TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
VICTORIA UNIVERSITY OF WELLINGTON

FACULTY OF ARCHITECTURE & DESIGN
Te Wahanga Waihanga-Hoahoa

2015

Trimester 2

COURSE OUTLINE

SARC 223

HUMAN ENVIRONMENTAL SCIENCE

GENERAL

Trimester 2; 15 points

ASSESSMENT

100% internal by assignment.
Note: Any hand-in dates scheduled in the exam period are tentative until the official exam timetable is available.

CLASS TIMES AND LOCATIONS

LECTURES: M/R 12:40pm – 13:30pm Room: VS LT 1 & 2

This class shares LECTURES with SARC 281 *Human Environmental Science* however TUTORIAL times are separate:

TUTORIALS:

Stream A	M/R	13:40pm – 14:30pm	Room: VS 226 – capacity 30	INTA 212 students only
Stream B	M/R	14:40pm – 15:40pm	Room: VS 226 – capacity 30	INTA 212 students only
Stream C	M/R	13:40pm – 14:30pm	Room: VS 322 – capacity 40	ARCI 212 students only
Stream D	M/R	14:40pm – 15:30pm	Room: VS 322 – capacity 40	ARCI 212 students only
Stream E	M/R	15:40pm – 16:30pm	Room: VS 322 – capacity 40	ARCI 212 students only
Stream F	M/R	15:40pm – 16:30pm	Room: VS 319 – Consulation	ALL students

FINAL ASSESSMENT: Will be held in the Trimester Two examination period 23 October – 14 November

COORDINATOR

Administrative Coordinators

Until 1 Sept 2015	*From 1 Sept 2015*
Name: Michael Donn *Phone: 04 463 6221* *Office Hours: by appointment* *Email: michael.donn@vuw.ac.nz*	*Name: Nigel Isaacs* *Phone: 04 463 6475* *Office Hours: by appointment* *Email: nigel.isaacs@vuw.ac.nz*

Teaching Fellows:

Name	*Nilesh Bakshi*	*James Sullivan*
Room		
Phone		
Office Hours	*Monday/Thursday 15:40-16:30 Room VS319*	*Monday/Thursday 15:40-16:30 Room VS319*
Email		

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 to all students enrolled in the course. **Changes to submission dates for items of assessment cannot occur without permission from the Head of School. Please note that it is YOUR responsibility to ensure that emails and notices sent via blackboard are read.**

PRESCRIPTION

The methods of achieving building environmental conditions that relate to the requirements of building users. The course covers climatic analysis and specifications of the environmental performance of buildings, together with the thermal, visual, acoustic, and aerodynamic principles of building elements; plus the services systems required to control and maintain these conditions.

COURSE CONTENT

The focus of this course is people: their desires for qualities of the built environment which inspire and support the spirit as well as meeting basic shelter and workplace performance minima. Architects and Interior Architects need to have a sound grasp of the relationships between built form and the qualities of the designed environment in which people live, work and play. They are society's experts in the conceptualisation of built form and need to understand how to make it fun and enjoyable to live and work in. Predicting the interaction between site, climate and this built form is the fundamental focus of this course. The course covers climatic analysis and specifications of the environmental performance of buildings, together with the thermal, visual, acoustic, and aerodynamic principles of building elements.

COURSE LEARNING OBJECTIVES

Students who pass this course should be able to:

1 Apply the principles of bioclimatic design to the definition of appropriate luminous, acoustics and thermal environments created by the built environment (inside and outside).
2 Evaluate spaces used for various auditory, luminous and thermal purposes against the principles of environmental interaction of materials and the environment.
3 Select and apply appropriate means of analysis of the environmental performance of buildings using mathematical, 3D model and graphic techniques.

4a Write,	reports analyzing the relationship between the science of building design and the poetic
4b Summarise &	and pragmatic performance of a building.
4c Present	

The focus of this course is on learning to manage your time effectively and to provide practice in developing technical report writing skills. To this end you will write four reports on four different topics: external environments; thermal

environments; luminous environments; and aural environments. Completion of the tutorials will earn 40% of the total grade in each assignment. The reports will be assessed against these four learning objectives as you learn what is a reasonable standard for a professional quality report.

Assessment items		Length	%	CLO(s)
1	External environments	6 pages – 3 weeks	19	1, 2, 3, 4a
2	Thermal environments	9 pages + executive summary – 3 weeks	27	1, 2, 3, 4a, 4b
3	Acoustic environments	9 pages – 3 weeks	27	1, 2, 3, 4a
4	Daylit environments	6 pages + presentation – 3 weeks	27	1, 2, 3, 4a, 4c

GRADUATE SKILLS

Graduate Skills	***Taught***	***Practised***	***Assessed***
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 content of this course follows on directly from that studied in SARC 111 and SARC 121.

Students are expected already to know what an R-value, a decibel or a lumen is. This course expands these basics to an understanding of the interaction between building form and material selection and the quality of the environment created. The focus is on processes for 1) setting appropriate human environment performance goals which will support the designer's and the users' desires for a delightful experience; and 2) learning how to provide evidence that these goals will indeed be achieved.

To make the workload simpler, the assignment work has been divided into separate discipline topics: 1) external environments, 2) thermal, 3) luminous and 4) acoustic internal environments.

The teaching and learning sessions will draw on notes and texts described during the lecture sessions and made available on blackboard. Tutorials will focus on the skills required to complete the broad goals of the assignments.

Group work will help reduce the repetitive and time consuming effort of external environment measurement in order that each student may focus in their assigned work on the relationship between the building form and fabric and its environmental performance. Assessment will be individual.

For the internal environmental assessments:
- students will be assigned existing spaces within and around the School of Architecture and Design building, and will assess them using simple models from each of the thermal, luminous, acoustic and external environment assessment points of view. They will compare their model performance with the measured performance.

MANDATORY COURSE REQUIREMENTS

MCRs are requirements, in addition to achieving a pass grade, that students must meet in order to pass a course.

The mandatory course requirements for this course are below:

- Achieve a grade of 'D" or higher in all four assignments in order to demonstrate the achievement of all the CLO's for the course.
- Provide evidence you have contributed to the group data collection to ensure that no student is disadvantaged by undertaking more than their fair share of work.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.
Please also inform your colleagues if you are involved in group work where they may be expecting your contribution.

WORKLOAD

You should expect to spend a total of 150 hours on this course, including both scheduled class time and independent study. Typically this involves around 12-14 hours per week during the twelve teaching weeks. The course has been designed so that you do not have assignment work during the mid-trimester break, nor do you have work programmed during the examination period. This is an intentional design to leave space for assignment work in other courses. It is not intended that the mid trimester break is a holiday, or break to work full time elsewhere. Typically, this 150 hours of work comprises:

- 2 hours scheduled class lecture time per week for 12 teaching weeks
- 2 hours scheduled class tutorial time per week for 12 teaching weeks (in one of several streams)
- Approximately 8 hours per week of individual unsupervised work for 12 teaching weeks

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. There can be no extensions permitted merely because you make such a choice.

ASSESSMENT

All work submitted for this course must be original and developed for this course only, unless prior approval is gained from the course coordinator to further develop existing work from previous or concurrent courses.

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 for the whole course 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:

The projects contribute towards the final course grade as follows:

The projects contribute towards the final course grade as follows:

Project 1: External Environment	(3 Weeks: due 30 July)		19%
Project 2: Thermal Environment	(3 Weeks: due 20 August)	....	27%
Project 3: Acoustic Environment	(3 Weeks: due 24 September)	....	27%
Project 4: Illuminated Environment	(3 Weeks: due 15 October)	....	27%
Total			**100%**

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

Project 1 External Environment: (19% in total)

Submission Requirements:

- The outcome of the assignment should be a report of approximately **6 pages** containing:
- On the basis of the theoretical descriptions of the effects of buildings on the wind and your observations of the wind and sun on site, analyse what effect the urban form in the vicinity of "your" “windy” location has on the wind and sun. Use 3D sketches to illustrate your analysis.
- Sketch the possible wind shelter devices or building changes which might be used to improve the wind conditions at the “windy” location. Annotate the sketches carefully (so the words do not detract from the quality of the sketch) with information on what each device is intended to improve.

Assessment Criteria:

Of the **19% total grade**:

- **7%** will be awarded to those who **complete the set tutorial tasks by the deadline in week 2:** these are to define appropriate user comfort goals for the brief, identify the likely effect of the neighbouring buildings on the wind patterns on the selected site; to survey the site wind patterns on at least one windy day; and to identify the factors relating site wind to the long term climate records from the airport using the comfort calculator for at least two relevant spots on the site.

NOTE: this 7% amount is for parts 1 and 2 of the whole assignment. It is NOT compulsory to hand them in each week. They are awarded on an OK/NOT OK basis. Should you choose not to submit during the week of each tutorial, the relevant part of the assignment will be assessed as part of the whole assignment.

Project 1 Assessment Criteria	**CLO(s)**
Define appropriate target performance values that meet the client’s and designer’s goals	**1**
Evaluate performance in terms of wind, sun and noise	**2**
Evaluate performance in practice at the site	**3**
Document design ideas	**4**

Project 2 Thermal Environment Indoors: (27%)

Submission Requirements:

- The outcome of the assignment should be a REPORT of at most 9 pages containing:
- A comfort study documenting the conditions experienced in the space.
- A solar study documenting the likely worst times of the day and year for solar overheating.
- A ventilation study examining the size of openable windows required to maintain comfort
- An assessment of the likely best measures to improve the energy efficiency of the space designed or measured.
- A one page client-focused graphic summary of the whole report.

Assessment Criteria:

Of the 27% total grade:

- **5%** will be awarded to those students who create an Excel spreadsheet and analyse the climate implications of their design **during week 1 of the project** and identify appropriate goals for their analysis.
- A **further 5%** will be to complete the SUNREL modelling exercise on a relevant simple model and to identify measurable attributes reported by the analytical program that can demonstrate your design meets your goals. To be awarded this grade, **these must be submitted by the deadline for week 2**.

NOTE: these 5% amounts are parts 1 and 2 of the whole assignment. It is NOT compulsory to hand them in each week. They are awarded on an OK/NOT OK basis. Should you choose not to submit during the week of each tutorial, the relevant part of the assignment will be assessed as part of the whole assignment.

Project 2 Assessment Criteria	**CLO(s)**
Define appropriate target performance values that meet the client's and designer's goals	1
Evaluate performance in terms of solar access	2
Evaluate performance in terms of energy efficiency	2
Evaluate performance in terms of ventilation adequacy	3
Quality of the report and the one page client summary	4

Project 3 Acoustic Environment Indoors: (25%)

Submission Requirements:

- The outcome of the assignment should be a report of at most 9 pages containing:
- An assessment of the noise levels outside in your designated public space.
- An assessment of the effectiveness of the existing construction in separating indoors from outdoors, and in separating one apartment from another acoustically.
- An assessment of the noise quality and noise separation provided by your suggested construction with suggestions for design improvements.
- An electronic file for the auralisations

Assessment Criteria:

Of the 25% total grade:

- **5%** will be awarded to those students who identify appropriate goals for their analysis. To be awarded this grade, these must be submitted by the deadline in week 1.
- A **further 5%** will be awarded to those students who identify measurable attributes reported by the analytical programs that can demonstrate their design meets these goals and who complete a simple acoustic model that will enable this design analysis. To be awarded this grade, **these must be submitted by the deadline in week 2 of the assignment**.

NOTE: these 5% amounts are parts 1 and 2 of the whole assignment. It is NOT compulsory to hand them in each week. They are awarded on an OK/NOT OK basis. Should you choose not to submit during the week of each tutorial, the relevant part of the assignment will be assessed as part of the whole assignment.

Project 3 Assessment Criteria	**CLO(s)**
Define appropriate target performance values that meet the client's and designer's goals	**1**
Evaluate risk in terms of external acoustic environment	**2**
Evaluate performance in terms of wall (acoustic) insulation	**2**
Evaluate performance in terms of the auralisation	**3**
Quality of the report	**4**

Project 4 Daylight Environment Indoors: (25%)

Submission Requirements:

- The outcome of the assignment should be a four page / five minute PowerPoint presentation (to your colleagues in a group during the tutorial on the day of the hand in) supplemented by a 6 page written report that adds extra detail that is difficult to be included on the PowerPoint, which illustrates your main findings together with your conclusions and/or recommendations regarding the environmental conditions of the space under study. These two documents should complement each other.

- The presentation will be three minutes long so you may want to practice before the big day. You will make it two times to a small group of colleagues. You will receive feedback from your peers on your performance. Completion of this task is worth a proportion of the final grade for your assignment.

Assessment Criteria:

Of the 27% total grade:

- **5%** will be awarded to those students who identify appropriate goals for their analysis. To be awarded this grade, these must be submitted by the deadline in week 1.
- A **further 5%** will be awarded to those students who complete the skills tutorial during week 1 of the project and who identify measurable attributes that can be reported by the analytical program. To be awarded this grade, **these must be submitted by the deadline in week 2 of the assignment**.

NOTE: these 5% amounts are parts 1 and 2 of the whole assignment. It is NOT compulsory to hand them in each week. They are awarded on an OK/NOT OK basis. Should you choose not to submit during the week of each tutorial, the relevant part of the assignment will be assessed as part of the whole assignment.

Project 4 Assessment Criteria	**CLO(s)**
Define appropriate target performance values that meet the client's and designer's goals	**1**
Evaluate performance in terms of Daylight Autonomy isolux contours	**2**
Evaluate performance in terms of Useful Daylight Index iso- contours	**2**
Quality of the report and the one page client summary	**4**
Completion of the presentation to a peer review group	**4**

Group Work: In order to reduce the workload, and to make the building performance measurements/assessment of a meaningful level of detail, all site measurement work in the course is group work.

All grades posted during this course are only provisional results until confirmed by the School Examiners Committee which meets after the examination period.
All grades posted during this course are only provisional results until entered on your student record in Banner.

SUBMISSION AND RETURN OF WORK

All work submitted for assessment must be accompanied by an ASSESSMENT DECLARATION FORM. It will be a part of the electronic hand in that you must complete this form prior to handing in your assignment on blackboard.
You are responsible for ensuring your work is submitted on time and in the required format.

All hand-ins will be in the form of pdf format printed reports supplemented by the electronic files (powerpoint, sound file) appropriate to the assignment. These will be submitted to Blackboard. They will be archived from there to meet the School's requirement that student work is appropriately archived.

Work submitted later than 5 days after the hand in date must be submitted direct to the Course Coordinator.

Late submissions will be penalised as set out under the 'Penalties' section of this information sheet, 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 <u>before</u> the hand-in date. You must 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. NOTE: this does mean 5 minutes late is an automatic 5% penalty.

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

SET TEXTS

None – relevant references are provided online on Blackboard

RECOMMENDED READING

A list of useful supplementary reading is available on Blackboard.

SCHEDULE OF SESSIONS *(Assessments in RED – Optional Weekly Handins in Green)*

Week Month	Day	Date	Item	Location	Time	Comments
Week 29 July	M	13	External environment - sun	VS LT 1/2	12:40-13:30	
	TU	14				
	W	15				
	TH	16	External Environment – wind - diagrams	VS LT 1/2	12:40-13:30	
	F	17				
Week 30 July	M	20	External environment – shelter - sketches	VS LT 1/2	12:40-13:30	
	TU	21				
	W	22				
	TH	23	Withdrawal refund Climate Analysis	 VS LT 1/2	 12:40-13:30	**Hand in at 8pm – first exercise 7%**
	F	24				***This is the last date that you can withdraw from a Tri 2 course with a full fees refund***
Week 31 July	M	27	*Writing reports*	VS LT 1/2	12:40-13:30	
	TU	28				
	W	29				
	TH	30	R- values & Spreadsheets	VS LT 1/2	12:40-13:30	Hand In 8pm 6 page report 19%
	F	31				
Week 32 August	M	3	Criteria for design & diagrams	VS LT 1/2	12:40-13:30	
	TU	4				

	W	5				
	TH	6	Passive solar & SuNREL	VS LT 1/2	12:40-13:30	**Hand in at 8pm – first exercise 6%**
	F	7				
Week 33 August	M	10	Ventilation and Passive Solar Part II	VS LT 1/2	12:40-13:30	
	TU	11				
	W	12				
	TH	13	Ventilation and results analysis	VS LT 1/2	12:40-13:30	**Hand in at 8pm – 2nd exercise 6%**
	F	14				
Week 34 August	M	17	Report writing Part II	VS LT 1/2	12:40-13:30	
	TU	18				
	W	19				
	TH	20	Acoustic Concepts	VS LT 1/2	12:40-13:30	Hand In 8pm 9 page report 15%
	F	21				
Week 35 August	M	24				**Mid-trimester break**
	TU	25				
	W	26				
	TH	27				
	F	28				
Week 36 August/ September	M	31				
	TU	1				
	W	2				
	TH	3				
	F	4				**Mid-trimester break ends**
Week 37 September	M	7	Acoustic Design	VS LT 1/2	12:40-13:30	
	TU	8				
	W	9				
	TH	10	Room Acoustics	VS LT 1/2	12:40-13:30	**Hand in at 8pm – first exercise 6%**
	F	11				
Week 38 September	M	14	CATT	VS LT 1/2	12:40-13:30	
	TU	15				
	W	16				
	TH	17	Diagramming Sound	VS LT 1/2	12:40-13:30	**Hand in at 8pm – first exercise 6%**
	F	18				
Week 39 September	M	21	Report Writing III	VS LT 1/2	12:40-13:30	
	TU	22				
	W	23				
	TH	24	Daylight Intro	VS LT 1/2	12:40-13:30	Hand In 8pm 9 page report 15%
	F	25	Course withdrawals			***After this date the Associate Dean's approval is required for withdrawals from Tri 2 courses.***
Week 40 September /October	M	28	Daylight Strategies	VS LT 1/2	12:40-13:30	
	TU	29				
	W	30				
	TH	1	Picturing Light / Diagramming Light	VS LT 1/2	12:40-13:30	**Hand in at 8pm – first exercise 6%**
	F	2				
Week 41 October	M	5	3DS max & Daylight Indices	VS LT 1/2	12:40-13:30	

	TU	6				
	W	7				
	TH	8	Report Writing IV	VS LT 1/2	12:40-13:30	**Hand in at 8pm – first exercise 6%**
	F	9				
Week 42 October	M	12	Course Review	VS LT 1/2	12:40-13:30	
	TU	13				
	W	14				
	TH	15		VS LT 1/2	12:40-13:30	Hand In 8pm 9 page report 15%
	F	16				
Week 43 October	M	19				**Study/Examination Period**
	TU	20				
	W	21				
	TH	22				
	F	23				**Examination Period begins**
Week 44 October	M	26				**Labour Day – Public Holiday**
	TU	27				
	W	28				**Presentations somewhere here**
	TH	29				**Presentations somewhere here**
	F	30				
Week 45 November	M	2				
	TU	3				
	W	4				
	TH	5				
	F	6				
Week 46 November	M	9				
	TU	10				
	W	11				
	TH	12				
	F	13				
	S	14				**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 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 name and contact details: As this is a cross-disciplinary course, we will be ensuring at least one INTA major and one ARCI major rep.

STUDENT FEEDBACK

The split of the course into SARC 281 separating it from SARC 223 in 2014 was a direct result of student and staff feedback. The complexities of assessing students in a single course where some had to integrate their work into their studio courses (ARCI 212 or INTA 212) and others had no such project was not simple for either the students or the tutors. It also transpired that the collaboration between different disciplines that industry would like to see in our course work added too much for students in aligning timetables. Each year we review the value or otherwise of an Archicad or Revit BIM modelling tool as the means to make our 3D models for analysis. In past years when we have allowed or encouraged this, we have found the translation issues created unreasonable workload issues. Since this approach is still problematic, we retain SketchUp as our principal modelling tool. For 2015, we have reduced the number of computer programs that are used in the course, and added software drop-in clinics in the final week of each project to assist those who wish

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:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/home/study/plagiarism
- Aegrotats: www.victoria.ac.nz/about/governance/dvc-academic/documents/aegrotat.pdf
- 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: http://www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/documents/grievances.pdf
- Special passes: http://www.victoria.ac.nz/about/governance/dvc-academic/documents/special-pass-application-form.pdf
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/home/about/policy
- Student support: www.victoria.ac.nz/home/viclife/studentservice
- 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

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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 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

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