



2012

Trimester 2

COURSE OUTLINE

SARC 121

INTRODUCTION TO BUILT ENVIRONMENT TECHNOLOGY

GENERAL

Core; Trimester Two; 15 points

ASSESSMENT

50% internal by assignment and 50% exam

CLASSTIMES AND LOCATIONS

LECTURES: Monday, Tuesday & Thursday 9:00-9:50 (New Kirk KKLT303, Kelburn)

TUTORIALS: Tutorials will form part of regular lecture times
EXCEPT for the 2 assignments based on Te Papa (see below)

EXAMINATION: Will be scheduled in the midyear examination period 29th October – 18th November

COORDINATOR

Coordinator

Nigel Isaacs
Room: 2.09
Phone: 463-9745
Office Hours: by appointment between
10 am – 3 pm Tuesday & Thursday
Email: nigel.isaacs@vuw.ac.nz

Tutors

Tutor co-ordinator: Michael Dudding
Phone: 463 6294
Office: Wigan W 009
E-mail: Michael.Dudding@vuw.ac.nz
Tutors will be available during assignment time at
Te Papa

Tutor details will be provided at start of course

Communication with all SARC 121 teaching staff, for all general matters relating to SARC121 course content and assignment work, will be managed within the SARC121 Blackboard "Question and Answer" discussion board. Queries emailed directly to teaching staff will not be responded to unless they are inappropriate for the shared discussion forum (e.g. by virtue of being of a more personal nature).

Instructions for submitting an enquiry to the Question and Answer discussion board are available in Blackboard.

COURSE SYNOPSIS

SARC 121 provides technology foundations for the four disciplines – architecture, building science, interior architecture and landscape architecture. It provides basic knowledge, techniques and language on the impacts of science and technology on the built environment to support your future studies.

No previous academic knowledge of these topics is expected, so although SARC 121 may deal with topics you have already been introduced to, they are taught and explored through their relevance to the built environment.

Lectures are provided by specialists in each of the themes, with representation from the four disciplines. Each week the course has 2 lectures and 1 in-lecture-room tutorial. The tutorials will apply the lecture material to real-world examples. Two assignments, based around Te Papa, will allow you to independently apply this knowledge.

AIMS OF THE COURSE

The course aims to provide you with knowledge and comprehension of the:

1. Key aspects of designed environment relevant to and associated with three themes:
 - Form & Function
 - Designed Environment as Environmental Modifiers
 - Construction & the Materials of Architecture
2. Scope, complexity & characteristics of interactions between people & designed environment

COURSE LEARNING OBJECTIVES

This course provides an introduction to “The scientific and technological contexts within which the built environment is developed. An introduction to the forces of nature, structures, construction, environmental science and how users interact with buildings. Reference will be made to historical as well as contemporary technologies.” (VUW Course Catalogue)

Knowledge

By the end of the course, students who have passed this course will have learned about the fundamentals of:

1. Integration of natural and designed environments:
 - Interaction between people and the natural & designed environments
 - Differences between natural & designed environments
2. Structures
 - How forces are transferred in structures
 - Basic vector calculations
3. Human Environment
 - Human response to environment (temperature, humidity, noise, light, smell)
 - How people change their environment
 - Seasons, solar paths
4. Construction & Materials
 - Traditional and new materials
 - How constructions are created (including project management)
 - Infrastructure

Creative & Critical Thinking

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

- Use basic instruments to evaluate temperature, humidity, noise and light
- Evaluate basic structural loads
- Use basic tools to investigate the path of the sun throughout the year
- Differentiate common construction materials
- Use some of the language used in the construction industry

Communication

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

- Evaluate and communicate their knowledge and experiences of the indoor environment

CLOs: Students who pass this course will be able to:

1. Demonstrate an awareness of the social, artistic, technological, economic and ethical issues influencing designed environments.
2. Evaluate and apply design strategies using a range of aesthetic, contextual, functional, economic, cultural and technological criteria
3. Demonstrate an ongoing engagement with the evolving issues of designed environments.

Assessment items	Length	%	CLO(s)	
1	Project 1	Pro-forma + brief essay	25%	1, 2, 3
2	Project 2	Pro-forma + brief essay	25%	1, 2, 3
3	Examination	3 hr	50%	1, 2, 3

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

The lectures planned for 2012 include the following topics (see separate schedule for their timing) but note that these are subject to modification depending on specialist lecturer or practitioner availability, commitments and other project-related factors:

Any material presented in any lecture or tutorial may be included in the final examination.

Built Environment Technologies

Course Introduction - welcome, introduction to the course, organisational matters [NI]

Producing Architecture - managing the process from initial design to completed building [IM]

Interior Spaces – application of the different technologies to create interior spaces [CM]

Exterior Spaces – use of the different technologies to create exterior spaces [BM]

Evaluation of Built Environment

Building Performance - the benefits of good building performance; overview of building performance evaluation procedures and techniques; translating research findings into practice; current developments worldwide and in New Zealand [NI]

People in the Built Environment - behaviour, perception, image; criticism as behaviour, types of criticism; 'maps of architectural design territory' [DK]

Built Environments as Environmental Modifiers

Architectural Acoustics - listening conditions for speech and music; control of sound by natural acoustics; forms and surfaces for auditoria [NI]

Artificial Lighting - electric lighting - flame sources; gas discharge and fluorescent lamps; illuminated buildings and cities. [MD]

Daylight Indoors - human responses to natural light - visual, physical, psychological; windows as architectural elements, controlling sunlight and daylight [PL]

Environment for Living - environmental conditions for human performance and comfort; resolving conflicts of needs for openness and enclosure [NI]

The Well-tempered Environment - environmental management using the conservative, selective and regenerative modes; the development of air conditioning and its influence on building design; buildings as responses to climate; development of architectural form and selection of materials to act as filters between indoor and outdoor climates [NI]

Energy and Environmental Tools for Assessing Buildings - the energy and environmental impact of buildings; the role of energy consuming services; assessing building energy performance [NI]

Healthy Buildings - why some buildings make you sick; types and sources of indoor air pollution; ventilation systems and air quality standards; hot water service systems [NI]

Environmental Control – case study of Te Papa [FB]

Modifying the external environment - plants and topography [MB]

Modifying the internal environment [CM]

Structure and Materials

Basic Shelter - caves, tents, simple huts; early developments of post and beam systems; domes and vaults; the vernacular. [TBC]

Revision of vectors and Loads and Forces as vectors [TBC]

Mechanics of Structures. How structures resist loads [TBC]

Structural Systems - general overview of structural systems; their advantages and disadvantages with respect to structural and architectural considerations; structural load distributions [TBC]

Materials - the characteristics of natural building materials (earth, stone, brick, timber) in architectural applications [GM & MG]

Construction and Detailing. How materials are put together to form building systems. Details of components. [GM & MG]

Study skills

Study skills – assignment skills, study skills, examination skills (SLSS)

Lecturers:

VUW: Nigel Isaacs (NI), ??Structures?? (TBC), Karen Commons and/or Dr. Mary Roberts (SLSS), Michael Donn (MD), Morten Gjerde (MG), Guy Marriage (GM), Martin Bryant (MB) and Christina MacKay (CM)

Guests (practitioners and lecturers): Frank Blackwell (Consultant) (FB), Bill Gordon (Holmes Group) (WG), David Kernohan (Consultant)(DK), Paola Leardini (University of Auckland) (PL), Ian Mills (Tekron International) (IM).

COURSE DELIVERY

SARC 121 operates as a lecture-based course with associated tutorials and practical assignments. Except for the assignment tutorials, the lectures and tutorials will be in MC LT 103.

The lecturers are drawn from a wide range of architectural, building science, and professional practice backgrounds (see list of lecturers below and refer to the School of Architecture's web page).

There is a recommended text – you are not required to purchase this text, but it is recommended as it will be of real value to you this year and in your future building science studies:

Introduction to Architectural Science (2nd edition 2008) by Steven Szokolay, published by Architectural Press
Call # [NA2542.35 S998 I 2ed](#)

This is a comprehensive handbook by a southern hemisphere author. The four parts deal with heat, light, sound and resources. Limited numbers are available for purchase from Vic Books, and a hardcopy copy is on closed reserve at the School of Architecture library.

It is available on-line as an electronic resource – access through the VUW Library catalogue or this link:

[Introduction to architectural science \[electronic resource\] : the basis of sustainable design](#)

<http://victoria.lconz.ac.nz/vwebv/holdingsInfo?bibId=1285764>

The course co-ordinator would be most interested in your feedback on the book and how you access it – in hardcopy or electronically.

Additional notes may be given out by individual lecturers as the course progresses, and will also be available on Blackboard. All this material should be collected and collated by you. It will assist you with your assignments and with your preparation for the final examination.

Blackboard will be used to provide electronic copies of documentation and additional readings, notably for the assignments. On-line tests will also be made available on Blackboard.

You are strongly advised to attend all lectures and non-assignment tutorials, where you should take notes and later integrate them with other material or readings. Assignment tutorials are mandatory.

The reading list, available on Blackboard, refers to books which are all available in the VUW Library on Level 1, at 139 Vivian Street.

ASSIGNMENTS/PROJECTS

Assignment #1: Tectonics of Architecture	
Briefing	Thursday 2 August 2012, in class
Tutorial	Thursday 9th August. Te Papa, attend about 2 hours between 12:30 – 6 pm
Assignment due:	Start of class , 9 am Thursday 23 th August 2012
Assignment #2: Built Forms as Environmental Modifiers	
Briefing	Thursday 13 th September 2011, in class
Tutorial	Thursday 20th September. Te Papa, attend about 2 hours between 12:30 – 6 pm
Assignment due:	Start of class , 9 am Thursday 11 th October 2012

Note: On the SARC 121 Tutorial days, you need to plan to attend outside other class commitments.

NOTE: All hand-ins must be submitted electronically through Blackboard.

ASSESSMENT REQUIREMENTS

Assignment hand-ins are due **AT THE START OF CLASS** on the date listed at the start of this Course Outline. After this time, hand-in may be made to the School of Architecture office. The late hand-in will be dated by the School office, and the appropriate grade reduction made before the final grade is awarded, **unless an extension has been given.**

Overall Assessment Criteria for this course include:

Assignments (each 25% of final course grade)

The two assignments each relate the content of the lectures to an actual building. Each involves at least one, but possibly more, visits to that building. The assignments introduce students to procedures for making objective assessments of buildings in use. Students will be directed towards gathering information to enable completion of a specifically designed pro-forma and submission of a summary report on aspects of the building relating to one of the main themes.

Students are expected to spend at least 2 to 3 hours at Te Papa during the assignment tutorials, which will run from 12:30 pm to 6 pm (these times may extend, but any change will be announced in class and on Blackboard). During this time students should complete the pro-forma and make notes. The pro-forma **must be signed off by a tutor** in order to satisfactorily complete the assignment tutorial. Students will not be exempted from the assignment tutorial unless they provide a medical certificate or proof of other extenuating circumstances. Attendance at paid work is not a valid reason not to attend the assignment tutorial.

All assignments must be the individual student's own work. The work must be easily readable and comply with reasonable standards of clarity, spelling and grammar. Assignments not meeting these requirements will not be accepted for marking.

The summary reports for each assignment will be marked against the following criteria

- Clarity of thought and reasoning
- Clarity of layout and presentation
- Concise, not unnecessarily verbose or excessive use of quotations
- Appropriate use of pictures and annotated diagrams
- Adherence to word and page limits must be strictly adhered to.
- Originality
- Relevance to the buildings studied
- Justification of opinions and conclusions with reference to facts discovered during the assignment tutorial (or at other times) and knowledge learnt in class and your own research.

Unsubstantiated opinion or duplication of other's views will not result in good grades.

On-Line Tests

On-line tests will be made available each week on Blackboard. They will each be available for **2 weeks** and then again at the end of the trimester, before the exam. They are designed to assist in your comprehension of the course material, and on completion of each test you will receive feedback.

They may also be taken into account if an application for an aegrotat assessment or impaired performance is made. 20 of these questions (randomly selected) will also be included in the final exam.

Final Exam (50% of final course grade)

One three (3) hour examination is held at the end of the trimester to test your understanding of the material covered in the course. The time and date will be advised once they are known to the Course Co-coordinators, and will be on the VUW website. Please double check to ensure you go to the correct examination room.

The final exam will have questions requiring written answers and some requiring simple mathematical calculations. 20 marks will be for short answers corresponding to a selection of questions from the on-line tests.

The exam questions will be marked against the following criteria:-

- Clarity of thought and reasoning
- Clarity of layout and presentation
- Concise, not unnecessarily verbose
- Appropriate use of pictures and annotated diagrams
- Justification of opinions and conclusions with reference to facts discovered during the tutorials and knowledge learnt in class and from your own research.
- Accuracy and method of mathematical calculations

Assessment

The Course is internally assessed by assignment work in the form of 2 projects and an examination. 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.

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.

Please talk to the course co-ordinator as soon as possible if you require an extension

GROUP WORK

There is no group work for SARC 121.

You **may** work in groups during the visits to Te Papa and you **may** work together on assignments. However, **the written and drawn material you submit must be your own work.**

Work that appears to be copied will be investigated and disciplinary action will be taken as appropriate. All essay components of the assignments must be checked using Turnitin.

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.

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 6½ hours per week (including 3 hours of lectures) during the twelve teaching weeks, plus additional time on assignments, with the balance during the mid trimester break, study week, and examination period.

Your expected time investment for **each of the 12 weeks** of the teaching trimester is as follows:-

- 2 x 1 hour lectures
- 1 x 1 hour tutorial
- 3 hours reading Handbook, recommended text or other material
- 1 x 30 minute on-line revision test

You will **also** require time for assignments and examination preparation. This expected to require:-

- 2 x 25 hours on the assignments
- 22 hours revision and study for exam

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.

You will be permitted to use a calculator in the examination.

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.

Student work provided for assessment in this course **must** 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.

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.

Please talk to the course co-ordinator as soon as possible if you require an extension

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 assignments, including sign-off by tutors showing you attended the assignment tutorials.
- Achieve a minimum of 40% in the final examination

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.**

If you find you are not receiving these messages, please notify the Course Co-ordinator, and discuss the problem with ITS (phone 463 5050, its-service@vuw.ac.nz or <http://www.victoria.ac.nz/its/>)

SCHEDULE OF SESSIONS

Students must be seated in class no later than 5 minutes prior to the start of lectures.

Mobile phones must be turned off.

Week Month	Day	Date	Item	Location	Time	Comments
Week 29 July	M	16	Introduction (NI)	KKLT303	9:00-9:50	Trimester 2 Begins
	TU	17	Building Performance (NI)	KKLT303	9:00-9:50	
	W	18				
	TH	19	Tutorial 1: Assignment Skills (SLSS)	KKLT303	9:00-9:50	
	F	20				
Week 30 July	M	23	Basic Shelter (TBC)	KKLT303	9:00-9:50	
	TU	24	Metrics & Vectors (TBC)	KKLT303	9:00-9:50	
	W	25				
	TH	26	Te Papa – Structural Design (WG)	KKLT303	9:00-9:50	
	F	27		<i>Last date you can withdraw with a full refund</i>		
Week 31 July August	M	30	Structural Mechanics 1 (TBC)	KKLT303	9:00-9:50	
	TU	31	Structural Mechanics 2 (TBC)	KKLT303	9:00-9:50	
	W	1				
	TH	2	<i>Tutorial 2: Structural Calculations (TBC)</i>	KKLT303	9:00-9:50	Assignment 1 briefing
	F	3				
Week 32 August	M	6	Structural Form 1 (TBC)	KKLT303	9:00-9:50	
	TU	7	Structural Form 2 (TBC)	KKLT303	9:00-9:50	
	W	8				
	TH	9	<i>Te Papa – Producing Architecture (IM)</i>	KKLT303	9:00-9:50	Te Papa 12.30 – 6 pm Assignment 1 tutorial
	F	10				
Week 33 August	M	13	Lighting (PL)	KKLT303	9:00-9:50	
	TU	14	Using the Sun Indoors (PL)	KKLT303	9:00-9:50	
	W	15				
	TH	16	<i>Tut.5: Sunpath Diagrams (MB)</i>	KKLT303	9:00-9:50	
	F	17				
Week 34 August	M	20	Environment for Living 1 (NI)	KKLT303	9:00-9:50	
	TU	21	Environment for Living 2 (NI)	KKLT303	9:00-9:50	
	W	22				
	TH	23	<i>Tutorial 6: Study skills (SLSS)</i>	KKLT303	9:00-9:50	Assignment 1 due
	F	24				
Week 35 August	M	27				Mid Trimester Break
	TU	28				
	W	29				
	TH	30				
	F	31				
Week 36 September	M	3				
	TU	4				
	W	5				
	TH	6				
	F	7				Trimester 2 continues

Week 37 September	M	10	Well Tempered Environment (NI)	KKLT303	9:00-9:50	
	TU	11	Energy & Environmental Tools (NI)	KKLT303	9:00-9:50	
	W	12				
	TH	13	<i>Environment Measurements (NI)</i>	KKLT303	9:00-9:50	Assignment 2 briefing
	F	14				
Week 38 September	M	17	Artificial Light (MD)	KKLT303	9:00-9:50	
	TU	18	Acoustics (NI)	KKLT303	9:00-9:50	
	W	19				
	TH	20	<i>Te Papa – Environmental (FB)</i>	KKLT303	9:00-9:50	Te Papa 12.30 – 6 pm Assignment 2 tutorial
	F	21				
Week 39 September	M	24	Traditional Materials (GM/MG)	KKLT303	9:00-9:50	
	TU	25	New Materials (GM/MG)	KKLT303	9:00-9:50	
	W	26				
	TH	27	<i>Tutorial 9: Materials (GM/MG)</i>	KKLT303	9:00-9:50	
	F	28				
Week 40 October	M	1	Construction & Detailing 1 (GM/MG)	KKLT303	9:00-9:50	
	TU	2	Construction & Detailing 2 (GM/MG)	KKLT303	9:00-9:50	
	W	3				
	TH	4	<i>Tutorial 10: Exam skills (SLSS)</i>	KKLT303	9:00-9:50	
	F	5				
Week 41 October	M	8	Making Exterior Spaces - plants (MB)	KKLT303	9:00-9:50	
	TU	9	Exterior Spaces – topography (MB)	KKLT303	9:00-9:50	
	W	10				
	TH	11	<i>Tutorial 11: Examination (NI)</i>	KKLT303	9:00-9:50	Assignment 2 due
	F	12				
Week 42 October	M	15	People in Built Environment (DK)	KKLT303	9:00-9:50	Final Hand-ins for non-studio subjects
	TU	16	Making Interior Spaces (CM)	KKLT303	9:00-9:50	
	W	17				
	TH	18	<i>Course & Exam Review (NI)</i>	KKLT303	9:00-9:50	
	F	19				
Week 43 October	M	22				Labour Day - Holiday
	TU	23				Study/Examination Period
	W	24				
	TH	25				
	F	26				
Week 44 October November	M	29	SoA Crit week			
	TU	30	SoA Crit week			
	W	31	SoA Crit week			
	TH	1	SoA Crit week			
	F	2	SoA Crit Week			
Week 45 November	M	5				
	TU	6				
	W	7				
	TH	8				
	F	9				
Week 46 November	M	12				
	TU	13				
	W	14				
	TH	15				
	F	16				Examination Period ends
Week 47 November	M	19				Trimester 3 Begins
	TU	20				
	W	21				
	TH	22				
	F	23				

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.

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 Advisor 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>

School of Architecture



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