



# 2014

## Trimester 1

### COURSE OUTLINE

## SARC 111

### Introduction to Design Processes

#### GENERAL

Trimester 1; 15 points

#### ASSESSMENT

100% internal by assignment

#### CLASS TIMES AND LOCATIONS

LECTURES:		Tuesday + Friday	10:00 – 10:50	Room: MCLT103
STUDIO:	Stream 1:	Tuesday + Friday	12:30 – 14:00	Room: WIG101
	Stream 2:	Tuesday + Friday	14:00 – 15:30	Room: WIG101
	Stream 3:	Tuesday + Friday	15:30 – 17:00	Room: WIG101
	Technical Session:	Wednesday 9.30 – 10.30 and 12.40 – 13.30		Room: WIG101

#### COORDINATOR

##### Coordinator

*Name:* Guy Marriage  
*Room:* VS 2.11  
*Phone:* 463 6228  
*Office Hours:* by appointment – by email only  
*Email:* [guy.marriage@vuw.ac.nz](mailto:guy.marriage@vuw.ac.nz)

##### Administrator

*Name:* Asmaa Bouhalba  
*Room:* TBA  
*Phone:* TBA  
*Office Hours:* by appointment  
*Email:* [asmaa.bouhalba@vuw.ac.nz](mailto:asmaa.bouhalba@vuw.ac.nz)

Tutor details will be provided at start of the course.

## COMMUNICATION OF ADDITIONAL INFORMATION

Any changes or additions to this Course Outline will be discussed and agreed with the class, and conveyed through Blackboard or via email to all students enrolled in the course. **Changes to submission dates for items of assessment cannot occur without permission from the Head of School.**

## PRESCRIPTION

Studio-based projects introduce concepts and processes used in human environments. These concepts and processes are examined in relation to the physical, social and cultural contexts in which designers operate.

## COURSE CONTENT

**SARC111** is an introduction to the experience and discourse of designed environments: its making and morphology. **This course takes you on an adventure in critical and creative thinking and creative and communicative expression.**

**SARC111** comprises two lectures a week (Tuesday & Friday) and two studio sessions (Tues & Fri), with an extra Wednesday open tutorial session for catching up on technology queries.

**Lecture Series:** A weekly lecture series will present a range of themes that will introduce a range of key themes related to the disciplines of Interior Architecture, Landscape Architecture, Building Science and Architecture. These themes will cover broadly, key precedents, important methodologies and strategies for the designing of built environments. You will begin to develop perspectives of understanding that will help you form a coherent, substantiated and cogent view of the designed environment and its relationship to us, and the built and natural world around us. The world of architecture, landscape architecture, interior architecture and building science discourse and architectural history is full of questions, many of which cannot be verbally fully explained away but can be convincingly understood through a combination of expression.

Is design an art or a science?

What is the difference between a designed environment and a built environment, architecture and a building, landscape architecture and a garden, interior architecture and a room?

What are the pleasures and delights of our living environment?

What are the serious shortcomings of contemporary designed environments?

For this reason, **SARC111** will engage you in activities that differ from conventional learning practices. Design discourse is necessarily comparative. History and the wealth of recent contributions provide measurement and make adjudication possible; it is a means of valuing culturally related design processes and the diverse approaches and styles to creating designed environments. The objective is to attain, through comparative studies and informed discussion, a lesson in design discourse and technique.

## COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

1. Identify a range of design precedents and apply a variety of design strategies.
2. Generate simple three-dimensional compositions using a basic vocabulary of formal and spatial elements.
3. Develop an initial concept into a sketch design which acknowledges elementary structural relationships and the possibilities of construction materials and technologies.

## GRADUATE SKILLS

<i>Graduate Skills</i>	<i>Taught</i>	<i>Practised</i>	<i>Assessed</i>
<b>Knowledge</b>			
• Information literacy	✓	✓	✓
<b>Creative and Critical Thinking</b>			
• Problem solving	✓	✓	✓
• Critical evaluation	✓	✓	✓
• Work autonomously		✓	
• Creativity and innovation	✓	✓	✓
<b>Communication</b>			
• Effective communication (written)	✓	✓	✓
• Effective communication (oral)	✓	✓	✓
• Effective communication (graphic)	✓	✓	✓
• Work effectively in a team setting		✓	
<b>Leadership</b>			
• Ethical behaviour in social / professional / work environments		✓	
• Responsible, effective citizenship		✓	
• Commitment to responsibilities under the Treaty of Waitangi		✓	

## TEACHING FORMAT

**Lectures:** The lecture series introduces themes of basic and creative design discourse relevant to each of the four disciplines represented within this course: architecture, landscape architecture, interior architecture and building science. You will be encouraged to think through and research issues raised and consider the exploration of these ideas in your practical projects. You will spend most of your time designing, drawing and modeling in and out of the studio.

**Studios:** Studio sessions are situations where you discuss the development of your work with your tutor. Your tutor is only a limited mind reader and can only offer critique if you are sufficiently prepared. In order to be prepared you are expected to have at each tutorial:

- Sketches or studies of ideas in various views and scales in the form of drawings or models
- Notes on developing ideas and questions you might have
- Clippings of precedents or inspiration, notes & references to reading relative to the design project
- An open mind

The sessions are not a 'tutor approval' session as many students seem to think. Rather it is a learned and experienced engagement with regards to your developing work. Your tutor's capacity is as a supervisor; he or she supervises your creative urgings, and is not expected to supply primary creative ideas. Your tutor will lead you to secondary developments of primary ideas or challenge you to consider other primary ideas as comparative studies.

**Reviews or Crits:** Studio sessions involve design reviews or "crits". A "crit" is a short form of "*critique*" but does not mean "*criticism*" in a negative sense, and is by no means personal. Often "*critique*" is supplanted by the word "*criticism*", which is unfortunate in architectural circles. "*Critique*" offers a learned appraisal, whilst "*Criticism*" has connotations of harsh rebuke. In an environment of developing skills, a "*critique*" can be justifiably hard. However, it is a necessary praxis in architectural discourse, the profession and the industry. At this level of education, you are expected to have a level of emotional maturity to deal with "*critique*" and tutorials. Although your projects are more often than not compared, the objective is to attain through comparative studies, a lesson in design discourse and technique. It is not meant to deflate egos, polarise students, or construct a charged competitive atmosphere. The only competition is with your individual ability.

**Independent Study:** As personal learning and growth is an individual enterprise you are encouraged to read voraciously and critically and to discuss your readings with your peers and your tutors. The personal design research journal should be used to record critical thinking related to your design ideas, this thinking should be supported by research findings. In other words you should treat the **Personal Research Journal** (see page 5 for further

information) as a record of critical, creative and researched discussions you have with yourself regards your design ideas as they evolve. The sketchpad should be used to translate and develop these ideas into creatively detailed designs. The research journal and sketchpad are opportunities for you to explore multiple design solutions to the design challenge set within the course.

## MANDATORY COURSE REQUIREMENTS

In order to pass the course, you must achieve an overall grade of C- or better and must also satisfy the following:

- Attend at least 80% of the studio sessions. A roll will be kept.
- Discuss your project progress with your tutor or the Course Coordinator at least weekly (records are kept)
- Attend and present your project work at all scheduled critical reviews
- Complete the Workshop Orientation. For additional information on times of the Workshop Orientation, see the Workshop Technical staff.

## WORKLOAD

Attendance and participation is an important aspect of the learning process, and you are expected to attend all the lectures and tutorials.

If extraordinary circumstances arise that require you to be absent from some class sessions, you should discuss the situation with the Course Administrator as soon as possible.

You should expect to spend around 150 hours on this course, including both scheduled class time and independent study. Typically this involves around 10 hours per week during the 12 teaching weeks, with the balance during the mid-trimester break, study week and examination period. Please visit the link below for information on Studio Courses:

[www.victoria.ac.nz/fad/faculty-administration/current-students#studioculturepolicy](http://www.victoria.ac.nz/fad/faculty-administration/current-students#studioculturepolicy)

## ASSESSMENT

**Note: Victoria's grading system has changed for Trimester 1 2014 with the introduction of a new C- grade. Please note that the link provided will be updated asap.** <http://www.victoria.ac.nz/students/study/progress/grades>

The course is internally assessed by assignment work in the form of 4 projects. Assignments are assessed and graded A+, A, A-, B+, B, B-, C+, C, C-, D, E, (where C- is a PASS). Grades only are issued to students. The final grade for the course is based on the aggregation of the percentage marks for each of the assignments, and a final grade of C- or better is required to pass the course.

**NOTE: In order to ensure equity, hand-in dates cannot be modified. A hand-in date cannot be changed without permission from the Head of School.**

To provide a comprehensive overview, a detailed description of the assignments which contribute towards the final course grade follows:

<b>Project 1:</b> Interior	(3 Weeks: due Sunday 23 March 2014)	....	25%
<b>Project 2:</b> Landscape	(3 Weeks: due Friday 11 April 2014)	....	25%
<b>Project 3:</b> Building Science	(3 Weeks: due Friday 16 May 2014)	....	25%
<b>Project 4:</b> Architecture	(3 Weeks: due Tuesday 10 June 2014)	....	25%
Total		....	100%

The submission requirements and assessment criteria for the four projects are as follows:

### Project 1: (25%) Interiors

#### Brief description:

During the first 3 weeks, each student will work with a project delivered by the Interior Architecture Program. This project will explore space through a series of projects that are centred on the human body and momentary encounters. The project will be principally explored the mediums of film, photography, digital data mapping physical and digital drawing.

#### Submission Requirements:

- One digital portfolio of work
- Further details will be made available in individual project Assignment

Assessment Criteria	CLO(s)
Identify a range of design precedents and apply a variety of design strategies.	1
Generate simple three-dimensional compositions using a basic vocabulary of formal and spatial elements.	2
Develop an initial concept into a sketch design which acknowledges elementary structural relationships and the possibilities of construction materials and technologies.	3

### Project 2: (25%) Landscape

#### Brief description:

**Project 2:** During the next 3 weeks, each student will explore inhabitation of place on a much larger scale. Presented by the Landscape Architecture program this project investigates context both physical and temporal. The project will be principally explored the mediums of abstraction through diagrams, physical and digital drawing and contextual sketch works.

#### Submission Requirements:

- One digital portfolio of work
- Further details will be made available in individual project Assignment

#### Assessment Criteria:

Project 2 Assessment Criteria	CLO(s)
Identify a range of design precedents and apply a variety of design strategies.	1
Generate simple three-dimensional compositions using a basic vocabulary of formal and spatial elements.	2
Develop an initial concept into a sketch design which acknowledges elementary structural relationships and the possibilities of construction materials and technologies.	3

### Project 3: (25%) Building Science

#### Brief description:

During the next 3 weeks, each student will undertake a series of experiments that explore the effects of environment on the design and occupation of an enclosed space. Presented by the Building Science program this project will be principally explored through the mediums of digital drawing and computer simulation.

#### Submission Requirements:

- One digital portfolio of work
- Further details will be made available in individual project Assignment

## Assessment Criteria:

### Project 3 Assessment Criteria

	CLO(s)
Identify a range of design precedents and apply a variety of design strategies.	1
Generate simple three-dimensional compositions using a basic vocabulary of formal and spatial elements.	2
Develop an initial concept into a sketch design which acknowledges elementary structural relationships and the possibilities of construction materials and technologies.	3

### Project 4: (25%) Architecture

#### Brief description:

During the final 3 weeks, each student will explore notions of space, scale and program through a series of designed iterations. Delivered by the Architecture program this project invites students to explore the relationship of the designed intervention within existing contexts natural, built, temporal and cultural environments. This project will be principally explored through the mediums of physical modeling and measured drawing.

#### Submission Requirements:

- One digital portfolio of work
- Further details will be made available in individual project Assignment

### Assessment Criteria

	CLO(s)
Identify a range of design precedents and apply a variety of design strategies.	1
Generate simple three-dimensional compositions using a basic vocabulary of formal and spatial elements.	2
Develop an initial concept into a sketch design which acknowledges elementary structural relationships and the possibilities of construction materials and technologies.	3

The School has a long tradition of providing *critical review* of student work as it progresses especially in design projects. For further information, please refer to the website below.

Critical Review: [www.victoria.ac.nz/fad/faculty-administration/current-students/fags#criticalreview](http://www.victoria.ac.nz/fad/faculty-administration/current-students/fags#criticalreview)

All grades posted during this course are only provisional results until confirmed by the School Examiners Committee which meets after the examination period.

The submission requirements and assessment criteria for the four projects are as follows:

*Further detail on submission requirement and assessment criteria to be found on project handout.*

## SUBMISSION AND RETURN OF WORK

**NOTE:** All hand-ins must be submitted to the correct place on the Blackboard system, or, if the lecturer concerned wants, onto course/ project/ personal folder on the R-Drive, i.e **R:\Hand-ins\SARC\SARC111\PROJECT01\Personal folder (I.e Marriage, Guy)**. This is a School of Architecture requirement to ensure that student work is appropriately archived. Please note that each Assignment may differ, and ONLY Hand In to the correct place. The School is moving from a system of R Drive handin towards a more uniform Blackboard handin. Please check first what it says in your project brief, before handing in.

**All work submitted for assessment must be accompanied by an ASSESSMENT DECLARATION FORM.**

You are responsible for ensuring your work is submitted on time and in the required format.

Work submitted late must be submitted to the Course Administrator.

Late submissions will be penalised as set out below, unless an extension is approved by the Course Coordinator.

## EXTENSIONS

In the event of illness or other extraordinary circumstances that prevent you from submitting and/or presenting a piece of work on time, or that you feel adversely affect the quality of the work you submit, it is important that you discuss your circumstances with the Course Coordinator as soon as possible so that appropriate arrangements may be made. If possible, you should complete an Application for Extension form (available from the Faculty Office) for the Course Coordinator to approve before the hand-in date. You will also need to provide suitable evidence of your illness or other circumstances. In an emergency, or if you are unable to contact the Course Coordinator, you should advise the Faculty Office of your situation.

Please note: Because this course has 4 assessment periods of just 3 weeks each, the pace of work in this course means that you need to keep up, as the course material changes completely every 3 weeks to showcase another design discipline. For that reason, extensions for a late assignment will not be given for more than a week. In all cases, applications for an extension should be made to the Admin support person for First Year – Asmaa Bouhalba.

## PENALTIES

For work that arrives late without an approved extension, the following penalty will be applied: 5% immediately, then 5% for every subsequent 24 hours including weekends. Therefore after 7 days without an approved extension, your potential mark will have gone down 35% - so please, for your sake – Hand it in on time!

## REQUIRED MATERIALS AND EQUIPMENT

Students will need to provide all materials and equipment as necessary for the completion of required work. Please check the website link below for general requirements:

[www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment](http://www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment)

## SET TEXTS

None

## RECOMMENDED READING

A separate document will be provided by each program coordinator via Blackboard.

## SCHEDULE OF SESSIONS *(Assessments noted in BOLD)*

Week Month	Day	Date	Item	Location	Time	Comments
Week 9 February	M	24				<b>Orientation Week</b>
	TU	25				
	W	26				
	TH	27				
	F	28				
Week 10 March	M	3				<b>Trimester 1 Begins</b>
	TU	4	Lect 1 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Interiors program (Refer to S-Cubed for 3 streams)
	W	5	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	6				

	F	7	Lecture 2 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Interiors program (in 3 streams)
<b>Week 11 March</b>	M	10				
	TU	11	Lecture 3 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Interiors program (in 3 streams)
	W	12	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	13				
	F	14	Lecture 4 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	<b>This is the last date that you can withdraw with a full fees refund</b>
<b>Week 12 March</b>	M	17				
	TU	18	Lecture 5 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Interiors program (in 3 streams)
	W	19	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	20				
	F	21	Lecture 6 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Interiors program <b>Project 1 Hand-In Sunday(25%)</b>
<b>Week 13 March</b>	M	24				
	TU	25	Lecture 1 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Landscape program (in 3 streams)
	W	26	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	27				
	F	28	Lecture 2 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Landscape program (in 3 streams)
<b>Week 14 March/ April</b>	M	31				
	TU	1	Lecture 3 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Landscape program (in 3 streams)
	W	2	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	3				
	F	4	Lecture 4 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Landscape program (in 3 streams)
<b>Week 15 April</b>	M	7				
	TU	8	Lecture 5 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Landscape program (in 3 streams)
	W	9	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	10				
	F	11	Lecture 6 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Landscape program <b>Project 2 Hand-In (25%)</b>
<b>Week 16 April</b>	M	14				
	TU	15	Lecture 1 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Building Science program (in 3 streams)
	W	16	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	17				
	F	18				<b>Good Friday – holiday</b>
<b>Week 17 April</b>	M	21				<b>Easter Monday – holiday</b>
	TU	22				<b>Mid-Trimester Break</b>
	W	23				<b>Easter Tuesday – VUW holiday</b>
	TH	24				
	F	25				<b>Anzac Day – holiday</b>
<b>Week 18 April/ May</b>	M	28				
	TU	29				
	W	30				
	TH	1				
	F	2				
<b>Week 19 May</b>	M	5				
	TU	6	Lecture 2 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Building Science program (in 3 streams)
	W	7	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	8				
	F	9	Lecture 3 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Building Science program (in 3 streams)
<b>Week 20</b>	M	12				

<b>May</b>	TU	13	Lecture 4 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Building Science program (in 3 streams)
	W	14	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	15				
	F	16	Lecture 5 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Building Science program <b>Project 3 Hand-In (25%)</b> <i>After this date the Associate Dean's approval is required for withdrawals from Trimester 1 courses.</i>
<b>Week 21 May</b>	M	19				
	TU	20	Lecture 1 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Architecture program (in 3 streams)
	W	21	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	22				
	F	23	Lecture 2 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Architecture program (in 3 streams)
<b>Week 22 May</b>	M	26				
	TU	27	Lecture 3 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Architecture program (in 3 streams)
	W	28	Tech Tute	WIG 101	9.30 or 12.40	<i>Tech queries tutorial</i>
	TH	29				
	F	30	Lecture 4 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Architecture program (in 3 streams)
<b>Week 23 June</b>	M	2				<b>Queen's Birthday – holiday</b>
	TU	3	Lecture 5 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Architecture program (in 3 streams)
	W	4				
	TH	5				
	F	6	Lecture 6 Studios	MCLT 103 WIG 101	10:00–10:50am 12:40–17:00pm	Architecture program
<b>Week 24 June</b>	M	9				<b>Study/Examination Period</b>
	TU	10				<b>Project 4 Hand-In (25%)</b>
	W	11				
	TH	12				
	F	13				<b>Examination Period begins</b>
<b>Week 25 June</b>	M	16				
	TU	17				
	W	18				
	TH	19				
	F	20				
<b>Week 26 June</b>	M	23				
	TU	24				
	W	25				
	TH	26				
	F	27				
<b>Week 27 June/July</b>	M	30				
	TU	1				
	W	2				<b>Examination Period ends</b>
	TH	3				<b>Mid-year Break begins</b>
	F	4				

## CLASS REPRESENTATIVES

The Faculty of Architecture and Design operates a system of Class Representatives in 100-level courses, and Year Representatives in each of the professional disciplines. Student Representatives are elected during a class session in the first week of teaching. All Student Representatives will be listed on the STUDIO notice board in the Atrium, and the relevant Representatives are also listed on studio notice boards. Student Representatives have a role in liaising between staff and students to represent the interests of students to the academic staff, and also in providing students with a communication channel to STUDIO and the Student Representation organiser.

Class Rep will be decided on in term. You may record the name and contact details here.

## STUDENT FEEDBACK

In 2013 this course was redesigned, so as to be able to present the four different Programs within the School of Architecture, and to look at Design Processes from those four different sides. This proved highly popular with the students and presented them with greater knowledge about the differences between the individual programs, and allowed them to experience the different Program lecturers and their different teaching styles. As this proved effective, the same format is being retained for the 2014 year.

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

## OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Aegrotats: [www.victoria.ac.nz/home/about/avcacademic/publications2#aegrotats](http://www.victoria.ac.nz/home/about/avcacademic/publications2#aegrotats)
- Academic Progress: [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/study/dates)
- Faculty Current Students site: [www.victoria.ac.nz/fad/faculty-administration/current-students](http://www.victoria.ac.nz/fad/faculty-administration/current-students)
- Grades: [www.victoria.ac.nz/home/study/exams-and-assessments/grades](http://www.victoria.ac.nz/home/study/exams-and-assessments/grades)
- Resolving academic issues: [www.victoria.ac.nz/home/about/avcacademic/publications2#grievances](http://www.victoria.ac.nz/home/about/avcacademic/publications2#grievances)
- Special passes: [www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass](http://www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)
- Student support: [www.victoria.ac.nz/home/viclife/student-service](http://www.victoria.ac.nz/home/viclife/student-service)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/home/viclife/student-charter](http://www.victoria.ac.nz/home/viclife/student-charter)
- Student Contract: [www.victoria.ac.nz/home/admisenrol/enrol/studentcontract](http://www.victoria.ac.nz/home/admisenrol/enrol/studentcontract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/home/about](http://www.victoria.ac.nz/home/about)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## Work Submitted for Assessment

### Declaration Form

Student's full name :

Course :

Assignment/project :  
(number and title)

Date submitted :

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Refer to the information on Academic Integrity, Plagiarism and Copyright on the back of this form.

I confirm that:

I have read and understood the University's information on academic integrity and plagiarism contained at [http: www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism) and outlined below:

- I have read and understood the general principles of copyright law as set out below:
- This project/assignment is entirely the result of my own work except where clearly acknowledged otherwise:
- Any use of material created by someone else is permitted by the copyright owner.

Signed:

Date:

# Academic Integrity, Plagiarism and Copyright

## ACADEMIC INTEGRITY

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. University staff and students are expected to treat academic, intellectual or creative work that has been done by other people with respect at all times. Victoria University's reputation for academic integrity adds value to your qualification.

Academic integrity is simply about being honest when you submit your academic work for assessment

- You must acknowledge any ideas and assistance you have had from other people.
- You must fully reference the source of those ideas and assistance.
- You must make clear which parts of the work you are submitting are based on other people's work.
- You must not lie about whose ideas you are submitting.
- When using work created by others either as a basis for your own work, or as an element within your own work, you must comply with copyright law

Summarised from information on the University's Integrity and Plagiarism website:

[www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)

## PLAGIARISM

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:

[www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)

## COPYRIGHT

Copyright law regulates the use of the work of an author, artist, designer or other creator.

- Copyright applies to created work including designs, music, computer programs, artistic and literary work.
- The work can be in printed, digital, audio, video or other formats.
- Normally the author or creator of a work owns the copyright for their lifetime and for 50 years after their death, (although sometimes someone other than the creator of a work owns the copyright to the work, such as the creator's employer, or a person who commissions the creator's work).
- You must have permission from the copyright owner to copy, alter, display, distribute or otherwise use created work.
- If the creator has applied a Creative Commons licence to a work, this permits others to use the work but only in accordance with that licence.

Further information on copyright is available on the Victoria University website:

<http://library.victoria.ac.nz/library/about/policies/copyright.html>