



2013

Trimester | 1

COURSE OUTLINE

INTA 211

INTERIOR ARCHITECTURE DESIGN

GENERAL

Core; Trimester One; 15 points

ASSESSMENT

100% internal by assignment

CLASSTIMES AND LOCATIONS

LECTURES:	Tue	09:00am – 09:50am	Room: VS3.08
STUDIO:	Tue	10.00am – 11.50am	Room: VS3.03
	Fri	09:00am – 11:50am	Room: VS3.03

COORDINATOR

Coordinator

Sam Kebbell

Room: 3.21

Phone: 463 6237

Wed 09:00 – 09:50am

Email: sam.kebbell@vuw.ac.nz

Tutor details will be provided at start of course

COURSE SYNOPSIS

Because there are no fixed conventions for the development of a particular aesthetic, or universal rules governing the composition of space (other than functional guidelines in specific circumstances), it is important that students learn explicit techniques for the development of aesthetic and compositional ideas. These will generally be referred to in this course as “architectural language”. It is also important that students learn explicit strategies for assessing the success or failure of certain aesthetic and compositional decisions, that is, strategies for the critique of architectural language. This course will introduce students to important techniques for conceiving an architectural language for interior space, and expose them to strategies for its critique.

AIMS OF THE COURSE

The central aim of the course is to introduce students to important social, technical and professional conventions of the discipline as they relate to architectural language and to explore the potential these afford for creative design, innovative problem-solving, and the expression of cultural values. Studio based design projects challenge students to approach the design process from several different perspectives (tectonic, atmospheric and programmatic) in order to understand ways in which specific processes affect outcome. These assignments will expose students to several strategies for both conceiving an architectural language and critiquing it.

COURSE LEARNING OBJECTIVES (CLO's)

Students who pass this course will, to the degree appropriate to a 200 level course, be able to:

- 1: Manipulate geometries, materials, and activities in order to create a particular mood, feeling or attitude.
- 2: Use different forms of representation to work through different architectural ideas.
- 3: Critically assess the success and failures of an architectural language in relation to a stated goal.
- 4: Understand important social, technical and professional obligations of interior architects.
- 5: Communicate ideas about an interior architectural language visually, materially and orally.
- 6: Produce simple technical drawings appropriate to the conception an architectural language.

	Assessment items	Length	%	CLO(s)
1	Project 1	4 weeks	30%	1-6
2	Project 2	4 weeks	30%	1-6
3	Project 3	5 weeks	40%	1-6

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		✓	

COURSE CONTENT

INTA 211 involves studio-based design projects introducing basic issues and vocabularies for designing interior places, and their communication in a variety of media. The course is broken up into three discrete modules with one project per module, each focussing on a specific technique for developing an interior architectural language. Each module is supported by lectures, tutorials, assigned readings and a series of one week design exercises. These will develop key learning outcomes in relation to course aims and objectives. Details of the modules and accompanying lecture and studio program are outlined below:

Module	Week	Reading	Lecture / Panel	Tutorials / Exercises
1. Tectonics (Geometry)	1	Nader Tehrani	Project Introduction; "Putting Things Together"	Iteration 1: Pencil on paper (section)
	2	Nader Tehrani	Discussion: Elements	Iteration 2: Precedents (section)
	3	Nader Tehrani	Workshop: Drawing Sections	Iteration 3: Revit 2D (section)
	4	Nader Tehrani	Case Study: Humbug	Iteration 4: Mixed media (section)
2. Atmosphere (Material)	5	Peter Zumthor	Project Introduction; "Getting in the Mood "	Iteration 5: Photoshop (perspective)
	6	Peter Zumthor	Discussion: Mood	Iteration 6: Precedents (perspective)
	7	Peter Zumthor	Workshop: 2D / 3D perspective	Iteration 7: Revit / Sketch up (perspective)
	8	Peter Zumthor	Case Study: Two offices	Iteration 8: Mixed Media (perspective)
3. Programme (Activity)	9	John McMurrough	Project Introduction; "Setting up the Game "	Iteration 9: Pencil on paper (exploded axonometric)
	10	John McMurrough	Discussion: Diagramming	Iteration 10: Precedents (exploded axonometric)
	11	John McMurrough	Workshop: 3D Diagramming	Iteration 11: Indesign (exploded axonometric)
	12	John McMurrough	Case Study: Pathway House	Iteration 12: Mixed Media (exploded axonometric)

COURSE DELIVERY

Format:

- Face-to-face lectures and tutorials.

Teaching modes:

- Lectures.
- Group Tutorials, supported by student exercises.
- Readings, supported by group discussions.
- Content and discussion on Blackboard.

This course is taught through a lecture series, weekly tutorials in the design studio, through content available on the course Blackboard website and in recommended readings. Each Project is composed of a series of one-week exercises. Each exercise will be introduced briefly in class on Monday, and are due in the hand-in folder of the R-drive by 8am on the following Monday. Students should check Blackboard regularly for new content and for important announcements concerning projects, and reviews.

ASSIGNMENTS/PROJECTS

Specific project requirements and suggested procedures are given in the project hand outs which are issued at the start of each module. The three projects could, in fact, be run in any particular order. They are not intended to describe a linear sequence of design processes, but rather capture three possible ways of starting a project. In design practice, and later in your degree, they often take place alongside each other. In each project, you will be working with the same site and a consistent but broadly defined project brief: a mixed age housing project. In each project you will attempt to capture a certain attitude within your design presentation from the list specified in the project brief, and each time you will use a different approach.

Project 1: Tectonics

This assignment counts for 30% of the total marks for the course and runs for a duration of 4 weeks (plus Easter break).

Hand out date	Monday March 4
Hand in and review date	Thursday April 4

This project begins with the task of putting things together. In architecture, this is often referred to as “tectonics”, and generally refers to construction in a design sense (not merely a technical one). Many design projects begin with construction in a design sense; often they begin with a system, or perhaps just a geometry that implies a system without knowing specifically what the components of that system are.

In this project you are challenged to develop a tectonic that captures an attitude. You will each select a specific geometry, and manipulate that geometry in order to develop a system that embodies an attitude (to the site, programme, building type, etc).

Project 2 - Atmosphere:

This assignment counts for 30% of the total marks for the course and runs for a duration of 4 weeks (plus study break).

Hand out date	Monday April 8
Hand in and Review date	Thursday May 9

This project begins with the task of creating an atmosphere; mood; feeling: interior architecture regularly starts with this. Often this is done by developing a particular material palette, and combining it with a specific architectural language or spatial composition.

In this project you are challenged to develop a certain atmosphere that captures an attitude. You will each select a specific material palette, and manipulate that palette in order to develop an architectural language that embodies an attitude (that may be the same or different to the attitude you developed in Project 1).

Project 3 – Programme:

This assignment counts for 40% of the total marks for the course and runs for a duration of 5 weeks including one week of the study period.

Hand out date Monday May 13
Hand in and Review date Monday June 17

This project begins with the task of organising space dedicated to specific activities. In architecture, we call the activities, “programme” and the task of organising those activities in space, programming. Many client briefs come with an emphasis on programme, and with large buildings or specialised institutions there can be complex requirements.

In this project you are challenged to organise the programme such that it implies a certain attitude. You will each select a combination of activities, and manipulate the relationship between those activities in order to develop a spatial organization that embodies an attitude as above.

NOTE: All handins must be submitted to the Handin folder on the R-Drive. This is a School of Architecture requirement to ensure that student work is appropriately archived.

ASSESSMENT REQUIREMENTS

The Course is internally assessed by assignment work in the form of three projects. Assignments are assessed and graded A+, A, A-, B+, B, B-, 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.

The projects contribute towards the final course grade as follows:

Project 1: Tectonics	(4 Weeks: due April 4)	30%
Project 2: Atmosphere	(4 Weeks: due May 9)	30%
Project 3: Programme	(5 Weeks: due June 17)	40%
Total		100%

General submission requirements and assessment criteria for the three projects are as follows. Specific submission requirements are detailed on the Project Brief (issued separately at the beginning of each project)

Submission Requirements:

- 4 x A3 sheets (as described in the Project Brief)

Assessment Criteria:

In each project you will be assessed according to the degree to which your **CLO(s)** project:

Creatively manipulates geometries, materials, or activities (respectively)	1-6
Embodies the stated attitude, feeling, or mood	1-6
Forms a coherent set of drawings	1-6
Logically progresses an idea	1-6
Exhibits a high degree of craft	1-6
And the degree to which you personally:	
Engage in the studios and reviews	1-6
Thoughtfully and enthusiastically present your ideas	1-6

The School has a long tradition of providing *critical review* of student work as it progresses especially in design projects. This is part of feed-back for learning purposes. Such reviews must not be misunderstood as indicators of standards and they are different from *assessment*. Students have a responsibility to attend critical reviews at the appointed time as part of the learning process. Review panels are often composed of internal and external members

for the appointed times and cannot be re-composed to consider late submissions. Consequently late work will not receive a critical review, though it will be assessed subject to any penalties as set out below.

- **Critical Review:** May take place during the development phases of a project as well as at the time of the final submission. Its purpose is to identify strengths and weaknesses in the work and to offer suggestions to generally encourage the student. An encouraging critical review does not necessarily mean a good assessment result.
- **Assessment:** May take place at a stage in a project or on final submission (or both). Its purpose is to assess the work in terms of the objectives stated in the handout and to express this as a grade. Moderation of all assessment in design is undertaken at the end of the Trimester after critical reviews, involving a wider group of staff than the immediate lecturers in the course. This process ensures fairness.

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

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

PENALTIES

For work that arrives late, the following penalty will be applied for the School of Architecture: 5% immediately, then 5% for every subsequent 24 hours including weekends.

GROUP WORK

Details of any group work involved should be given as stated in section 5 of the Assessment Handbook http://www.victoria.ac.nz/home/about_victoria/avcadademic/puhandbook.pdf Note that group assessment may not be worth more than 15 % of the course.

SCHEDULE OF ASSESSMENTS

Week month	day	date	item	location	time	Comments
						Trimester 1 Begins
Week 9 February	M	25				
	TU	26				
	W	27				Orientation Week
	TH	28				
	F	29				
Week 10 March	M	4	Project One Begins			Trimester 1 begins
	TU	5				
	W	6				
	TH	7				
	F	8				
Week 11 March	M	11				
	TU	12				
	W	13				
	TH	14				
	F	15	Withdrawal refund			<i>This is the last date than you can withdraw with a full refund</i>
Week 12 March	M	18				
	TU	19				
	W	20				
	TH	21				
	F	22				

Week 13 March	M	25				
	TU	26				
	W	27				
	TH	28				Extended Easter Break begins
	F	29				Good Friday – holiday
Week 14 April	M	1				Easter Monday – holiday
	TU	2				Easter Tuesday – VUW holiday
	W	3				
	TH	4	Project One Review			
	F	5				
Week 15 April	M	8	Project Two Begins			
	TU	9				
	W	10				
	TH	11				
	F	12				
Week 16 April	M	15				
	TU	16				
	W	17				
	TH	18				
	F	19				
Week 17 April	M	22				Mid-trimester Break
	TU	23				
	W	24				
	TH	25				ANZAC Day - holiday
	F	26				
Week 18 April May	M	29				
	TU	30				
	W	1				
	TH	2				
	F	3				
Week 19 May	M	6				
	TU	7				
	W	8				
	TH	9	Project Two Review			
	F	10				
Week 20 May	M	13	Project Three Begins			
	TU	14				
	W	15				
	TH	16				
	F	17	Withdrawals			<i>After this date the Associate Dean's approval is required for withdrawals from Trimester One courses.</i>
Week 21 May	M	20				
	TU	21				
	W	22				
	TH	23				
	F	24				
Week 22 May	M	27				
	TU	28				
	W	29				
	TH	30				
	F	31				
Week 23 June	M	3				Queen's Birthday - holiday
	TU	4				
	W	5				
	TH	6				
	F	7				
Week 24 June	M	10				Study/Examination Period
	TU	11				
	W	12				
	TH	13				

	F	14				
Week 25 June	M	17	Project Three Review			
	TU	18				
	W	19				
	TH	20				
	F	21				
Week 26 June	M	24				
	TU	25				
	W	26				
	TH	27				
	F	28				
Week 27 July	M	1				
	TU	2				
	W	3				Examination Period ends
	TH	4				Mid-year break begins
	F	5				

ATTENDANCE AND PARTICIPATION

Attendance and participation is an important aspect of the learning process, and you are required 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 Coordinator as soon as possible.

The design studio operates at three levels of instruction: the whole class, the tutorial group, and the individual. The studio thus involves both collective and individual participation from individuals in the group. Tutors will be in the studio at all scheduled times undertaking group and individual instruction and reviewing project work. Ongoing discussion will be critical to the development of your design work.

Therefore, for the studio to operate effectively, students are expected to arrive on time, to be present for the whole studio session, (unless there are reasons why they cannot) and to actively participate in group and one-to-one discussions with your tutor. It is also expected that students will bring to the studio sessions the appropriate equipment and supplies needed to work productively on the design projects and to complete this project work on time. The intensity and regularity of participation in the studio is unerringly reflected in the understanding and quality expressed in the resulting work.

Students are expected to maintain an acceptable level of cleanliness and tidiness in the studio as outlined in the Studio Culture Policy which is displayed in all studios.

COURSE EXPECTED WORKLOAD

You should be expect to spend of around 150 hours on this course, including both scheduled class time and independent study. Typically this involves around 10 hours per week during the twelve teaching weeks, with the balance during the mid trimester break, study week, and examination period.

http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf

MATERIALS AND EQUIPMENT REQUIRED

Students will need to provide all materials and equipment as necessary for the completion of required work.

It is recommended that you have your own laptop although computer facilities are available at the School. If you are purchasing a laptop and would like information on the minimum requirements please contact the Student Administration Office. While digital cameras are available at the school, it is also recommended that students

consider purchasing a simple digital camera (3.2mpxl minimum). Note: The Student Loan, administered by StudyLink, allows students to claim up to \$1000 for course related costs for each year of study.

RECORDING OF WORK AND PORTFOLIO

You are strongly encouraged to respect and care for your work, making and recording a visual summary of each project in this course. This may be in digital and/or hard copy. The principal purpose of this is to maintain a record of your work for incorporation into your own personal "Design Portfolio". Recording a summary of your work also means it is available if needed for you or the School to exhibit or publish.

SUBMISSION OF WORK

Each student is responsible for ensuring their work is submitted on time and in the required format.

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

EXTENSIONS

In the event of illness or other extraordinary circumstances that prevent you from submitting 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. Work submitted late must be submitted to the Course Coordinator.

MANDATORY COURSE REQUIREMENTS

In order to pass the course you must satisfy the following mandatory course requirements:

- Attend and present your project work at all scheduled critical reviews
- Achieve a grade of 'D' or higher in all assignments
- Complete the Workshop Orientation. For additional information on times of the Workshop Orientation, see the Workshop Technical staff.

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 graded submission dates cannot occur without permission from the Head of School.**]

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.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that University staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

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 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/studying/plagiarism.html

USE OF TURNITIN

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

GENERAL UNIVERSITY POLICIES & STATUTES – WHERE TO FIND MORE DETAILED INFORMATION

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* or the University's policy website <http://www.victoria.ac.nz/home/about/policy>

Student and staff conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Student Interest and Disputes Resolution Advisor or refer to the statute on the Victoria policy website at: <http://www.victoria.ac.nz/home/about/policy>

The Policy on Staff Conduct can also be found at: <http://www.victoria.ac.nz/home/about/policy>

Academic grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; the Student Interest and Dispute Resolution Adviser is available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the Victoria website at: <http://www.victoria.ac.nz/home/about/policy>

There is also a leaflet explaining the grievance process available from the Academic Office website at: http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx#grievances

Students with Impairments

Refer to the [Meeting the Needs of Students with Impairments Policy](#), available on the University's policy website <http://www.victoria.ac.nz/home/about/policy>

The University has a policy of reasonable accommodation of the needs of students with impairments. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Services to discuss your individual needs and the available options and support on a confidential basis. Disability Services are located on Level 1, Robert Stout Building; telephone 463-6070 email: disability@vuw.ac.nz

Information regarding support is available from the Faculty Office reception desk.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. There are a number of support services available to help you directly if your academic progress is causing concern or if there are elements in your life that are affecting your ability to study. These include:

- Your course coordinator or programme director;
- Staff in your Faculty Student Administration Office Student Dedicated learning support through Student Learning Support Service; Te Pūtahi Atawhai; Disability Services and Victoria International;
- Wider holistic support through the Health Service; Counselling Service; Financial Support and Advice; Accommodation Service and Career Development and Employment. Find out more at www.victoria.ac.nz/st_services/ or email student-services@vuw.ac.nz;
- Facilitation and Disputes Advisory Service can provide support and guidance on matters involving student safety, conflict or misconduct.

TE ARO CAMPUS BUILDING RULES AND FACILITIES

Students on the Te Aro Campus are required to comply with the Faculty Guidelines relating to the safe use, access and care of the Architecture and Design technical resources and building facilities. These are available on the School website, and in the following documents available from the student R drive: [R:\Student Health and Safety Information](#)

FAD Health & Safety Handbook – <http://www.victoria.ac.nz/fad/facilities/3d-model-workshops.aspx>

- Workshop and campus safety
- Safety training and safety precautions for the workshops
- FAD hazard Register
- Te Aro Campus floor plans

FAD Technical Services and Facilities Handbook – issued to all staff and available to all students on the student R drive, covering various local practices, including information on:

- Information for new staff and students
- Access and booking of teaching/studio spaces, and technical resources
- Studio etiquette and rules pertaining to exhibitions, critiques and storage of models/drawings
- Housekeeping/cleaning within the studios and workshops
- Information on Te Aro IT systems and support
- Te Aro campus floor plans

General information on Faculty/School Technical Facilities including **technical staff** and their associated areas: <http://www.victoria.ac.nz/fad/facilities>

WHERE TO GET HELP

Faculty of Architecture and Design Student Administration Office – Vivian Street – Level One

The Faculty's Student Administration Office is located on the first floor of the Vivian Street Wing. The first floor counter is the first point of contact for general enquiries and Faculty forms. Student Administration Advisors are available to discuss course status and give further advice and the Faculty qualifications. To check for opening hours call the Faculty Student Administration Office on (04) 463 6200.

HEALTH AND SAFETY

Students are reminded that they must comply with any health and safety instructions given by staff members in charge or work places and instructions and signs posted around the campus. All students should familiarise themselves with the *FAD Health and Safety Manual* and *Notices around the Workshops and Laboratories*. Students are advised to refer to the Student R drive for safety and other relevant information. [R:\Student Health and Safety Information](#)

WITHDRAWAL DATES

Information on withdrawals and refunds can be found at: <http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>



Faculty of Architecture and Design

Work Submitted for Assessment Declaration Form

Student's full name :

Course :

Assignment/project :

(number and title)

Date submitted :

School of Architecture

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.aspx> 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/studying/plagiarism.html)

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/studying/plagiarism.html

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 Creative Commons Aotearoa FAQ website:

http://www.creativecommons.org.nz/frequently_asked_questions#III1