



2013

Trimester | 1

COURSE OUTLINE

LAND261

COMMUNICATIONS – METHODS OF FORMULATION

GENERAL

Core; Trimester One; 15 points

ASSESSMENT

100% internal by assignment

CLASSTIMES AND LOCATIONS

LECTURES:	Fri	9.30am – 11.30am	Room: LT2
STUDIO:	Wed	10.30am – 12.20pm	
		<u>BREAK</u>	
		12.40pm – 14.30pm	Room: VS 319 (Rm 322 for overflow)

COORDINATOR

Coordinator

Jaime Macfarlane

Room: WIG 005

Phone: 0273886620

Office Hours: Wed 8.30am-10.30am and Friday 11.30am-12.30pm

Email: jaime.macfarlane@gmail.com

Tutor details will be provided at start of course

COURSE SYNOPSIS

As designers, it is crucial to understand and manipulate the ways in which concepts and ideas are communicated to clients, other designers and society. These instincts must be honed, challenged and continually widened to keep ones' work unique and evocative in this modern world.

Through this course students will immerse themselves in methods of communication via media such as drawing, visual analysis, physical modelling, 3d computer modelling and imaging. Each project and the associated exercises contain aspects of visual research (analysis), inhabitation of site (through temporal intervention or modelling) and representation of these processes.

This course is run concurrent with LAND211 and should help students to challenge the methods of representation used within their design work. It should also be assisted by (and assist) students' studies within LAND251. Each project consists of a series of loosely defined challenges which will create the 'final presentation' of work which is submitted at the end of each project.

AIMS OF THE COURSE

This course is designed to strengthen students' abilities in presentation and communication of simple to complex design concepts. The course is to act as each student's testing ground for developing their own style and personal design philosophy with regards to presentation and design concepts.

Design is created through a series of processes. We tend to instinctively start from site – then will build upon this basis with precedents, spatial objects and theoretical concepts. This course attempts to provide an alternate route of design – one that consists of the representations techniques undertaken by each student. Students will embark upon a series of motions, often starting with site – moving into the conceptual realm – then back to site. This process will be repeated within both projects – but using different mediums. Within the course students must take on the responsibility of engaging with landscape architectural concepts, ideas, meaning, poetic interpretation and craft. Clear reasoning and method must be practised by each student, as an awareness of creation is key to communicating clearly (via oral and/or visual means) the original intent and philosophy of design concept.

COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

- 1: Understand and consciously employ drawing techniques relating to landscape architecture
- 2: Develop their own style and attitude to design and the communication of that design
- 3: Communicate concepts with expressive and creative flair
- 4: Apply a variety of mixed media techniques to the representation of landscape architecture
- 5: Communicate via analogue and digital methods of presentation with a high level of craft and consideration.
- 6: Employ modelling techniques as a method of design exploration and communication

	Assessment items	Length	%	CLO(s)
1	Project 1: Site Analysis – Temporal Interventions	6 weeks	50%	1-5
2	Project 2: Objectifying Site	6 weeks	50%	1-6

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			

COURSE CONTENT

Methods of Formulation

LAND261 consists of two projects assisted in their formation through a series of lectures, studio based discussions and computer/workshop based tutorials. This course focuses on the process of designing – the making – and how this process of creation is intrinsically necessary to each design project and its execution. The process of this course is designed to hone students' skills in representation and communication in processes involving both analogue methods and digital methods. Engaging students in such a wide variety of mediums strengthens their technical knowledge of both analogue and digital methods while allowing students to perceive what each medium's strengths are – and what a mixed media response can create.

The projects will be based within a 'walk transect' composed by the student from their assigned site in LAND211 (Lorne Street, Jesse Street, York+Holland Street, Les Mills carpark, Leeds+Eva Street, Opera House Lane, Edward Street and southern Bond Street). The first project requires a strong analysis and awareness of site, whereas the second project moves students into a more abstracted plane where they can contemplate how to design form *divorced* from site, but which may be slotted back into the 'walk transect' at several different scales.

COURSE DELIVERY

This course will be taught through a variety of methods: studio wide tutorials on methods of representation and analysis; tutorials within computer labs; individual meeting with tutors; group discussions with tutors; group discussions; workshop based exercises and lectures as required. Above all, students are expected to participate with all group discussions and engage with their own individual work with rigour and discipline.

- Lectures will be held every week - which students are expected to attend and fully engage in.
- Studio tutorials: supported by student's work and discussion amongst peers. No attempt at furthering ones' work will result in no tutorial – make sure to have new work for each studio.
- Workshop time – both in class and in the students own time.
- Plus content on Blackboard for student's use.

ASSIGNMENTS/PROJECTS

More detailed project requirements and submission details will be discussed within each individual project brief handed out within class. A detailed description of the assignments follows:

Project 1: Site Analysis and Temporal Interventions

Project 1 runs for the first six weeks of semester and accounts for 50% of the total marks within the course.

Project Introduction: Wed 6th March

Project Submission: Tues 16th April (hand in to the R:drive by 11pm)

Project Critique: Wed 17th April

'Site Analysis and Temporal Interventions' is orientated to feed into LAND211 but while still creating a separate thought process. This project tasks students with the role of constructing a 'walk' through the urban scape (from the site assigned to the student in LAND211) along a path defined by them. This route can be pre-planned or a more instinctive walk – depending on how the student wishes to engage with the site.

From this initial 'walk' students are expected to document the narrative of the journey through a series of conventional drawings (to be defined in detail in the project briefs) and a series of experiential representations of the narrative experienced along this walk. Once the 'walk's' length has been explored and analysed students are expected to consider a temporal intervention which could interact with the inherent qualities they have identified along the site. This can respond to several moments, or one singular moment. This intervention must be planned and then actually manifest itself onto the site. *Note: The student is expected to undertake this process with the upmost consideration for the public – people should not be unwittingly engaging with this intervention – engagement can only happen when the public is aware of what they are engaging with (eg. No scare tactics or potentially harmful scenarios)*

Any disregard for the general populace will be treated very seriously – this project is an act of design exploration, not anarchic self-expression which affects the public in a detrimental manner.

Documentation + presentation of the implementation and consequences of this temporal intervention will form the final parts to this projects' handin. Documentation + presentation format can be driven by the student and will be discussed in more depth through the project brief and certain studios.

Project 2: Objectifying Site

'Objectifying Site' runs for six weeks of semester (one week within mid-semester break). It accounts for 50% of the total marks within the course.

Project Introduction: Fri 19th April

Project Submission: Fri 31st May (hand in to the R:drive by 11pm)

Project Critique: Wed 5th June

This project explores a found object – chosen by the student – as an inspiration and means of designing from. The challenge is to work between the two types of representation (analogue and digital) to explore the design possibilities offered by each with respect to how they unwittingly change the output – sometimes working together or creating disconnection within the design. Through the exercises formulated within the project brief students are asked to modify and transform the found object by using three types of scale (micro, macro and human scale) and production techniques to challenge what it is to explore design to a 'finished product'. From this initial analysis of the object as a 'site' – students will then digitally model the object – and begin to play with how scale can change the form and function of the existing object.

These three different scales will be modelled both digitally and/or physically using workshop facilities such as the laser cutter, the routers and manual machines. The final component of this project will be a summation of the stages set out in this course outline, the three digital+physical models and a representation of how each model could be reinterpreted into site. More detailed project information will be supplied within each individual project brief.

ASSESSMENT REQUIREMENTS

The Course is internally assessed by assignment work in the form of 2 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:	(6 weeks: due Tues 16 th April)	50%
Project 2:	(6 weeks: due Friday 31 st May)	50%
Total		100%

Submission Requirements: To be set out in-depth within each separate project brief

Assessment Criteria for Project 1

	CLO(s)
Demonstrates clarity in understanding of technical drawing techniques	1-5
Demonstrates a strong personal position on design and the representation of design	1-5
Creatively expresses design representation language	1-5
Applies a variety of mixed media techniques to the representation of landscape architecture	1-5
Communicates concepts with a high level of craft and consideration	1-5

Assessment Criteria for Project 2

	CLO(s)
Demonstrates clarity in understanding of technical drawing techniques	1-6
Demonstrates a strong personal position on design and the representation of design	1-6
Creatively expresses design representation language	1-6
Applies a variety of mixed media techniques to the representation of landscape architecture	1-6
Communicates concepts with a high level of craft and consideration	1-6
Employs modelling techniques as a method of design exploration	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.

SCHEDULE OF SESSIONS (Assessments to be noted)

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				Trimester 1 begins
	TU	5				
	W	6	Project One Introduction			
	TH	7				
	F	8	Lecture			
Week 11 March	M	11				
	TU	12				
	W	13	Studio			
	TH	14				
	F	15	Lecture Withdrawal refund			<i>This is the last date that you can withdraw with a full fees refund</i>
Week 12 March	M	18				
	TU	19				
	W	20	Studio			
	TH	21				
	F	22	Lecture			
Week 13 March	M	25				
	TU	26				
	W	27	Studio – Project One Interim presentations			
	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				
	F	5	Lecture			
Week 15 April	M	8				
	TU	9				
	W	10	Studio			
	TH	11				
	F	12	Lecture			
Week 16 April	M	15				
	TU	16	Project One Handin			Submit to R:drive by 11pm
	W	17	Project One critique			
	TH	18				
	F	19	Project Two Introduction			

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	Lecture			
Week 19 May	M	6				
	TU	7				
	W	8	Studio			
	TH	9				
	F	10	Lecture			
Week 20 May	M	13				
	TU	14				
	W	15	Studio			
	TH	16				
	F	17	Lecture Withdrawals			After this date the Associate Dean's approval is required for withdrawals from Trimester One courses.
Week 21 May	M	20				
	TU	21				
	W	22	Studio			
	TH	23				
	F	24	Lecture			
Week 22 May	M	27				
	TU	28				
	W	29	Studio			
	TH	30				
	F	31	Project Two Handin			Submit to the R:drive by 11pm
Week 23 June	M	3				Queen's Birthday - holiday
	TU	4				
	W	5	Project Two Critique			
	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				
	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 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 and Easter break.

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 good quality digital camera.

Note: The Student Loan, administered by StudyLink, allows students to claim up to \$1000 for course related costs for each year of study. There is also a Student Hardship Fund which students can claim up to \$1000 a year if proof can be obtained of financial hardship + a quote for the service/materials in question (this can be very useful for printing costs/modelling costs and even things like wisdom tooth extraction.)

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.

Be sure to always have a backup of your work saved onto another safe location – a spare harddrive at home or even a friend's personal harddrive. Corruption or loss of work is not an excuse for late handins – always back up your work daily. Think about how to record your work in a useful manner for future presentation – photos of the printed assignments can look very beautiful on portfolios when photographed well.

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:

- Achieve a grade of 'D' or higher in all [or specified] 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.**]

READINGS AND REFERENCE MATERIAL

Readings and examples will be suggested within each particular brief.

The following list is only a guide to the reading you are expected to do. The SOAD library has an extensive selection of books and journals related to Architecture, Landscape Architecture, Interior Architecture and Building Science. You are encouraged to read widely and across disciplines.

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](http://www.victoria.ac.nz/home/about/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 Pūhaki 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>

School of Architecture

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wananga o te Upoko o te Ika a Maui



Faculty of Architecture and Design

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.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

School of Architecture