and students, please refer to the website for details:

- Te Tomonga
- Te Hiringa
- He Iti Na Mōtai

TE HIRINGA

Te Hiringa are here to assist with student academic success. The team work alongside kaikōkiri and pūkenga to assist you in completing your studies. Their primary services are:

- Academic guidance - Support for Iwi and Hapū Studies, Te Reo and Specialisation
- Assistance with creating graphs for Iwi and Hapū Studies
- Writing assistance, essay formatting and referencing
- Assistance with student Microsoft Office 365 (which includes Word, Excel and Powerpoint), wifi and macrons
- Assignment information gathering
- Describing, analysing and comprehension
- Academic assistance campus-based and off-site based
- Advocate on behalf of students
- Any other support as required in developing skills necessary to achieving academic success

Te Hiringa will liaise with you and your pūkenga to determine the assistance required and how best we can meet those needs. The team is also involved in organising kura tautoko as well as other opportunities for students requiring further assistance to complete studies.

GET IN TOUCH

Kanohi ki te kanohi

Īmēra

Waea

Physical office and study rooms located downstairs in the Mīria Te Kakara building
tehiringa@twor-otaki.ac.nz
0800 WANANGA (0800 926 2642) ext 849

RATONGA ĀKONGA

STUDENT SERVICES

Ratonga Ākonga process enrolments, hold academic records and assist students by:

- Providing information for your application for student loan and student allowance
- Advocating on your behalf when dealing with StudyLink
- Completing the required information for your childcare subsidy forms for Work and Income
- Assisting with any forms for scholarships that require official sign-off by Te Wānanga o Raukawa
- Providing copies of your academic record to you

STUDENT LOAN

All Te Wānanga o Raukawa programmes are approved by NZQA and qualify for access to the StudyLink student loan, with the exception of a few courses, such as the poupou or certificate courses. Student loan and student allowance can help finance your studies by paying for fees, course-related costs and living costs. Visit the **StudyLink** website to learn more about these options and how to apply online. **Sorted.org.nz** also has useful information about applying for and paying back a student loan.

HE ITI NĀ MŌTAI

EARLY CHILDHOOD CENTRE

He Iti Nā Mōtai is a reo rūmaki whare kōhungahunga, early childhood care and education centre at Te Wānanga o Raukawa in Ōtaki. He Iti Nā Mōtai provides a stimulating kaupapa Māori learning environment for the tamariki of students and staff while they are on noho or working at Te Wānanga o Raukawa. We also extend our services to the community.



CHILDCARE FOR STUDENTS

Please call us to enquire about childcare for your tamaiti (under 5 years old) during residential seminars or noho at the Te Wānanga o Raukawa Ōtaki campus. Please ring us at least seven days prior to arrival for your noho to ensure a place is available and that the arrival time with your child can be accommodated by the Centre.

HOURS OF OPERATION

He Iti Nā Mōtai is open from **8:30am - 4.30pm** Monday to Friday. We are closed for two teacher only days during all school holiday breaks, and for 2-3 weeks over the Christmas holiday period.

LICENCED BY THE MINISTRY OF EDUCATION

He Iti Nā Mōtai is licenced by the Ministry of Education for 40 tamariki in total: 15 under 2's (9mths - 24mths) and 25 over 2's (2yrs - 4yrs).

FEES

Daily Rate: \$4.25 per hour

1st Child \$4.25 per hour

2nd Child \$3.95 per hour

3rd Child \$3.65 per hour

Childcare subsidy is available for whānau who are eligible. Our staff are able to assist with applications, you can also visit www.workandincome.govt.nz for further information.

GET IN TOUCH

Kanohi ki te kanohi

**Īmēra
Waea**

He Iti Nā Mōtai
144 Tasman Road,
Ōtaki
heitinaamootai@twor-otaki.ac.nz
06 364 8585



From Wednesday 25 March the following are closed to the public and students:

- Ōtaki Campus and services, Ngā Purapura and Te Ara a Tāwhaki
- Te Wānanga o Raukawa ki Manukau site
- Tūranga Ararau site

ŌTAKI FACILITIES

NGĀ MANAAKITANGA | MEALS AND ACCOMMODATION

On your first visit at Te Wānanga o Raukawa you and your fellow students will be guided through the pōwhiri process. You are introduced to your academic Whare and settled into noho spaces. Accommodation is in a marae setting or open sleeping area. Register with kaitiaki each time you come to noho. Linen is provided but please bring with you blankets, towels and personal or medical care items.

Te Wānanga o Raukawa provide ensuite rooms for special circumstances i.e. sensitive and serious health issues. Please make enquiries with your administrator at least two weeks prior to noho as rooms are limited. You may be asked to provide a medical certificate or other documentation. You are provided with all meals while on noho at Te Wānanga o Raukawa. Please make arrangements with your administrator if you have any special dietary needs i.e. allergies etc. for catering purposes.

LAUNDRY FACILITIES

Students have access to three on-campus \$2 coin operated washing machines and clothes dryers. Please refer to the map of the Wānanga on page 28 to locate laundry areas. The town centre also has a self-service laundromat for your convenience.

HOKOMAI | TE WĀNANGA O RAUKAWA SHOP

While you are visiting the Ōtaki Campus you have the opportunity to purchase Te Wānanga o Raukawa branded merchandise from our Hokomai shop. Shop hours are **10.30am - 11.00am, 1.00pm - 2.00pm** and **3.30 pm- 4.00pm** on Fridays of noho and **1.00pm - 2.00pm** fortnightly on Wednesdays.



TAKE HAUORA | MEDICAL CARE WHILE ON NOHO

In the case of an emergency dial 111 or advise the kaikōkiri/administrator or tutor and ask for immediate assistance. For minor ailments there is a sick bay at the eastern end of the Wairau building (where ramp is). You will need to see an administrator.

For more serious ailments an appointment at the local medical centre can be arranged by the administrator or on site staff member.

If you become unwell while on noho, advise your programme administrator who will arrange an appointment with the Ōtaki Medical Centre at no cost to you. Student ID is required. Should you be given a prescription as a result of the visit, this can be filled at the local pharmacist, Hamish Barham, at no cost, Student ID is required. Only prescriptions from the local practice as a result of the visit will be paid for.

After hours (8am to 5pm) service can be obtained by calling the Otaki Medical Centre at 06 364 8555 where advice will be given. Students are advised to tell the Kaititaki staff if the after-hours service is needed. The 24 hour Healthline number is 0800 611 116.

DISABILITY PROVISIONS

Te Wānanga o Raukawa provide wheelchair access to all Ōtaki campus facilities. Ramps have been installed where buildings have access issues. Paraplegic bathrooms are also installed in buildings where there are ramps. For any further information on accessibility needs please see your programme administrator.



MANUKAU SITE FACILITIES

Te Wānanga o Raukawa ki Manukau site is located on Level 4, 20 Amersham Way, Manukau in the heart of Manukau city, Auckland. Within walking distance to the train station, bus stops, mall and shopping centre, the site offers a range of facilities while you are studying there. You are welcome to call in anytime for a look around.

ON SITE

The kaikōkiri and staff are on site throughout the week, 9am - 5pm. If you have any issues or want to catch up with any of the staff feel free to pop in.

MEALS AND ACCOMMODATION

You are provided with all meals while on noho at Te Wānanga o Raukawa ki Manukau. Accommodation while on residential seminar or noho is provided by nearby marae. Bring blankets or a sleeping bag and towels as well as any personal and medical care items.

STUDENT IT SUPPORT

For help with wifi, activating macrons on your device, using Office 365 or navigating Mūrau, email tehiringa@twor-otaki.ac.nz. For help with your Office 365 password or username, email tautoko@twor-otaki.ac.nz. Or call 0800 WANANGA (0800 926 2642).

PARKING

The Manukau site is in a city setting and car parks are limited. Further information will be provided by our kaimahi during your residential seminar.

GET IN TOUCH

Kanohi ki te kanohi

**Īmēra
Waea**

Level 4
20 Amersham Way
Manukau, Auckland
lyndelle.paniora@twor-otaki.ac.nz
09 262 3614



From Wednesday 25 March the following are closed to the public and students:

- Ōtaki Campus and services, Ngā Purapura and Te Ara a Tāwhaki
- Te Wānanga o Raukawa ki Manukau site
- Tūranga Ararau site

TE TAIRĀWHITI SITE FACILITIES

Te Wānanga o Raukawa ki Te Tairāwhiti is located in Gisborne at the Turanga Ararau Campus.

ON SITE

Our kaikōkiri and pūkenga are on site throughout the week, 9am-5pm. If you have any issues or want to catch up with staff, feel free to pop in.

MEALS AND ACCOMMODATION

You are provided with all meals while on noho at Te Wānanga o Raukawa ki Te Tairāwhiti. Accommodation while on residential seminar or noho is provided by a nearby marae. Bring your fun, loving, positive attitude, blankets, sleeping bag, towels, personal and medical care items.

STUDENT IT SUPPORT

For help with wifi, activating macrons on your device, using Office 365 or navigating Mūrau, email tehiringa@twor-otaki.ac.nz. For help with your Office 365 password or username, email tautoko@twor-otaki.ac.nz. Or call 0800 WANANGA (0800 926 2642).

PARKING

A limited number of car parks are available at the Turanga Ararau campus for students of Te Wānanga o Raukawa.

GET IN TOUCH

Kanohi ki te kanohi

Īmēra

Waea

154 Kahutia Street
Gisborne

nina.maraki@twor-otaki.ac.nz

06 867 9869

NGĀ PURAPURA HEALTHY LIFESTYLE CENTRE

Ngā Purapura is a world-class training facility located at the Te Wānanga o Raukawa Ōtaki campus with a fully equipped gym, court facilities, meeting rooms, classrooms, cafe and more.

For students of Te Wānanga o Raukawa, there is no charge to use the gym facilities while you are on noho. See the reception staff at Ngā Purapura and sign the register when you visit.

Kawa Oranga students are able to use Ngā Purapura facilities at any time during the academic year as membership is included in the Kawa Oranga course fees.

All other Te Wānanga o Raukawa students can enjoy a reduced membership rate of \$6 per week. Contact Ngā Purapura reception to sign up.

Find out more at www.wananga.com and follow our **Facebook** page for pānui and updates on what's happening at Ngā Purapura.

OPENING HOURS

Rāhina - Monday	5.30am - 8.00pm
Rātū - Tuesday	5.30am - 8.00pm
Rāapa - Wednesday	5.30am - 8.00pm
Rāpare - Thursday	5.30am - 8.00pm
Rāmere - Friday	5.30am - 8.00pm
Rāhoroi - Saturday	7.00am - 1.00pm
Rātapu - Sunday	8.00am - 1.00pm



Ngā Purapura is a facility especially designed to empower you to fulfil your own goals and aspirations in relation to Te Whare Tapa Whā:

- * Te Taha Tinana (Physical Wellbeing)
- * Te Taha Hinengaro (Intellectual Wellbeing)
- * Te Taha Wairua (Sensory Awareness and Spiritual Wellbeing)
- * Te Taha Whānau (Social Wellbeing)

We know that regular, meaningful and effective engagement in Te Taha Tinana has massive benefits for other areas of wellbeing across Te Taha Wairua, Te Taha Hinengaro and Te Taha Whānau. With more and more whānau now discovering the long term benefits that come with regular exercise and enhanced nutrition, there couldn't be a better time for you to get started.

We have a team of friendly, specialist staff to help you identify and plan for your own exercise and nutrition needs and requirements. Nau mai ki Ngā Purapura, enquire today.

CAFE NGĀ PURAPURA

Come and enjoy quality food and beverages at Cafe Ngā Purapura open Monday to Friday, **7.30am - 3.00pm.**

TE KURA TIAKI

Ngā Purapura also offer Oscar accredited kids holiday programmes and after school care. Come and see us for more information. Our staff are fluent in te reo and our programmes are designed to foster the wellbeing of your child.

GET IN TOUCH

Kanohi ki te kanohi

Īmēra

Waea

145 Tasman Road

Ōtaki

ngaapurapura@twor-otaki.ac.nz

06 364 9018

WĀNANGA ONLINE

Visit **www.wananga.com** for information on:

- Courses
- Te Ara student portal
- Student services
- Links to Mūrau, He Aratohu Tuhi and other documents
- Scholarships
- The history of Te Wānanga o Raukawa

SCHOLARSHIPS

The following scholarships are available to support your study at Te Wānanga o Raukawa:

- Te Wānanga o Raukawa Foundation Scholarship
- Te Hinemanu Ruakā Te Ūpokoiri Charitable Trust Scholarship

For more information on these and other scholarships visit the scholarships page at **www.wananga.com/scholarships**.

SOCIAL MEDIA

Follow us on social media to keep up to date with what's going on around campus and the motu:





WIFI, OFFICE 365 AND OTHER USEFUL INFORMATION

WIFI

All teaching areas at the Ōtaki, Manukau, and Te Tairāwhiti campuses have student wifi, including the library and Ngā Purapura at the Ōtaki campus. Information on how to connect to the student wifi are posted around each campus, or ask the kaikōkiri of your course.

OFFICE 365

As a student, you can access the online version of Microsoft Office, including online storage. This resource is free and available for the duration of your study. You will receive your Microsoft Office 365 details when you enrol. For assistance with your Microsoft Office 365 account contact *tautoko@twor-otaki.ac.nz*.

Download the Microsoft Teams app to your computer or device by following this link, <https://www.microsoft.com/en-nz/microsoft-365/microsoft-teams/download-app>.

For your phone or tablet, download the Office 365 and Teams apps from your devices App store, install and log in using your Student Office 365 account details. These tools are essential for the duration of your time studying with us.

LOAN LAPTOPS

There is a small pool of laptops available for students for short term loan while at noho at the Ōtaki campus. To book a laptop, send a request to your pūkenga or kaikōkiri before noho starts. If there is a laptop available, they will make arrangements for you to pick it up from them when you arrive on campus.

FREE ONLINE TOOLS AND RESOURCES

There are many useful sites and tools on the internet to assist with study and writing assignments. Here are a few that we find helpful:

Gmail	Create a free email account
Google Docs	Create and store and edit documents online on all your devices
Quizlet	An online flashcard creator
Canva	Free design templates
Pixlr	An online photo editor

ONLINE MĀORI DICTIONARIES

Access Māori dictionaries from any online capable device:

Māori Dictionary	www.maoridictionary.co.nz
Ngata Dictionary	www.learningmedia.co.nz/ngata
Waka Reo	Free access from campus computers

OTHER HELPFUL SITES

These sites are useful for research purposes and te reo practice. Use your browser search to find the following sites:

Te Ao Hou	Bilingual magazine
Māori Television	Tv episodes online
Waka Huia	Waka Huia archives
Te Ara Encyclopedia of New Zealand	An online digital encyclopedia encompassing Māori history, culture and society



MŪRAU (MOODLE)

Mūrau (moodle) is the learning management system where online courses occur. All undergraduate Iwi and Hapū Studies and Te Ako Mai i Tawhiti (MAIT) reo programmes are fully online, and most specialisation courses have online content.

Your pūkenga will let you know if they have content online. If your course is on mūrau your log on details will be emailed to you.

HOW TO GET TO MŪRAU

Go to **www.wananga.com** and select the 'Mūrau' in the top right menu or go to **muraau.wananga.com**.

NGĀ KUPU HIPA | YOUR LOG ON INFO

If you enrol in papers that have content on Mūrau, you will be emailed log on details when your enrolment is complete.

Students 17 years and under must be fully enrolled with an active email address that has not been used with another enrolment.

Some courses are not yet using Mūrau. Ask your pūkenga if you are unsure whether your courses are on Mūrau.

TE HUARAHI ĀWHINA | WHERE TO GET HELP

Contact your pūkenga for assistance with your course content and activities. If additional support is required they will work with Te Hiringa to give you the necessary advice to ensure your success.

For technical help logging on or accessing the Mūrau site contact the Mūrau support team at *murausupport@twor-otaki.ac.nz*.

MŪRAU ACCOUNT DISPLAY NAME

Our Mūrau system uses automated processes to create and maintain student accounts. These are informed by the information provided on your enrolment form. Student accounts are created to display the full first names as given on the enrolment form. If changed manually within Mūrau, it will revert back to the enrolled name upon the next login. This is a requirement for tracking, grading and reporting purposes. If this changes in the future, students will be notified. However, at this time, the account display name must match the enrolled student names.

STORED PERSONAL FILES

Mūrau allows students to store files in a personal file storage area. Some courses also ask for students to complete activities in Journals.

Student accounts are removed from the system at the end of each academic year. This means all student data is also removed. **This information is not retrievable** once an account has been removed. If you store files/research/information on Mūrau that you may require at a later date, please remove before the end of the year.

It is good practice to backup your work regularly in multiple storage areas to prevent loss of precious files. Use cloud services, such as Microsoft OneDrive and Google Drive, as well as your computer or laptop, portable hard drives and USB flash drives.



TE KŌRERO Ā-IPURANGI

TALKING ONLINE

In Mūrau you can post in forums and send messages to others. Here are some tips about conversing online and upholding the kaupapa of Te Wānanga o Raukawa in the online environment.

In the online world visual clues, gestures and eye contact are absent in conversation and messages intended to mean one thing could be interpreted very differently.

Whāia te tohutohu a te kaiwhakaako

Follow the instructions of your pūkenga.

Kia tūpato!

Be careful with humour and tone in your postings. Have another read before you post your message.

Kia kaha ki te akiaki i ō hoa

Encourage feedback from others. Ask questions.

Kia kaha ki te mihi ki te tangata

Acknowledge others before posting a different viewpoint. Differences of opinion are an opportunity to learn.

Kia poto te kōrero

Be concise. Long messages are often not read. Add attachments if you have a lot to share.

Kaua e tuhi ki te pū matua

Capital letters are the equivalent of SHOUTING. Avoid writing your posts in capitals.

He mana tō te tangata

Respect for others is paramount. If you find a discussion is inappropriate you should act on it by informing your pūkenga.

He kōrero ā-whānau tēnei

When responding in a forum remember that your post goes to everyone and not just the individual, so reply to the group.

Kaua e titi atu ki whenua kē!

If your message is not related to a specific thread, start a new thread.

Kei te ara tika koe?

Make sure you are in the right conversation thread before posting.

Ko ngā whakaūpoko

Use meaningful subject headings so your pūkenga and hoa ako can find your message.

Tuhia te rerenga katoa

Avoid acronyms. If you must use them, explain them clearly.

Whakaae, whakahē rānei?

Instead of saying 'I agree' or 'I disagree', write your reasons.



IT SERVICES

If you need help with wifi, the Microsoft Office tools, using macrons on your computer or other technical advice email tehiringa@twor-otaki.ac.nz. Te Te Hiringa is located at the Ōtaki campus in the Miria Te Kākara building.

For help setting up your Office 365 account or resetting your password email tautoko@twor-otaki.ac.nz.

For help with your Mūrau log in email murausupport@twor-otaki.ac.nz.

The IT team does not service student equipment. Our teams can offer advice if you are having issues with your computer or device. Please be aware that assistance is provided at your own risk.

NGĀ TIKANGA O TE MAHI HANGA RAU

The following rules apply to all students using the IT student network, internet access, printing, computers, devices and equipment at Te Wānanga o Raukawa.

- Let us know if there is an issue with any of the computer areas tautoko@twor-otaki.ac.nz.
- Do be considerate. Ākonga IT areas are for course-related work.
- Keep the seats in our busy computer hubs free for people who want to study.
- Eat and drink away from Ākonga IT areas.
- Downloading of movies, copyrighted material and playing of online games is discouraged as an expression of manaakitanga and kaitiakitanga to all users of Wānanga resources.
- Do not share your usernames or passwords. If you feel your password has been compromised, please contact IT Services as soon as possible.

MINIMUM SPECIFICATION FOR LAPTOPS

- CU Processor – 2.3GHz
- Screen Size – 13.3” preferable for video
- 250GB Hard Drive
- 8GB RAM
- Webcam – integrated or separate
- Speakers – integrated or separate
- Windows 10 Home
- Microsoft Office 365
- Integrated a/b/g/n wireless
- Internet connectivity

MOBILE BROADBAND VIA:

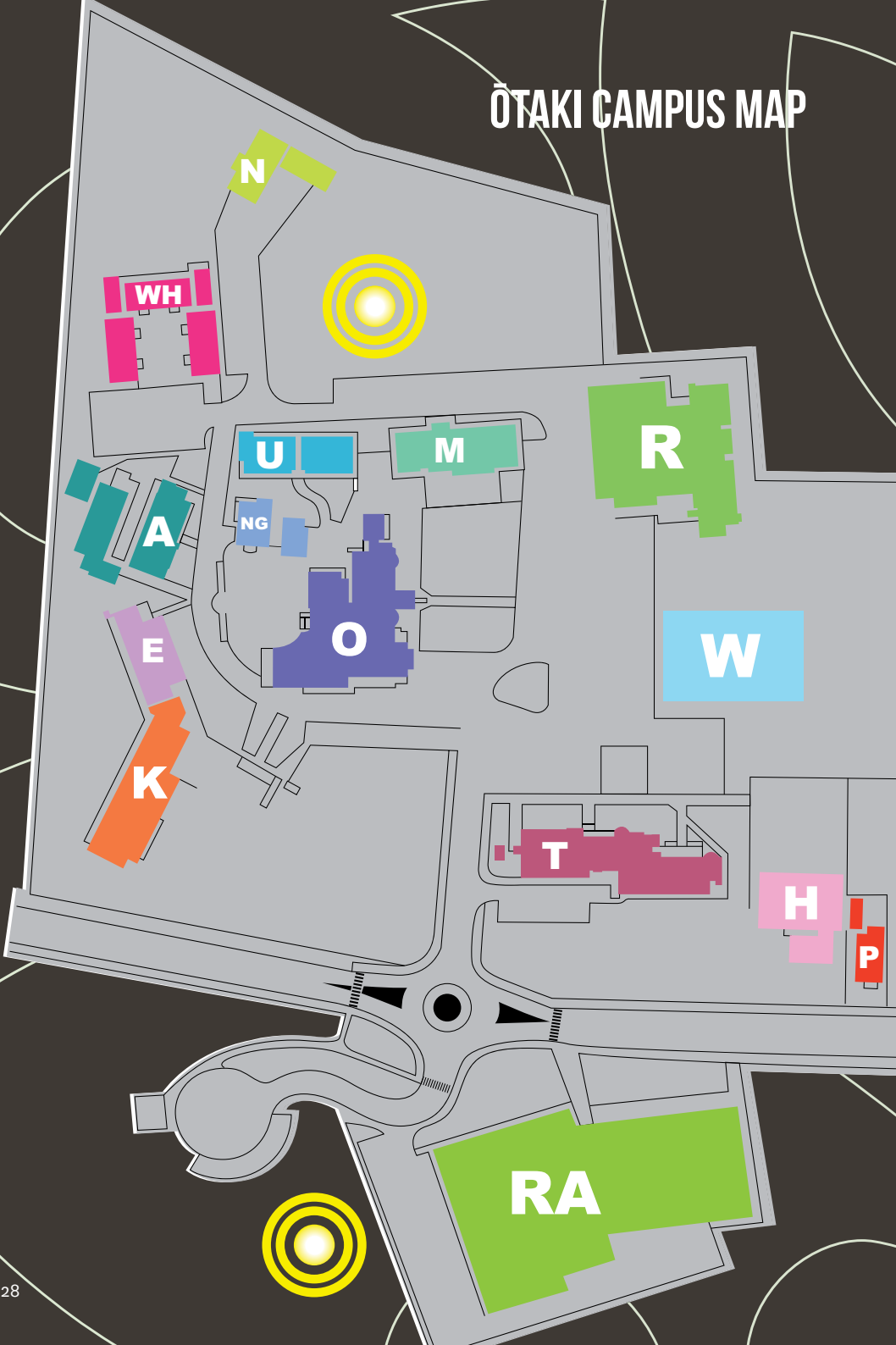
- T-stick – either prepaid or plan
- SIM – either prepaid or plan
- Home connection
- A DSL broadband connection over phone line
- The internet connection should be able to sustain video delivery

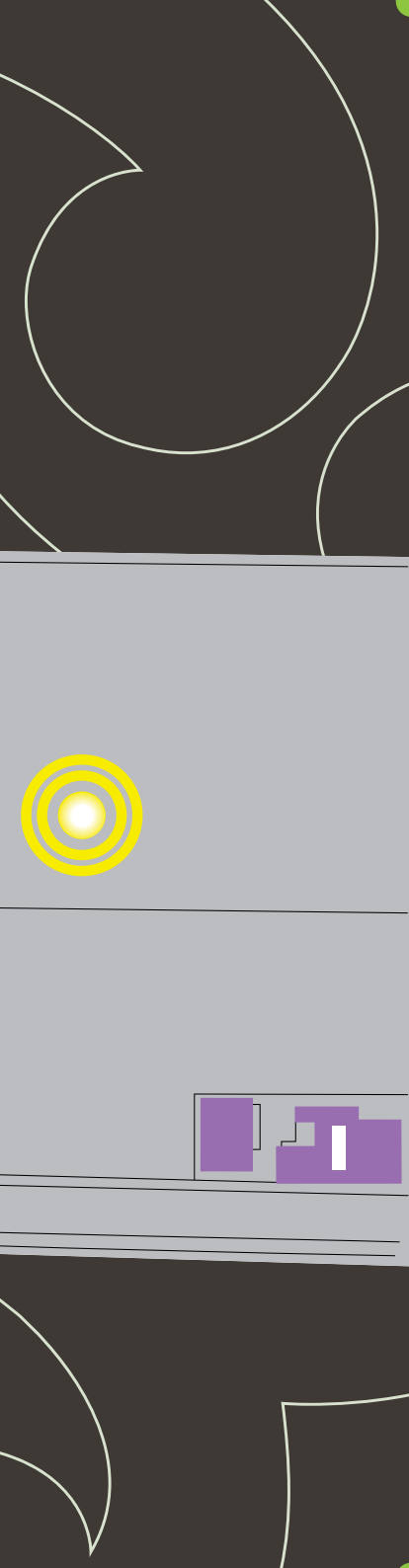
RECOMMENDED

- A small desktop printer
- Online storage, for example, One Drive in Office 365
- An external storage device for backup of assignments etc.



ŌTAKI CAMPUS MAP





A	WHAKATUPURANGA RUA MANO
E	WAIKANAE
H	HE ITI NĀ MŌTAI
I	TE WHARE TOI
K	KUKUTAUAKI
M	MĪRIA TE KAKARA
N	RANGAHAUA
NG	WAIRONGOMAI
O	WHAREKAI - DINING ROOMS
P	TE PUNA
R	RANGATAUA
RA	NGĀ PURAPURA
T	WAITAPU
U	WAIRAU
W	WHITIREIA
WH	WHAREMOE - ACCOMMODATION



FIRE AND EMERGENCY ASSEMBLY AREA



STRUCTURE



NGĀ KAUPAPA

When students choose to study at Te Wānanga o Raukawa they discover that they are surrounded by kaupapa Māori including:

Kotahitanga

That staff and students commit to a unified effort towards completion of studies.

Wairuatanga

That staff and students respect an individual's wish to nourish their spiritual wellbeing.

Whakapapa

That staff and students create and contribute to the knowledge continuum for future generations.

Te Reo Māori

That staff and students strive towards the revival of the Māori language and tikanga.

Rangatiratanga

That staff and students firmly uphold the principle of rangatiratanga.

Manaakitanga

That staff and students are mindful of the needs of others in the sharing of library books, in the use of computers in the laboratory, in the need for cooperation in communal sleeping areas and so on.

Whanaungatanga

That staff and students work together towards academic success.

Kaitiakitanga

That staff and students preserve and protect a safe learning environment.

Pūkengatanga

That staff and students excel in the maintaining, researching, creating and sharing of knowledge.

Ūkaipōtanga

That staff and students accept their studies are an important contribution to the survival of their whānau, hapū and iwi.

Ngā Kawa o te Ako

That staff and students are obliged to enhance the ability to think clearly and to learn and teach effectively.

Te Ōhaki

That staff and students promote good health and resist practices that put their bodies at risk, including cigarette smoking.

TE KAWA O TE AKO

Out of Whakatupuranga Rua mano – Generation 2000, came the commitment expressed in the following principle:

The marae is our principle home, maintain and respect.

This has many implications for the way in which tangata whenua and manuhiri will act on marae. In tikanga māori, an accepted practice, procedure or protocol is known as a “kawa”. Each marae or wāhi Māori has its own kawa. The maintenance and adherence to kawa is important to the tangata whenua of that place. To infringe on the kawa of a particular place demeans the home people. The tangata whenua will take steps to reaffirm their kawa. It may lead to a rebuke of the offending party right there and then, or the reaction may be delayed for maximum effect.

All marae seek to uphold kawa and at Te Wānanga o Raukawa we enforce Te Kawa o te Ako. They are the practices, procedures and protocols which protect and maximise the learning and teaching potential of students and staff of Te Wānanga o Raukawa. In particular, it aims to curb activity reducing the capacity to learn and teach.

One dimension of Te Kawa o te Ako, is that those who feel they cannot abstain from using drugs and alcohol should stay away. Those who disregard Te Kawa o te Ako put themselves and their whānau at risk of



being challenged by those who feel the need to uphold Te Kawa o te Ako. The timing of the challenge may be selected to achieve maximum impact on the person who has “broken the kawa”.

It is important to understand that the defenders of Te Kawa o te Ako need not explain themselves. It is up to everyone to know the kawa of the place they are at. Ignorance of kawa is no excuse. Everyone is expected to respect the kawa of that place.

Mutual respect and pursuit of understanding enhance mana. The adequate and appropriate defence of kawa is expected and admired by others who will allow their behaviour to be influenced by it. Perceptions of weakness with respect to the maintenance of kawa will reduce the admiration felt by observers.

The use of drugs and the consumption of alcohol impede effective learning and teaching. Not only are users of drugs and consumers of alcohol reducing their own learning capacity, they are a risk to others. It is our view at Te Wānanga o Raukawa that alcohol reduces the capacity to act responsibly, and can lead to property damage and inappropriate behaviour.

THEORY AND UNDERSTANDING OF WĀNANGA

Te Wānanga o Raukawa presents a one day Theory and Understanding of Wānanga seminar to assist students to prepare for their education journey. It provides the foundation and tools required to undertake study at Te Wānanga o Raukawa and covers all areas concerned with academic and pastoral needs for the student while here at the Ōtaki campus. Theory and Understanding of Wānanga resources are also available to students online and can be explored prior to attending noho.

All students enrolled in any level of study at Te Wānanga o Raukawa are required to attend Theory and Understanding of Wānanga seminar. Topics covered by the one day seminar are:

- Te Kawa o te Ako
- Ngā Kaupapa Here
- Whakawhanaungatanga
- Planning and effective study management
- Research and essay writing conventions

ALL RETURNING STUDENTS

Returning students will extend on their previous studies and examine more advanced study techniques. Study time will increase and you are invited to participate in seminars focusing on research and alternative methodologies. An effective study plan will be discussed and considered with staff support to address time management issue and ensure successful completion of study.



TE ŌHĀKĪ

Te Ōhākī is the request uttered by a Te Wānanga o Raukawa staff member during her last days of life “learn from my experience.” Te Ōhākī was created for the betterment of all those who enter Te Wānanga o Raukawa.

‘He kōrero, he tohutohu whakamutunga nā te tangata i mua i tōna matenga’

As a tikanga and kaupapa based institution, we believe in the potential of Te Ōhākī to assume a greater level of rangatiratanga over our collective health and wellbeing. The Ōtaki campus was made smokefree in January 2001.

Te Wānanga o Raukawa promote a smoke free environment and provide avenues for students to access quit smoking support and resources through local iwi providers.



ORGANISATIONAL ARRANGEMENT

The Raukawa Trustees founded Te Wānanga o Raukawa in 1981 followed by a body known as Te Wānanga o Raukawa Inc. in 1984. Under the Education Amendment Act 1990 a new body, known simply as Te Wānanga o Raukawa, was established. Te Wānanga o Raukawa is the body funded based on Equivalent Full-Time students (EFTs). By contrast, Te Wānanga o Raukawa Inc. is the holder of assets and the bearer of liabilities, accumulated or accrued up to the point at which Te Wānanga o Raukawa began receiving EFTs funding, namely, 1 January 1994.

A body known as Te Wānanga o Raukawa Foundation has been established to accumulate and manage private assets which are used to advance the interests of Te Wānanga o Raukawa.

ORGANISATIONAL STRUCTURE

The essential elements of the organisational structure are:

1 The Iwi Presence: Te Kotahitanga o Te Āti Awa, o Ngāti Raukawa o Ngāti Toa Rangatira

Te Ahorangi and other purutanga mauri (scholars and kaumātua of Te Āti Awa, Ngāti Raukawa and Ngāti Toa Rangatira) who appoint a member to Te Mana Whakahaere

Raukawa Marae Trustees (Native Purposes Act 1936): the founding body of Te Wānanga o Raukawa; each of its three constituent iwi appoints a member to Te Mana Whakahaere

The Ōtaki and Porirua Trusts Board (Ōtaki and Porirua Trusts Act 1943); an educational trust of Te Āti Awa, Ngāti Raukawa and Ngāti Toa Rangatira that appoints a member to Te Mana Whakahaere

2 Governance and Management

Te Mana Whakahaere (Education Amendment Act 1990) comprises 9 appointed/elected members:
Te Kotahitanga o Te Āti Awa, o Ngāti Raukawa o Ngāti Toa Rangatira (3)
The Crown (3)
Ngā Purutanga Mauri (1)
The Ōtaki and Porirua Trust Board (1)
Tumuaki (1)

Tumuaki (appointed by and reports to Te Mana Whakahaere) responsible for all academic and administrative matters

Academic Board (Education Amendment Act 1990): appointed by Te Mana Whakahaere and provides advice to that body, chaired by the Tumuaki; sub committees assist

Academic and service centres each with a **pou and kaihautū** (appointed by the tumuaki) providing supervision and direction who act collectively as Ngā Kaihautū chaired by the tumuaki; sub committees assist



IWI PRESENCE

The iwi presence is apparent through the following groups:

NGĀ PURUTANGA MAURI

Ngā Purutanga Mauri are our principal repositories of the accumulated mātauranga of the founding iwi who come together as required to provide guidance on issues of kaupapa and tikanga to Te Wānanga o Raukawa.

RAUKAWA MARAE TRUSTEES AND THE THREE IWI

Sixty nine representatives of the hapū and iwi of Te Kotahitanga o Te Āti Awa, o Ngāti Raukawa o Ngāti Toa Rangatira comprise the Raukawa Marae Trustees. Although the Raukawa Marae Trustees, as a body, does not have representation on the governing body of Te Wānanga o Raukawa, each iwi does.

THE ŌTAKI AND PORIRUA TRUSTS BOARD

Ten trustees comprise this board. They are nominated by the following entities: The Raukawa Marae Trustees, Te Hāhi Mihingare and The Minister of Education. One is appointed by the Governor General.

The Ōtaki and Porirua Trusts Board appoints a member to Te Mana Whakahaere.

Representation from these groups on Te Mana Whakahaere is a method of maintaining meaningful links between Te Wānanga o Raukawa and the founding iwi.

GOVERNANCE AND MANAGEMENT

The wisdom and experience of Te Mana Whakahaere contributes to the creation of rigorous policy for Te Wānanga o Raukawa.

TE MANA WHAKAHAERE/THE GOVERNING COUNCIL

At the time of writing the representatives were as follows:

Te Āti Awa representative

Doris Lake

Dip Tchg

Ngāti Toa Rangatira representative

Matiu Rei

Ngāti Raukawa representative

Manurere Devonshire

MMMgt, TTC, Dip. Bil. Tchg, HKP, PpK, HPM

Ōtaki and Porirua Trusts Board representative

Denise Hapeta

Purutanga Mauri representative

Robin Hapi

MBA (with distinction), Chairperson

Te Tumuaki representing all staff and student body

Mereana Selby

PhD, BA, Dip DA, Dip Tchg, DipBT, PpMR, MMM,

Te Panekiretanga o te Reo

Ministerial appointments

Anne Carter

Daphne Luke

Tiwana Tibble



NGĀ KAIHAUTŪ

Ngā Kaihautū monitors the management of the wānanga in its day to day activities. The group comprises of kaihautū; kaitaunaki; ngā pou and the tumuaki. They meet monthly.

ACADEMIC BOARD

The academic board comprises kaihautū, purutanga mauri, the librarian, the academic programmes registrar, the tumuaki and student representation. Each area has an alternate member, in the event that the member cannot attend a meeting.

KAIĀWHINA

They include purutanga mauri who provide guidance about kaupapa and tikanga, visiting tutors who add intellectual rigour and broaden scholarly attributes, and kuia and koroua who devote time and energy.

Kaiāwhina come from iwi throughout Aotearoa and include members of the three founding iwi (Te Āti Awa, Ngāti Raukawa, Ngāti Toa Rangatira) of this wānanga. Collectively, this special group of people provides a network for Te Wānanga o Raukawa that extends across the nation and beyond into the international arena.

We have been honoured to have had Kaiāwhina noted in the Māori world and elsewhere for their scholarship, expertise and contributions to their iwi and Māori generally, but particularly to the resurgence and revival of mātauranga Māori.

When we find ourselves enveloped in reasons that prevent attendance at noho or completion of an assignment, we might consider kaiāwhina who ask nothing for the commitment they make to the advancement of mātauranga Māori through this school of learning and its taura.

The background is a solid purple color with large, white, stylized swirling patterns that resemble smoke or flowing liquid. These patterns are layered and create a sense of movement and depth.

ACADEMIC REGULATIONS



1. Application for entry to enrol in programmes of study can be made by completing and submitting the Te Wānanga o Raukawa online enrolment form. The form may be accessed on the Te Wānanga o Raukawa website www.wananga.com.

1.1 General Entry Requirements

- a. The applicant must be at least 17 years old.
- b. Those under 17 years of age require the approval of the Tumuaki subject to various conditions. The Matua / Caregiver Declaration and Hapū Support Declaration must be signed by the student, and a parent or caregiver, and a hapū representative before approval is given by the Tumuaki of Te Wānanga o Raukawa, to enrol the student.
- c. Those under 17 years of age and attending kura are to submit a Kura Student Approval and Support Form completed by the Tumuaki of the school or provide an MOE (Ministry of Education) exemption form if applicable.
- d. The applicant must be able to satisfy the kaihautū of the programme or alternate that he or she has the necessary skills and / or background or the ability to acquire the skills to successfully complete the programme of study.

Note: Further academic counselling by the academic area to reassess the student's commitment and capability can occur at any time thereafter.

1.2 Academic entry requirements for most academic programmes of study (other than those that lead to professional registration) do not require formal qualifications from other educational institutes or providers. Applicants are required to have a demonstrated interest in the field of study and will be assessed at academic counselling to ensure they are capable of engaging in an academic programme of study.

- a. For entry to undergraduate study applicants must commit to study and research of te reo Māori and Iwi and Hapū studies as part of an academic programme of study leading to a tohu.
- b. Students require research assistance from the hapū or iwi. Support from marae, hapū and iwi is necessary to undertake the Iwi and Hapū

studies component.

c. For entry to postgraduate study applicants must demonstrate competency in written and spoken te reo Māori. Where te reo Māori is an entry requirement of the programme of study, the te reo Māori assessment will be carried out by the appropriate staff.

d. Applicants must have access to a computer, internet connectivity and an email address to study at Te Wānanga o Raukawa.

1.3 Entry requirements for undergraduate degree programmes of study that lead to professional registration are listed in the appendices.

For entry requirements to undergraduate degree programmes in Whakaakoranga (teaching) see Appendix 1. For entry requirements to Toiora Whānau (social work) see Appendix 2.

1.4 Police Vetting is compulsory for all applicants to undergraduate degree programmes of study in Whakaakoranga and Toiora Whānau. A personal declaration about health and criminal convictions is also required for entry into these programmes of study.

1.5 Te Kawa o Te Ako applies to everyone present whenever and wherever Te Wānanga o Raukawa programmes of study are delivered. Information about Te Kawa o Te Ako including Te Ōhāki is available on the Te Wānanga o Raukawa website.

1.6 Students under 18 years of age must be accompanied by an adult caregiver.

1.7 Children on campus (under 18 years of age) must have a separate caregiver over the age of 18 years for the duration of the time they are on campus. Te Wānanga o Raukawa encourages students to make suitable arrangements for childcare at home to enable the student to fully engage and benefit from the teaching and learning experience.

1.8 RESERVED



IDENTIFICATION REQUIREMENTS FOR ENROLMENT

2.0 Formal Identification is required from first time applicants to a Te Wānanga o Raukawa programme of study. Applicants must provide an accepted form of verification of identity, the following are accepted:

- a. A Current Passport; or
- b. A Birth Certificate; or
- c. A New Zealand Certificate of Citizenship; or
- d. A WINZ SWIFTT identification printout; or
- e. Verified identification letter from a government agency.

New Zealand citizens may supply other evidence of their legal name, for example marriage certificate or a letter from a bank, however they must still provide evidence of their date of birth, citizenship and residency.

Exceptions

- a. Applicants with a National Student Number (NSN) and a record status on the National Student Index (NSI) that is 'active' is suitable identification for enrolment.
- b. Applicants with a record status on the National Student Index that is 'active' can supply a Driver's License, Firearms License or Hospitality 18+ card as suitable identification for enrolment.

2.1 Applicants who cannot access formal identification may be able to provide a whakapapa statement signed by both the student and a kaumātua. This requires certain conditions to be met. Contact Ratonga Ākonga (Student Services) for advice.

2.2 Returning Students may not need to provide identification documents if already held by Te Wānanga o Raukawa. This will be confirmed at enrolment.

2.3 RESERVED

ENROLMENT

3.0 The Enrolment Declaration in the enrolment form must be dated and signed and/or accepted online confirming that the applicant has been informed of, and understands the requirements of study including:

- a. Attending and participating at scheduled noho and classes;
- b. Completing assessments by due dates;
- c. Paying student fees when they are due; and
- d. Having full and unrestricted access to a computer that meets the Te Wānanga o Raukawa specifications and the internet.

3.1 Enrolment requirements are met when the following documentation is received by Te Tomonga:

- a. Enrolment form indicating intended pathway of study;
- b. Dated and signed and/or accepted online declaration; and
- c. Formal Identification.

3.2 Non-Māori students notwithstanding regulation 3.1, must be able to provide evidence in writing from an iwi or hapū that they will support that student in the Iwi and Hapū programme.

3.3 Confirmation of enrolment is sent by mail or email. Students are fully-enrolled when they receive their confirmation of enrolment.

3.4 Applying to make changes to a confirmed enrolment can occur at any point during the year. Students are urged to fully check their enrolment details on receipt of their confirmation of enrolment.

3.5 Returning students with incomplete studies who wish to re-enrol in a programme of study that they have not completed will have the opportunity to:

- a. Discuss reasons for non-attendance or non-completion of courses in which they were previously enrolled; and
- b. Discuss how they will fulfil the requirements of study for which they are seeking re-enrolment.



Applications will be considered on a case-by-case basis and will only be approved where the kaihautū is confident that the study commitment will be fulfilled.

3.6 Enrolment into a programme of study that exceeds 120 credits in an academic year requires approval from the kaihautū of the academic area. A full programme of study is 120 credits. As a rule, a student enrolment should not exceed 120 credits in an academic year. Applicants who wish to enrol in a programme of study that exceeds 120 credits in an academic year must:

- a. Discuss their intended programme of study with the academic area and associated plan to successfully achieve the requirements;
- b. Applications will be considered on a case-by-case basis and will only be approved where the Kaihautū is confident that the commitment will be fulfilled; and
- c. Any variation to this procedure is to be approved by the Pou Akoranga.

3.7 Enrolment into more than one level of study in an academic year is dependent on the recommendation of the kaihautū of the programme of study and in discussion with the student.

3.8 Pre-requisite requirements are listed in the Ngā Akoranga (programme prospectus) and must be completed. Any variation is to be approved by the kaihautū of the programme.

3.9 Withdrawals may be effected following discussions with the kaihautū.

- a. Student requests withdrawal from:
 - i. a full programme of study. The student to advise relevant kaihautū in writing.
 - ii. a particular course. The student to advise relevant kaihautū in writing.
- b. Students can be withdrawn by Te Wānanga o Raukawa from:
 - i. a course that they have not yet attended or where pre-requisites are not met.

- ii. a full programme of study.

3.10 Effective Withdrawal from a programme of study is the process of withdrawing a non-engaging student from a programme of study despite all attempts to contact.

3.11 Non-engagement is the where a student is no longer actively participating in a course, in a programme or across the programme of study. Indicators of student non-engagement are where the student:

- a. Does not attend noho or engage in online activity;
- b. Does not make contact to provide a reason for their absence;
- c. Is uncontactable or contactable but dis-engaged; and
- d. Has incomplete papers.

3.12 Regulations that are tohu specific are appended to these regulations.

- a. Whare Whakaakoranga Academic Regulations for the:
 - i. Poutuarongo Whakaakoranga
 - ii. Poutuarongo Whakaakoranga Kōhungahunga
 - iii. Poutuarongo Te Rangakura Kaiwhakaako
 - iv. Poutāhū Whakaakoranga Akorau
- b. Poutuarongo Toiora Whānau

3.13 RESERVED



CROSS CREDIT, CREDIT RECOGNITION AND TRANSFER, RECOGNITION OF PRIOR LEARNING (RPL)

4.0 An administration fee of \$50 may be required from the student, payable to Tiaki Rawa (Finance), at the time of the application. This fee is non-refundable.

4.1 Cross-Crediting is the awarding of credits from another programme within Te Wānanga o Raukawa.

4.2 Credit Recognition and Transfer is a formal process whereby credit for outcomes already achieved by a learner elsewhere in relation to a qualification is recognised as credit for comparable outcomes in another qualification.

4.3 Recognition of Prior Learning (RPL) is a process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification. This is to award credit towards that qualification. It does not include credit recognition and transfer.

4.4 In the event of an unsuccessful application, the applicant may appeal to the Pou Akoranga for further consideration by the Academic Board.

4.5 Supporting graduates wishing to study elsewhere - Where a graduate or student of Te Wānanga o Raukawa wishes to engage in tertiary study elsewhere, the Pou Akoranga may provide written support for their application.

4.6 Establishing Grades for entry into programmes at other institutions - Where applicants are seeking credit for entry to degree and doctoral studies elsewhere and require a grade-point average they can make a written application to the Pou Akoranga.

4.7 RESERVED

ATTENDANCE REGULATIONS

5.0 Course attendance includes participating in a noho (residential seminar) and/or an online course. Participating requires actively engaging in all course requirements. The study contract states the courses that students are enrolled in and required to attend.

Noho is a culturally rich face to face delivery method which can be between 2 to 7 days.

5.1 Evidence of attendance is required at noho and online.

At noho the student must sign the attendance sheet against their name morning and afternoon for each day of the noho.

Online attendance is electronically generated at login and at various stages in the course. It is monitored by the pūkenga.

5.2 Reporting timeframes for attendance sheets must be adhered to.

The completed attendance sheet, signed by the tutor is to be lodged with Ratonga Ākonga within 48-hours of the end of the noho. There are no exceptions.

5.3 RESERVED

GENERAL

6.0 Health and Safety practices must be observed in all activities conducted at Te Wānanga o Raukawa. A register of attendance/occupation is to be kept. Any incidents, accidents or hazards that may occur or be observed at any time must be reported to Ngā Kaitiaki.

6.1 Education outside the classroom is any teaching that is done off campus or at other delivery sites as part of the learning and requires a Risk Assessment Management Statement (RAMS). RAMS requirements must be completed and approved prior to departure. Copies are to be left with Pou Akoranga, Reception and Security. This includes requirements from:

- a. Health and Safety legislation;
- b. Vulnerable Children's Act; and
- c. Te Wānanga o Raukawa student travel requirements.



6.2 Academic support and assistance is available from both the academic whare and Te Hiringa.

6.3 Assessment Due Dates must be provided to students on Mūrau, in programme schedules and reiterated at noho. Completed assessments must be submitted for marking on or before the due date.

6.4 Applications for extension to an assessment due date are to be made to the pūkenga of the course at least one week before the assessment is due. The pūkenga is to respond within one week of receiving the request. Any extension granted will be for **no more than two weeks** from the date of receiving approval. Only one extension will be granted for any one course.

6.5 The return of marked assessments with a completed marking guide in most cases is **no later than three weeks** after the assignment due date or the date when the assignment is received.

Assessments with high word count requirements, e.g. theses or teaching folders, will be returned **no later than one month** after the assessment due date or the date when the assignment is received.

Any delay in the return of an assessment beyond the stated dates for return must be discussed with the student and reported to the Pou Akoranga.

6.6 Course assessments will include:

Submission of essays, reports, artworks, performance and / or presentations according to the course statement(s).

6.7 Presentations or other performance assessments may be set for a group of students by an academic area to encourage the sharing of knowledge. Students are to submit and/or attend and present on the date set by the respective academic area.

6.8 Mātairua is the Te Wānanga o Raukawa activity for reviewing our marking process. Permission may be sought from students to use assessments for mātairua purposes. If permission is given the marking guide and associated documentation will be anonymised. The documents will be handled securely, stored for 3 years and then disposed of.

6.9 RESERVED

MARKING

7.0 Marking Guides contribute to the formal student record of achievement or otherwise for any one course or part of a course. The marking guide is a summary of a student's:

- a. Coverage and understanding of the assignment topic;
- b. Research and referencing; and
- c. Structure, expression and grammar.

7.1 Student achievement will be attributed through ascending marking grades in each of the three content areas based on the comments in each panel. It is an act of manaakitanga to comment critically and constructively in each panel and markers **must do so**.

If comments have been made on the student's assignment markers should indicate so in the appropriate panels. Markers' comments on the marking guide and / or the student's assignment must be clear and helpful to the student in understanding the mark that has been awarded. This is especially important where an overall result of 'Me Mahi Anō' (Revise & re-submit) has been awarded. Students are encouraged to seek advice and resubmit their work.

7.2 Me Mahi anō is an invitation to a student to revise the work and re-submit it for further consideration. - If a mark of '**Kāore anō kia eke**' is given in the '**Coverage and Understanding of the Assignment Topic**' panel, the student will automatically be awarded an overall result of '**Me Mahi Anō**'.

7.3 An application to appeal a mark is available for those students who feel that the circumstances of assessment have caused them to suffer academic disadvantage. Students may write to the kaihautū of the programme outlining their situation. The kaihautū will consider the circumstances and if appropriate, moderate the assessment.

7.4 The rangatiratanga of the information source must be acknowledged. Where the content of ākonga work, or, material that is used by pūkenga in the teaching process; paraphrases, quotes or otherwise draws on ideas, words, phrases, images or other forms of information from another source, the original source is to be cited as a footnote and listed as a source of



information in accordance with the writing conventions expressed in ‘He Aratohu Tuhi.’ In this way manaakitanga is expressed in its fullness in recognising the rangatiratanga of the source.

7.5 The use of others knowledge and information without acknowledgement. Using the knowledge and information of others without their permission or acknowledgement is unacceptable, a breach of Te Kawa o Te Ako and not in keeping with our kaupapa. Where this is detected, the person concerned will be asked to make themselves available for an interview with the relevant Kaihautū where the matter will be fully discussed and any action taken will be decided on an individual basis.

7.6 RESERVED

THE ACADEMIC YEAR

8.0 The duration of the Academic Year for undergraduate and postgraduate degree programmes of study is 36 weeks and consists of two 17 week huringa (semesters) with a two-week break between each.

8.1 The duration of the Poutāhū Whakaakoranga Akorau Academic Year is 43 weeks and consists of two 20 week huringa with a two-week break between each.

8.2 The Academic Model of the undergraduate and postgraduate degrees, with very few exceptions, have a credit value of 120-credits in any one year of study. This translates to 1200-hours teaching, investigatory activity and writing or equivalent assessment requirements. Fifty percent (600 credits) are attributed to the specialist subject and the remaining 600 credits are attributed to te reo Māori and Iwi and Hapū studies. With very few exceptions undergraduate programmes of study delivered in any one year are as follows:

- a. Two 6 week blended learning modules per semester;
- b. 1 Noho of 3 days during each six week module;
- c. One Hui Rūmaki Reo of 6 days duration per semester;
- d. One kura tautoko (completions period) per semester.

8.3 Te Maramataka (Schedule of academic events for every tohu)

contains the schedule of noho for all academic whare and their programmes. This publication will also include all non-academic activity that will occur during the year.

8.4 Ngā Akoranga (Programme prospectus) contain programme information on the delivery of the programme, programme content and assessment requirements.

8.5 The length of an academic programme of study has been approved by NZQA (the New Zealand Qualifications Authority) in the programme approvals process to be delivered over a set length. Programmes also receive funding from the Tertiary Education Commission for that period.

8.6 Changes to the length of an academic programme of study require internal and external approval.

- a. Academic areas that wish to vary the length of a programme of study must submit a proposal to the Academic Board.
- b. An application must be made to NZQA to change the length of the programme of study. No changes are to be made until approval has been received from NZQA.

8.7 Programme of study Start and End Dates are set by academic area, submitted to and approved by the Academic Board. Activity must have occurred and be recorded as having occurred at the programme of study start date. When setting programme of study end dates academic areas must set this date to allow for all administrative action to be taken before graduation.

8.8 Kura Tautoko will be scheduled at delivery sites, in addition to the scheduled noho, to allow students to complete unfinished or overdue work under supervision. The length of kura tautoko may vary.

8.9 Kura Raumati is an opportunity for staff (and invited others) enrolled for study to attend courses for which they have enrolled, before the academic year starts. Provision is made in Te Maramataka for Kura Raumati (Summer School) which may be scheduled before Huringa One.



8.10 RESERVED

PROGRESSION AND COMPLETION OF QUALIFICATIONS

9.0 Conferral of a qualification is made when all of the requirements are met, all completed assessments have been given a grade of ‘Kua Tutuki’, all fees have been paid and all library resources returned.

9.1 Academic Awards at Te Wānanga o Raukawa do not follow classes of honours, merit or distinction with respect to the award of poupou (certificates), heke (diplomas), poutuarongo (undergraduate degrees), poutāhū (postgraduate diplomas), and tāhuhu (postgraduate degrees).

9.2 Further Study Options for students who have completed a programme of study at Te Wānanga o Raukawa include:

- a. On completion of a poupou tohu, application may be made to pursue a one-year heke tohu.
- b. On completion of the heke, students may apply to engage in a further two-years of study (three years for Poutuarongo Toiora Whānau) to complete an undergraduate degree.
- c. Alternatively, a student having completed a heke may seek direct entry or be recommended by a kaihautū to be admitted into one of the tāhuhu programmes of study. This recommendation is to be considered by the Pou Akoranga who will make a further recommendation to be approved by the Tumuaki.
- d. Direct entry into a tāhuhu programme of study is only approved in exceptional circumstances. Such approval will normally be made where the applicant has a history of research output that indicates an ability to realistically achieve the Iwi and Hapū studies, and the applicant must have an advanced level of te reo Māori, both oral and written.
- e. Respective kaihautū of Iwi and Hapū Studies, Reo Studies and the specialisation components must collaborate to ensure that neither the applicant nor the programme or elements of the programme are compromised. It may be decided that further evidence of te reo Māori capacity and research capability is required before entry is granted.

9.3 He Whiwhinga Aroha (Compassionate Passes) may be allowed in the following cases:

- a. Compassionate Consideration leading to Course Completion
 - i. Applications for compassionate consideration may be made where students have been prevented from completing an assessment or requirement of their programme of study due to illness, injury or other exceptional circumstance beyond their control.
 - ii. On the recommendation of the Pou Akoranga and approval by Te Mana Whakahaere, the Tumuaki will confirm the compassionate pass.
- b. Compassionate Award leading to graduation
 - i. Where the application for a compassionate pass is made in order to complete work that will allow the applicant to graduate, at least 80% of the total credits allocated in the last year of study for each programme must have been attended and completed.

9.4 He Whiwhinga ā-Murimate (Posthumous Award) applications can be made by a family member of a deceased student. In order to be eligible, at least 80% of the total credits allocated in the last year of study for each programme must have been attended and completed.

9.5 RESERVED

FINANCE

10.0 Fees are set according to the component costs of the programme of study. Fees may vary according to the resources and activities of the particular programme. For a full break down and explanation of the total fee, contact the Student Fees Officer 0800 WANANGA (0800 9262642).

10.1 Payment of Fees must be made in full, within six weeks of the invoice date.

10.2 Student Fees, Loans and Allowances information is available from Te Tomonga (Office of Enrolments) including where and how these can be applied for.



10.3 Scholarship information is available from Te Tomonga.

10.4 Fees refunds can be processed in the following circumstances:

- a. Prior to the start date - If the withdrawal is received prior to the start date of the programme of study the fees will be fully refunded to the payer.
- b. Within 28 days of start date - If the withdrawal is received within 28-days of the start date of the programme of study or enrolment date, whichever is the latter, the fees will be refunded to the payer less a 10% administration fee plus all noho one related costs.
- c. After 28 days of start date – withdrawals received after 28-days from the start date of the programme of study or enrolment date, whichever is the latter, will be actioned but will not be eligible for a fees refund.
- d. Fees queries - Any queries or special requests regarding refund of fees must be made in writing to:

Student Fees Officer

Ratonga Ākonga (Student Services)

Te Wānanga o Raukawa

PO Box 119

ŌTAKI 5542

studentfees@twor-otaki.ac.nz

10.5 RESERVED

For appendices and more visit:

<https://www.wananga.com/academic-regulations>

NOTES

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CONTACTS

Te Tomonga

tetomonga@twor-otaki.ac.nz
ext. 780

Office365 account support

tautoko@twor-otaki.ac.nz
ext. 714

Te Hiringa

tehiringa@twor-otaki.ac.nz
ext. 849

Te Whare Pukapuka

wharepukapuka@twor-otaki.ac.nz
ext. 720

Mūrau support

murausupport@twor-otaki.ac.nz

Ngā Purapura

ngaapurapura@twor-otaki.ac.nz
06 364 9018

He Iti Nā Mōtai

heitinaamootai@twor-otaki.ac.nz
06 364 8585

Ōtaki Medical Centre

06 364 855 55

24hr Healthline

0800 611 116

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