



# 2013

## Trimester 1

### COURSE OUTLINE SARC111 INTRODUCTION TO DESIGN PROCESSES

#### GENERAL

Core; Trimester One; 15

#### ASSESSMENT

100% internal by assignment

#### CLASSTIMES AND LOCATIONS

LECTURES:		Friday	09.00 – 10.50	Room: SUMT228 (Kelburn)
STUDIOS [one of]	<b>Stream One</b>	Tuesday/ Friday	13.00 – 14.40	Room: WIG1.01
	<b>Stream Two</b>	Tuesday/ Friday	14.50 – 16.30	Room: WIG1.01
	<b>Stream Three</b>	Tuesday/ Friday	16.40 – 18.20	Room: WIG1.01

#### COORDINATOR

**Coordinator**  
Name: Tane Moleta  
Room: Wig2.03  
Phone: 463-6205 - email encouraged.  
Office Hours: Mon, Tues, Thur, Fri 13.00 – 17.00pm  
Email: tane.moleta@vuw.ac.nz

Tutor details will be provided at start of course

#### COURSE SYNOPSIS

**SARC111** is an introduction to the experience and discourse of designed environments: its making and morphology.

**This course takes you on an adventure in critical and creative thinking and creative and communicative expression:** You will begin to develop perspectives of understanding that will help you form a coherent, substantiated and cogent view of the designed environment and its relationship to us, and the built and natural world around us. The world of architecture, landscape architecture, interior architecture and building science discourse and architectural history is full of questions, many of which cannot be verbally fully explained away but can be convincingly understood through a combination of expression.

- Is design an art or a science?
- What is the difference between a designed environment and a built environment, architecture and a building, landscape architecture and a garden, interior architecture and a room?
- What are the pleasures and delights of our living environment?
- What are the serious shortcomings of contemporary designed environments?

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

## AIMS OF THE COURSE

The aim of **SARC111** is to develop your ability to perceive, conceive, and make meaningful, beautiful and intelligently crafted environments: Four carefully designed projects will introduce you to a range of design ideas and creative challenges. They invite you to discover the elements and orders which make up the "language" of a designed environment. The projects also require you to represent design concepts with convincing, finely crafted drawings and models. The most important outcome of this process is a design "attitude", a way of understanding the world, which is unique to the disciplines of architecture, landscape architecture, interior architecture and building science. As this attitude develops, you will respond more critically, creatively, and confidently to the design issues posed by each assignment.

As **SARC111** is an exploration in design processes, you are encouraged to question the design **objectives posed by each project**: In every case, you will be expected to identify, understand and challenge conventions, to imagine new possibilities and then to commit yourself to a clear design idea. Your tutor will support this mission. However, the whole class—your instructors and your peers are valuable collaborators who can offer constructive comment and help you to recognise the merits and potential of your work.

**The aim of this course is to challenge your potential to be creative, not only in craft, but in your thinking.** Your time management skills will be challenged, as will your wits. Your presumptions will be challenged and you will engage in the discourse of design processes in intellectual, intuitive, visual and tactile ways. Instead of direct instruction, you will be tasked to create intelligent and meaningful designs.

## COURSE LEARNING OBJECTIVES

### Knowledge, Creative & Critical Thinking

By the end of the course, students will be able to:

**111.1** Identify conventional design elements and demonstrate how they are ordered in space.

**111.2** Demonstrate, through design, a sense of value and meaning in the designed environment.

**111.3** Generate innovative design ideas through the use of materials and the detailed design.

**111.4** Demonstrate, through design the inter-relationship between space and form, making and representation of ideas

**111.5** Generate clear meaningful & well researched design ideas through the ordering of surface, form and space.

### Communication

By the end of the course, students will have learned to:

**111.6** Generate coherent three-dimensional compositions.

**111.7** Demonstrate a high level of craft in models and drawings.

### Leadership

By the end of the course, students will have learned to:

**111.8** Generate ideas in a collaborative context

**111.9** Demonstrate responsibility for individual growth and learning

Assessment items	Length	%	CLO(s)
1 Project 1	3 weekly lectures and associated seminars held in studio	25	111.2, 111.3, 111.4, 111.7
2 Project 2	3 weekly lectures and associated seminars held in studio	25	111.1, 111.3, 111.5, 111.6
3 Project 3	3 weekly lectures and associated seminars held in studio	25	111.2, 111.4, 111.5, 111.6
4 Project 4	3 weekly lectures and associated seminars held in studio	25	111.1, 111.2, 111.3, 111.7

## 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

**SARC111** comprises of one lecture a week (Fri) and two studio sessions (Tues & Fri):

**Lecture Series:** A weekly lecture series will present a range of themes that will introduce a range of key themes related to the disciplines of Interior Architecture, Landscape Architecture, Building Science and Architecture. These themes will cover broadly, key precedents, important methodologies and strategies for the designing of built environments.

## COURSE DELIVERY

**SARC111** consists of 12 weeks of study; each week involves a lecture, two studio sessions and independent study.

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

**Studios:** Studio sessions are situations where you discuss the development of your work with your tutor.

Your tutor is only a limited mind reader and can only offer critique if you are sufficiently prepared. In order to be prepared you are expected to have at each tutorial:

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

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

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

**Independent Study:** As personal learning and growth is an individual enterprise you are encouraged to read voraciously and critically and to discuss your readings with your peers and your tutors. The personal design research journal should be used to record critical thinking related to your design ideas, this thinking should be supported by research findings. In other words you should treat the **Personal Research Journal** (see page 5 for further information) as a record of critical, creative and researched discussions you have with yourself regards your design ideas as they evolve. The sketchpad should be used to translate and develop these ideas into creatively detailed designs. The research journal and sketchpad are opportunities for you to explore multiple design solutions to the design challenge set within the course.

## ASSIGNMENTS/PROJECTS

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

**Project 1:** During the first 3 weeks, each student will work with a project delivered by the Interior Architecture Programme. This project will explore space through a series of projects that are centred on the human body and momentary encounters. The project will be principally explored the mediums of film, photography, digital data mapping physical and digital drawing.

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

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

**Project 4:** During the final 3 weeks, each student will explore notions of space, scale and programme through a series of designed iterations. Delivered by the Architecture programme this project invites students to explore the relationship of the designed intervention within existing contexts natural, built, temporal and cultural environments. This project will be principally explored through the mediums of physical modelling and measured drawing.

**NOTE:** All hand-ins must be submitted to the correct course/ project/ personal folder on the R-Drive.

I.e R:\Hand-ins\SARC\SARC111\PROJECT01\ Personal folder (I.e Moleta, Tane). 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 4 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:

<b>Project 1:</b>	(Three Weeks: due Tue 26 <sup>th</sup> March)	....	25%
<b>Project 2:</b>	(Three Weeks: due Tue 23 <sup>rd</sup> April)	....	25%
<b>Project 3:</b>	(Three Weeks: due Tue 21 <sup>st</sup> May)	....	25%
<b>Project 4:</b>	(Three Weeks: due Tue 11 <sup>th</sup> June)	....	25%
Total		....	100%

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

### Project 1: (25%)

#### Submission Requirements:

- One digital portfolio of work

#### Project 1 Assessment Criteria

CLO(s)

Demonstrate, through design, a sense of value and meaning in the designed environment.	111.2
Generate innovative design ideas through the use of materials and the detailed design.	111.3
Demonstrate, through design the inter-relationship between space and form, making and representation of ideas	111.4
Demonstrate a high level of craft in models and drawings.	111.7

### Project 2: (25%)

#### Submission Requirements:

- One digital portfolio of work

#### Project 2 Assessment Criteria

CLO(s)

Identify conventional design elements and demonstrate how they are ordered in space.	111.1
Generate innovative design ideas through the use of materials and the detailed design.	111.3
Generate clear meaningful & well researched design ideas through the ordering of surface, form and space.	111.5
Generate coherent three-dimensional compositions.	111.6

### Project 3: (25%)

#### Submission Requirements:

- One digital portfolio of work

#### Project 3 Assessment Criteria

CLO(s)

Demonstrate, through design, a sense of value and meaning in the designed environment.	111.2
Demonstrate, through design the inter-relationship between space and form, making and representation of ideas	111.4
Generate clear meaningful & well researched design ideas through the ordering of surface, form and space.	111.5
Generate coherent three-dimensional compositions.	111.6

### Project 4: (25%)

#### Submission Requirements:

- One digital portfolio of work

#### Project 3 Assessment Criteria:

CLO(s)

Identify conventional design elements and demonstrate how they are ordered in space.	111.1
Demonstrate, through design, a sense of value and meaning in the designed environment.	111.2
Generate innovative design ideas through the use of materials and the detailed design.	111.3
Demonstrate a high level of craft in models and drawings.	111.7

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

The School has a long tradition of providing *critical review* of student work as it progresses especially in design projects. This is part of feedback 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

None.

## SCHEDULE OF SESSIONS and Assessment

Students must be seated in class no later than 5 minutes prior to the start of lectures. Mobile phones must be switched off (although your tutor may need to keep their on).

Week/Month	day	date	item
Week 9 February	M	25	
	TU	26	
	W	27	<i>Orientation Week</i>
	TH	28	
	F	29	
Week 10 March	M	4	
	TU	5	SARC111_Studio
	W	6	
	TH	7	
	F	8	SARC111_INTA_L1
Week 11 March	M	11	
	TU	12	SARC111_Studio
	W	13	
	TH	14	
	F	15	SARC111_INTA_L2
Week 12 March	M	18	
	TU	19	SARC111_Studio
	W	20	
	TH	21	
	F	22	SARC111_INTA_L3
Week 13 March	M	25	
	TU	26	SARC111_P1_Submission/ Review
	W	27	
	TH	28	<i>Extended Easter Break begins</i>
	F	29	<i>Good Friday – holiday</i>
Week 14 April	M	1	<i>Easter Monday – holiday</i>
	TU	2	<i>Easter Tuesday – VUW holiday</i>
	W	3	
	TH	4	
	F	5	SARC111_LAND_L1
Week 15 April	M	8	
	TU	9	SARC111_Studio
	W	10	
	TH	11	
	F	12	SARC111_LAND_L2
Week 16 April	M	15	
	TU	16	SARC111_Studio
	W	17	
	TH	18	
	F	19	SARC111_LAND_L3
Week 17 April	M	22	<i>Mid-trimester Break</i>
	TU	23	SARC111_P2_Submission
	W	24	
	TH	25	<i>ANZAC Day - holiday</i>
	F	26	

Week/Month	day	date	item
Week 18 April May	M	29	
	TU	30	SARC111_P2_Review
	W	1	
	TH	2	
	F	3	SARC111_BILD_L1
Week 19 May	M	6	
	TU	7	SARC111_Studio
	W	8	
	TH	9	
	F	10	SARC111_BILD_L2
Week 20 May	M	13	
	TU	14	SARC111_Studio
	W	15	
	TH	16	
	F	17	SARC111_BILD_L3
Week 21 May	M	20	
	TU	21	SARC111_P3_Submission/ Review
	W	22	
	TH	23	
	F	24	SARC111_ARCI_L1
Week 22 May	M	27	
	TU	28	SARC111_Studio
	W	29	
	TH	30	
	F	31	SARC111_ARCI_L2
Week 23 June	M	3	<i>Queen's Birthday - holiday</i>
	TU	4	
	W	5	
	TH	6	
	F	7	SARC111_ARCI_L3
Week 24 June	M	10	<i>Study/Examination Period</i>
	TU	11	SARC111_P4_Submission/ Review
	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	<i>Examination Period ends</i>
	TH	4	<i>Mid-year break begins</i>
	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, study week, and examination period.

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/publications/assessment-handbook.pdf](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 and in the correct location. 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 at least 80% of the studio sessions. A roll will be kept.

- Discuss your project progress with your tutor or the Course Coordinator at least weekly [requires records to be kept]
- Attend and present your project work at all scheduled critical reviews
- 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.
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## 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](http://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](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](mailto: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/](http://www.victoria.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto: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 :

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

I confirm that:

- I have read and understood the University's information on academic integrity and plagiarism contained at <http://www.victoria.ac.nz/home/study/plagiarism.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](http://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](http://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](http://www.creativecommons.org.nz/frequently_asked_questions#III1)

# School of Architecture