



2014

Trimester 2

COURSE OUTLINE

SARC 321

Construction

GENERAL

Trimester 2; 15 points

ASSESSMENT

100% internal by assignment

CLASS TIMES AND LOCATIONS

LECTURES:	Wednesday	13:40 – 14:30	Room: VS LT1 + LT2
	Friday	13:40 – 14:30	Room: VS LT1 + LT2
TUTORIALS:	Wednesday	14:40 – 15-16:30	Room: VS 3.23
SEMINARS:	Friday	14:40 – 15-16:30	Room: VS 3.23

COORDINATOR

Coordinator

<i>Name:</i>	<i>Guy Marriage</i>
<i>Room:</i>	<i>VS 2.11</i>
<i>Phone:</i>	<i>463 6228</i>
<i>Office Hours:</i>	<i>Wednesday and Friday</i>
<i>Email:</i>	<i>guy.marriage@vuw.ac.nz</i>
<i>Web:</i>	<i>http://www.victoria.ac.nz/architecture/about/staff/guy-marriage https://vuw.academia.edu/GuyMarriage</i>

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

Medium-scale building construction with relevant building materials, key elements, construction technologies, construction sequences and building processes.

COURSE CONTENT

In SARC 321, the Construction course relates directly to information needed by students of both Te Huanui o ngā Waihangā (the Architecture Programme) and Te Huanui o ngā Pūtaiao Whare (the Building Science Programme).

SARC 321 Construction is a course that moves on from the small scale, timber-framed buildings encompassed in SARC 221, and assumes that this timber-framed knowledge is now standard within student's knowledge. Timber frame technology will thus not be taught in this subject, but instead it is assumed that the students already have a firm grasp of this NZS 3604-based knowledge. Likewise, basic working drawing techniques learnt in SARC 221 will be expected to be implemented by students automatically. This means that students are expected to use 2D and 3D CAD systems to document their work: these skills are vital for work in the building industry.

The course moves into the principles of designing and building larger buildings, including construction systems suitable for high rise offices and introduces technologies that are suitable and / or mandatory on larger projects. It will be illustrated by real life examples of large building constructions: complex situations. Buildings are constructed as a result of a multitude of intersecting factors: regulatory conditions, building performance criteria, climate, cost, materials, design objectives – all these, among others, need to be resolved in order to get a building built. These multi-story buildings are as important to Building Science students as they are to Architecture students.

The construction industry provides an array of materials and techniques in which to solve these issues and has its own ways of doing things. Navigating all this is the responsibility of the building scientist, engineers and architect, who design, document and make sure it all happens correctly. They are the people with the knowledge and understanding necessary to bring all these factors together and get buildings built, in conjunction with the Contractor.

Students will be given an expanded knowledge of construction techniques and systems to a level of complexity and scale of building that allows them to understand large building projects. They will be expected to apply a fluid critical approach to that knowledge. The intention is for students to gain an understanding of construction as practiced in the contemporary commercial context within New Zealand and have the tools to be able to research, document and analyse this construction critically. Incorporation of BIM principles will be made where possible.

COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

- 1: Analyse the appropriateness and efficacy of common materials, systems and methods of NZ medium scale construction
- 2: Apply broad principles of NZ medium scale construction to specific construction situations
- 3: Be able to research, analyse and solve construction issues
- 4: Communicate the resolution of construction problems in analogue and digital construction drawings

SARC 321 Construction		Apply history, theory and precedent to the critical analysis of contemporary architectural issues.	Demonstrate an awareness of the social, artistic, technological, economic and ethical issues influencing designed environments.	Evaluate and apply design strategies using a range of aesthetic, contextual, functional, economic, cultural and technological criteria	Produce original and creative solutions for the designed environment.	Communicate effectively and professionally in a variety of modes and formats: Drawing	Communicate effectively and professionally in a variety of modes and formats: Writing	Communicate effectively and professionally in a variety of modes and formats: Digital Media	Contribute effectively to the identification and realisation of shared goals within project-focused groups.	Demonstrate an ongoing engagement with the evolving issues of designed environments.
BAS(ARCHITECTURE) GRADUATE ATTRIBUTES	1	2	3	4	5a	5b	5c	6	7	
LEARNING OBJECTIVES SARC 321 Construction By the end of the course, students will have learned to:										
321.1 Analyse the appropriateness and efficacy of common materials, systems and methods of NZ medium scale construction		X	X							
321.2 Apply broad principles of NZ medium scale construction to specific construction situations		X	X							
321.3 Be able to research, analyse and solve construction issues		X	X						X	
321.4 Communicate the resolution of construction problems in analogue and digital construction drawings					X		X			

GRADUATE SKILLS

<i>Graduate Skills</i>	<i>Taught</i>	<i>Practised</i>	<i>Assessed</i>
Knowledge			
• Information literacy	✓	✓	✓
Creative and Critical Thinking			
• Problem solving	✓	✓	✓
• Critical evaluation	✓	✓	✓
• Work autonomously		✓	✓
• Creativity and innovation		✓	✓
Communication			
• Effective communication (written)		✓	✓
• Effective communication (oral)		✓	
• Effective communication (graphic)	✓	✓	✓

• Work effectively in a team setting		✓	
Leadership			
• Ethical behaviour in social / professional / work environments		✓	
• Responsible, effective citizenship		✓	
• Commitment to responsibilities under the Treaty of Waitangi		✓	

TEACHING FORMAT

The course will be delivered through lectures and seminar / tutorials. Seminars will follow lectures and reiterate the lecture content by discussing its application in practice. Practice based scenarios will be given as tasks in the seminars. There will be one 50 minute lecture, one 50 minute Case Study, one two-hour seminar and one two-hour tutorial a week.

Knowledge and critical thinking will be tested in the assignments, which will be separate to the seminars: please note however that the seminars are designed to help you with your understanding of assignment work. Tutorials will be dedicated to guiding students through the assignments.

The sequence of teaching will follow the process of construction from the ground up and the practice procedures that describe and control the process. Ground conditions, foundations, the building frame and the external skin will be addressed in sequence along with a information on construction documentation. Case studies will be discussed in detail in order to contextualise the course content in terms of everyday practice.

Learning from one another as a group is far more effective than as a sole individual. Participation in the tutorials is vital to learning and students will be expected to contribute to each tutorial with **work** ie drawings, technical information and visual material, as well as the usual comments and criticism. A relaxed and free approach to the tutorial environment is encouraged.

Guest Lectures: There will be guest lectures by experienced practitioners from the industry.

Blackboard: Blackboard will be used to communicate notices to students via announcements and messages. Students are encouraged to use this resource, to post interesting items they discover during their research, for the benefit of the whole group.

Facebook: A Facebook page has been used in the past to also enable faster student / lecturer communication. Depending on student feedback, this can be implemented again.

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:

- Discuss your project progress with your tutor or the Course Coordinator at least weekly
- Hand in Seminar work weekly (minimum of 80% handins, records will be kept).

WORKLOAD

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

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

You should expect to spend a minimum of 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.

Students with course timetable clashes are responsible for discussing these with their Course Coordinators. Students who then choose to remain enrolled in such courses must recognise that it is their sole responsibility to seek information from peers, Blackboard and other sources, and catch up on course material they may miss because of clashes.

ASSESSMENT

To provide a comprehensive overview, a basic description of the assignments follows:

Project 1: Core

During the first 3 weeks, each student will be working on a drawn assignment regarding the planning and construction of the Core of the building.

Project 2: Integration

During the next 2-3 weeks, each student will be working on an assignment regarding the planning and construction and integration of structure and services of the general floors of the building, or creating a physical model of part of the building. These models will be on public display in the Atrium over the mid-trimester break.

Project 3: Facade

During the next 6 weeks, each student will be working on an assignment regarding the planning and construction of the Cladding of the building.

Assessment 4: Seminar exercises

During the total 12 week period, each student will complete work in the weekly Seminars, and this will be handed in and marked.

More description of the Projects will be made available online via Blackboard.

Note: Victoria's grading system has changed for 2014 with the introduction of a new C- grade.

<http://www.victoria.ac.nz/students/study/progress/grades>

The course is internally assessed by assignment work in the form of 3 main projects, and weekly Seminar exercises. 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:

Project 1: Core	(3 Weeks: due 6 August)	20%
Project 2: Integration	(2 Weeks: due 20 August)	20%
Project 3: Cladding	(6 Weeks: due 15 October)	40%
Assessment 4: Seminar work	(12 Weeks: completed by end of course)	20%
Total		100%

The submission requirements and assessment criteria for the 4 projects are as follows:

Project 1: (20 %) Core

Brief description: design of the core of the multi-story building

Submission Requirements:

- Drawings as described in the Project 1 Assignment

Project 1 Assessment Criteria

CLO(s)

Research and analysis: Is there evidence that the student has extended her / himself in the analytical research of the chosen building?	1, 3
Comprehensiveness: Does the research address a particular topic with a breadth and depth of material?	

Knowledge: Does the research show understanding of common materials and systems, methods and assemblies appropriate to their chosen topic?	1, 2
Critical Thought: Does the research show a critical in-depth approach to construction appropriate to the brief and their chosen topic?	2, 4
Presentation of research: Does the assignment communicate the research intention in clear and concise writing and clear and relevant visual material?	2, 4
Construction Drawings: Does the assignment show comprehensive understanding of construction documentation conventions and methods?	4

Project 2: (20 %) Integration

Brief description: Integration of structure and Services in Ceiling and Core and Floor

Submission Requirements:

- Drawings as described in the Project 2 Assignment

Project 2 Assessment Criteria

CLO(s)

Tectonic strategy: Is there evidence that the student has developed their construction thinking in relation to a tectonic (design) strategy?	1, 2, 3, 4
Construction knowledge: Do the drawings show knowledge of medium scale construction, i.e. materials, methods, processes, systems, inter-relationship of parts, jointing, and sequencing?	2, 3
Creative & critical thinking: Do the drawings show evidence of a critical approach to construction, i.e. Are construction issues sought out, analysed and resolved, has lateral thinking been employed, has research of similar construction drawings and case studies been collected to inform the drawings?	2, 3, 4
Communication: Do the drawings communicate the construction thinking intelligently and clearly, i.e. Are drawing conventions understood, are the construction intentions clearly articulated in the drawings, are they well referenced, cross referenced, annotated; are they well set out, in good hierarchy of scale?	5a, 5c

Project 3: (40 %) Facades

Brief description: Design and Articulation of building façade systems

Submission Requirements:

- Drawings as described in the Project 3 Assignment

Project 3 Assessment Criteria

CLO(s)

Tectonic strategy: Is there evidence that the student has developed their construction thinking in relation to a tectonic (design) strategy?	1, 2, 3, 4
Construction knowledge: Do the drawings show knowledge of medium scale construction, i.e. materials, methods, processes, systems, inter-relationship of parts, jointing, and sequencing?	2, 3
Creative & critical thinking: Do the drawings show evidence of a critical approach to construction, i.e. Are construction issues sought out, analysed and resolved, has lateral thinking been employed, has research of similar construction drawings and case studies been collected to inform the drawings?	2, 3, 4
Communication: Do the drawings communicate the construction thinking intelligently and clearly, i.e. Are drawing conventions understood, are the construction intentions clearly articulated in the drawings, are they well referenced, cross referenced, annotated; are they well set out, in good hierarchy of scale?	5a, 5c

Assessment 4: (20 %) Seminars

Submission Requirements:

- Weekly Seminars, completed in class

Assessment 4 Assessment Criteria	CLO(s)
Analyse: Ability to analyse the appropriateness and efficacy of common materials, systems and methods of NZ medium scale construction	2, 3
Apply: Ability to apply broad principles of NZ medium scale construction to specific construction situations	2, 3
Research: Ability to research, analyse and solve construction issues	2, 3
Engagement: Is there evidence of an engagement of the construction assignment in an active sense, i.e. has the student contributed to tutorial discussions and presentations, have they generally attended class? (ie this assessment is marked on work and attendance)	

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/faqs#criticalreview

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

SUBMISSION AND RETURN OF WORK

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.

All feedback will be handed back via the BlackBoard system, and therefore you must hand in a PDF of the requested information onto the BlackBoard Hand-In folder (otherwise feedback cannot be given). Hand-ins will generally be physical copies of your drawings. Do not hand in originals. Maximum size of work will be A3 (including models).

Work is required to be submitted both digitally (as outlined in Assignments) and a paper copy where directed (for mark-up /feedback purposes). Students should aim to submit only a COPY of their work, and not originals.

Loss of digital work is not grounds for extensions – students must be aware that they have their sole responsibility for keeping frequent and adequate backups of their own work. Please do so: Back up now. Save files onto different media, frequently. You have been warned....

Except for work submitted after the deadline, all hand-ins must be submitted to the Hand-in folder on the R-Drive. This is a School of Architecture requirement to ensure that student work is appropriately archived.

Work submitted late must be submitted to the Course Coordinator.

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.

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.

REQUIRED MATERIALS AND EQUIPMENT

Students will need to provide all materials and equipment as necessary for the completion of required work. Primarily this will be pixels and paper, but if using models as a medium, you will need to provide your own materials. Please check the website link below for general requirements:

www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment

SET TEXTS

None

RECOMMENDED READING

There are many books about Architectural Construction, available in the Library. Unfortunately, many of them are from America, which means they are in Imperial instead of Metric, and while others are from Europe (and therefore in Metric), there is no specific New Zealand book for multi-story construction. Information about Construction will be imparted and concepts discussed during Lectures, and lecture notes will be made available on Blackboard in lieu of text books. During the course, a list of recommended readings will be provided via Blackboard, and some books will be kept on Closed Reserve in the Library.

SCHEDULE OF SESSIONS *(Assessments noted)*

Week Month	Day	Date	Item	Location	Time	Comments
Week 29 July	M	14				Trimester 2 begins
	TU	15				
	W	16	Lecture: Construction topic 1 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Project 1: Assignment handed out Core design
	TH	17				
	F	18	Lecture: Case Study A Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	
Week 30 July	M	21				
	TU	22				
	W	23	Lecture: Construction topic 2 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Core Design
	TH	24				
	F	25	Lecture: Case Study B Seminar: put learning into practice - <i>Withdrawal refund</i>	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	<i>This is the last date that you can withdraw from a Tri 2 course with a full fees refund</i>
Week 31 July/ August	M	28				
	TU	29				
	W	30	Lecture: Construction topic 3 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Core Design
	TH	31				
	F	1	Lecture: Case Study C Seminar: put learning learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Project 2: Assignment Handed out
Week 32	M	4				

August	TU	5				
	W	6	Lecture: Construction topic 4 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Project 1 Hand-in 20% 6.00pm Integration
	TH	7				
	F	8	Lecture: Case Study D Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	
Week 33 August	M	11				
	TU	12				
	W	13	Lecture: Construction topic 5 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Integration
	TH	14				
	F	15	Lecture: Case Study E Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	
Week 34 August	M	18				
	TU	19				
	W	20	Lecture: Construction topic 6 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Project 2 Hand-In 20% 6.00pm (if doing models option, Hand-in to Atrium at start of Mid-term Break)
	TH	21				
	F	22	Lecture: Case Study F Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	
Week 35 August	M	25				Mid-trimester break
	TU	26				Atrium: Models on display
	W	27				Atrium: Models on display
	TH	28				Atrium: Models on display
	F	29				Atrium: Models on display
Week 36 September	M	1				Atrium: Models on display
	TU	2				Atrium: Models on display
	W	3				Atrium: Models on display
	TH	4				Atrium: Models on display
	F	5				Mid-trimester break ends
Week 37 September	M	8				Atrium: Models on display
	TU	9				Atrium: Models on display
	W	10	Lecture: Construction topic 7 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Atrium: Models on display
	TH	11				Atrium: Models on display
	F	12	Lecture: Case Study G Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Atrium: Models on display
Week 38 September	M	15				Clear models away
	TU	16				All models cleared away
	W	17	Lecture: Construction topic 8 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Project 3: Assignment Handed out Facade
	TH	18				
	F	19	Lecture: Case Study H Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	

Week 39 September	M	22				
	TU	23				
	W	24	Lecture: Construction topic 9 Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Facade
	TH	25				
	F	26	Lecture: Case Study Seminar: put learning into practice <i>Course withdrawals</i>	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	<i>After this date the Associate Dean's approval is required for withdrawals from Tri 2 courses.</i>
Week 40 September /October	M	29				
	TU	30				
	W	1	Lecture: Construction topic Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Facade
	TH	2				
	F	3	Lecture: Case Study Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	
Week 41 October	M	6				
	TU	7				
	W	8	Lecture: Construction topic Tutorial: working on Assignment	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Facade
	TH	9				
	F	10	Lecture: Case Study Seminar: put learning into practice	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	
Week 42 October	M	13				
	TU	14				
	W	15	Lecture: Final Lecture - Questions and Review Tutorial: Final Tute session	LT1 / LT2 then VS 3.23 ie 3 rd year studio	1:40 – 2:30 then 2.40 – 4.30	Project 3 Hand-in 40% 6.00pm
	TH	16				
	F	17	Lecture: Student show-and-tell display session	LT1 / LT2 then	1:40 – 2:30	
Week 43 October	M	20				Study/Examination Period
	TU	21				Study Week
	W	22				Study Week
	TH	23				Study Week
	F	24				Examination Period begins
Week 44 October	M	27				Labour Day – Public Holiday
	TU	28				
	W	29				
	TH	30				
	F	31				
Week 45 November	M	3				
	TU	4				
	W	5				
	TH	6				
	F	7				
Week 46	M	10				

November	TU	11				
	W	12				
	TH	13				
	F	14				
	S	15				Examination Period ends

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 STUDIiO 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 STUDIiO and the Student Representation organiser.

Architecture Year Reps: Vanessa Coxhead and Patrick Li

Building Science Year Reps: Ian Loveridge and Daniel Carew

STUDENT FEEDBACK

Generally, feedback from students on this course in 2013 was positive regarding Lectures, Tutorials and Seminars. There was some feedback from some students that they wanted more correlation between Seminars and Assignments, but as every single Seminar session was designed specifically to assist students with understanding part of their assignment, this has already been incorporated. More weighting has been given to the final assignment, as it was felt to involve more work.

Feedback regarding tutors has been incorporated (the amount of available tutorial time was doubled from 2012 to 2013), and where possible more experienced tutors have been hired. While there were requests for more teaching of CAD and drawing skills, this is not part of the scope of this class, and students are expected to continue to learn CAD skills from Lynda.com

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



FACULTY OF ARCHITECTURE & DESIGN
Te Wahanga Waihanga-Hoahoa

Work Submitted for Assessment

Declaration Form

Student's full name :

Course :

Assignment/project :
(*number and title*)

Date submitted :

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

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

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

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