

Application for Assessed work in Te Reo Māori

College of Education, Health and Human Development

To be completed by Student

Student Name	
Student ID	
Course Name	
Course Code	
Course Lecturer/Tutor	
Assignment Number	
Assignment Name	

College of Education Guidelines for assessed work in Te Reo Māori

1. The student should inform the lecturer as soon after the commencement of the course as possible of the intention to submit assignment(s) in te reo Māori. Students are strongly advised to discuss the feasibility of this with the lecturer e.g. does the assignment design/complexity lend itself to this. The earlier the better!
2. The lecturer will advise the student that there may be a delay in the assignment being returned due to time constraints for the translator if the lecturer is unable to personally mark the assignment.
3. If the lecturer agrees to translation with the student the lecturer informs the Kaiārahi Māori immediately who will notify the AVC Māori, the Director Māori Teaching and Learning, and the Head of School of Māori and Indigenous Studies – an early alert.
4. The student informs the lecturer and REGS (Records, Examinations, Graduation and Scholarships) manager via email (tom.norcliffe@canterbury.ac.nz) not less than 14 days before the due date of the assignment using this application form.
5. The lecturer informs the Kaiārahi Māori who will immediately notify the AVC Māori, the Director Māori Teaching and Learning, and the Head of School of Māori and Indigenous Studies, who will seek to appoint a translator.
6. If no translator is available the REGS Manager will inform the student and lecturer as soon as possible.
7. If agreed to by the REGS Manager, on receipt of the assignment the lecturer will send the assignment to liz.brown@canterbury.ac.nz or, in her absence, to mary.boyce@canterbury.ac.nz
8. The translator will not correct any errors, make embellishments to the assignment, or have any contact with the student. If there are ambiguities the translator will point these out to the lecturer, who may seek clarification.
9. Any appeal related to the approval or process of providing for assessment presented in te reo Māori should be made to the Faculty Dean in the first instance.

Please note:

- If translation is required for oral work, this request needs to be made within three weeks of the commencement of the course.
- Costs for the translation will be met by the University of Canterbury.

Student signature		Date	
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