



# 2013

## 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

#### CLASS TIMES AND LOCATIONS

LECTURES: Monday, Tuesday, Thursday 11:00 am – 11.50 am Room: Kirk KKLTL 303 (Kelburn)

TUTORIALS: Tutorials will form part of regular lecture times  
**EXCEPT** for the 3 assignments based on Te Papa (see below)

EXAMINATION: 3 hour to be scheduled in the end of year examination period

#### COORDINATOR

##### Coordinator

Nigel Isaacs  
Room: VS 2.09  
Phone: 463-9745  
Office Hours: by appointment between  
12 noon – 4 pm Thursday  
Email: [nigel.isaacs@vuw.ac.nz](mailto:nigel.isaacs@vuw.ac.nz)

##### Tutors

Tutor co-ordinator: Victoria Toner  
E-mail: [tonervictoria@gmail.com](mailto:tonervictoria@gmail.com)  
Tutors will be available during the Te Papa assignment times

## COMMUNICATION OF ADDITIONAL INFORMATION

Communication with all SARC 121 teaching staff, for all general matters relating to SARC121 course content and for any aspect of the assignments, 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.

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.

If you find that you are not receiving messages from Blackboard, please discuss the problem with ITS (phone 463 5050, [its-service@vuw.ac.nz](mailto:its-service@vuw.ac.nz) or <http://www.victoria.ac.nz/its/>)

**Changes to submission dates for items of assessment cannot occur without permission from the Head of School.**

## PRESCRIPTION

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.

## COURSE CONTENT

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. Normally each week the course has 2 lectures and 1 in-lecture-room tutorial. The tutorials will apply the lecture material to real-world examples. Three assignments, based around Te Papa, will allow you to independently apply this knowledge.

## COURSE LEARNING OBJECTIVES

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 on-going engagement with the evolving issues of designed environments.

## GRADUATE SKILLS

<i>Graduate Skills</i>	<i>Taught</i>	<i>Practised</i>	<i>Assessed</i>
<b>Knowledge</b>			
• Information literacy	✓	✓	✓
<b>Creative and Critical Thinking</b>			
• Problem solving	✓	✓	✓
• Critical evaluation	✓	✓	✓
• Work autonomously	✓	✓	✓
• Creativity and innovation		✓	✓
<b>Communication</b>			
• Effective communication (written)	✓	✓	✓
• Effective communication (oral)			
• Effective communication (graphic)			
• Work effectively in a team setting		✓	
<b>Leadership</b>			
• Ethical behaviour in social / professional / work environments			
• Responsible, effective citizenship			
• Commitment to responsibilities under the Treaty of Waitangi			

### 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

## TEACHING FORMAT

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 Kirk KK LT303.

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).

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.

The lectures planned for 2013 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. [JW]

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

Mechanics of Structures. How structures resist loads [JW]

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

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

Construction and Detailing. How materials are put together to form building systems. Components. [GM]

### **Study skills**

Study skills – assignment skills, examination skills (SLSS)

### **Lecturers:**

**VUW:** Nigel Isaacs (NI), Karen Commons and/or Dr. Xiaodan Gao (SLSS), Michael Donn (MD), Guy Marriage (GM), Martin Bryant (MB) and Christina MacKay (CM)

**Guests (practitioners and lecturers):** Frank Blackwell (Consultant) (FB), David Kernohan (Consultant)(DK), Paola Leardini (University of Auckland) (PL), Ian Mills (Tekron International) (IM), Joe White, Holmes Consulting Group (JW).

## **MANDATORY COURSE REQUIREMENTS**

In order to pass the course, you must achieve an overall grade of C or better and must also satisfy the following:

- 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

## **WORKLOAD**

You should expect to spend of around 150 hours on this course, including scheduled class time and independent study. Typically this involves about 6½ hours per week (including 3 hours of lectures/tutorial) during the 12 teaching weeks plus 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
- 1 x 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:-

- 1 x 2 hours on Assignment 1 (time spent at Te Papa)
- 2 x 24 hours on Assignments 2 & 3 (each including 2 hours at Te Papa)
- 22 hours revision and study for exam

Attendance and participation is an important aspect of the learning process, and you are expected to attend all the lectures and tutorials. Time management is important to your study today, and will be essential in your future careers.

If extraordinary circumstances arises that require you to be absent from some class sessions, you should discuss the situation with the Course Coordinator as soon as possible.

## ASSESSMENT

<b>Assignment #1: Form and Function</b>	
Briefing	Thursday 18 <sup>th</sup> July 2013, in class
Tutorial	<b>Thursday 18<sup>th</sup> July.</b> Te Papa, <b>attend about 1 hour between 1 pm – 4 pm</b>
Assignment due:	<b>Hand-in and sign-off at Te Papa</b>
<b>Assignment #2: Built Forms as Environmental Modifiers</b>	
Briefing	Thursday 8 <sup>th</sup> August 2012, in class
Tutorial	<b>Thursday 8<sup>th</sup> August.</b> Te Papa, <b>attend about 2 hours between 12:30 – 6 pm</b>
Assignment due:	<b>Midnight</b> Friday 23 <sup>rd</sup> August 2013
<b>Assignment #3: Tectonics of Architecture</b>	
Briefing	Thursday 12 <sup>th</sup> September 2013, in class
Tutorial	<b>Thursday 19<sup>th</sup> September.</b> Te Papa, <b>attend about 2 hours between 12:30 – 6 pm</b>
Assignment due:	<b>Midnight,</b> Thursday 10 <sup>th</sup> October 2013

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

**NOTE:** Assignments 2 & 3 are submitted electronically through Blackboard.

If you are unable to attend Assignment 1 on 18 July, then please discuss this with the course co-ordinator. It will be possible to complete the assignment at a later time.

Overall Assessment Criteria for this course include:

*Assignments* (1 is 5%, 2 & 3 each 22.5% of final course grade)

The 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 for Assignments 2 & 3 the 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 to miss 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. Where appropriate, full references must be provided.

Assignment 1 is intended to be completed on-site and will then be checked and assessed for the final grade.

Assignments 2 & 3 involve time both on-site and away, totalling about 24 hours (see 'Workload' above).

The summary reports for Assignment 2 & 3 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(s) 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 made available on the VUW website. Please double check to ensure you go to the correct examination room.

Previous exam papers are available from the VUW library website.

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

The assignment items contribute towards the final course grade as follows:

Assessment items	Length	%	Date due	CLO(s)
1 Assignment 1	Pro-forma	5%	18 July	1, 2
2 Assignment 2	Pro-forma + brief essay	22.5%	23 August	1, 2, 3
3 Assignment 3	Pro-forma + brief essay	22.5%	10 October	1, 2, 3
4 Examination	3 hr*	50%	Examination	1, 2, 3

\*Date and time to be confirmed when official university exam timetable is released.

The full submission requirements and detailed assessment criteria will be provided with each assignment.

The Course is assessed by 3 assignments and a 3 hour 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 grades posted during this course are only provisional results until confirmed by the School Examiners Committee which meets after the examination period.

## SUBMISSION AND RETURN OF WORK

All work submitted for assessment must be accompanied by an **ASSESSMENT DECLARATION FORM**, a copy of which is provided at the end of this Course Outline.

You are responsible for ensuring your work is submitted on time and in the required format.

Assignments 2 and 3 are submitted electronically through Blackboard. This process involves checking for academic integrity and storing the assignment. Grades will be made available through the Blackboard 'Grade Centre'

Each assignment **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 and for school records, but access to the full text of submissions is not made available to any other party.

Work submitted late must be submitted to the Course Coordinator.

Late submissions will be penalised as set out below, 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.

## PENALTIES

For work that arrives late **without an approved extension**, the following penalty will be applied: 5% immediately, then 5% for every subsequent 24 hours including weekends.

## REQUIRED MATERIALS AND EQUIPMENT

Students will need to provide all materials and equipment as necessary for the completion of required work. Please check the website link below for general requirements:

[www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment](http://www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment)

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

**Introduction to Architectural Science (2<sup>nd</sup> edition 2008)** by Steven Szokolay, published by Architectural Press. VUW library Call number [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 also an on-line 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 is interested in your feedback on the book and how you access it – 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.

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

## **SET TEXTS**

**None**

## **RECOMMENDED READING**

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.

# School of Architecture

## SCHEDULE OF SESSIONS – SARC 121 - PROVISIONAL

Week Month	Day	Date	Item	Location	Time	Comments Trimester 2 Begins
Week 29 July	M	15	Lecture	KK LT303	11:00-11:50	<b>Term 2 begins</b>
	TU	16	Lecture	KK LT303	11:00-11:50	<b>Assignment 1 Handout</b>
	W	17				
	TH	18	Lecture	KK LT303	11:00-11:50	<b>Te Papa 1 – 4pm Assignment 1</b>
	F	19				
Week 30 July	M	22	Lecture	KK LT303	11:00-11:50	<b>Assignment 2 Handout</b>
	TU	23	Lecture	KK LT303	11:00-11:50	
	W	24				
	TH	25	Lecture	KK LT303	11:00-11:50	
	F	26	<b><i>This is the last date that you can withdraw with a full refund</i></b>			
Week 31 July/ August	M	29	Lecture	KK LT303	11:00-11:50	
	TU	30	Lecture	KK LT303	11:00-11:50	
	W	31				
	TH	1	Lecture	KK LT303	11:00-11:50	<b>Assignment 1 briefing</b>
	F	2				
Week 32 August	M	5	Lecture	KK LT303	11:00-11:50	
	TU	6	Lecture	KK LT303	11:00-11:50	
	W	7				
	TH	8	Lecture	KK LT303	11:00-11:50	<b>Te Papa 12.30 to 6 pm Assignment 2</b>
	F	9				
Week 33 August	M	12	Lecture	KK LT303	11:00-11:50	
	TU	13	Lecture	KK LT303	11:00-11:50	
	W	14				
	TH	15	Lecture	KK LT303	11:00-11:50	
	F	16				
Week 34 August	M	19	Lecture	KK LT303	11:00-11:50	
	TU	20	Lecture	KK LT303	11:00-11:50	
	W	21				
	TH	22	Lecture	KK LT303	11:00-11:50	<b>Assignment 3 Hand out Assignment 2 due</b>
	F	23				
Week 35 August	M	26			<b>Mid-trimester break</b>	
	TU	27				
	W	28				
	TH	29				
	F	30				
Week 36 September	M	2				
	TU	3				
	W	4				
	TH	5				
	F	6			<b>Mid-trimester break ends</b>	

Week Month	Day	Date	Item	Location	Time	Comments Trimester 2 Begins
Week 37 September	M	9	Lecture	KK LT303	11:00-11:50	
	TU	10	Lecture	KK LT303	11:00-11:50	
	W	11				
	TH	12	Lecture	KK LT303	11:00-11:50	<b>Assignment 3 Briefing</b>
	F	13				
Week 38 September	M	16	Lecture	KK LT303	11:00-11:50	
	TU	17	Lecture	KK LT303	11:00-11:50	
	W	18				
	TH	19	Lecture	KK LT303	11:00-11:50	<b>Te Papa 12.30 – 6 pm Assignment 3</b>
	F	20				
Week 39 September	M	23	Lecture	KK LT303	11:00-11:50	
	TU	24	Lecture	KK LT303	11:00-11:50	
	W	25				
	TH	26	Lecture	KK LT303	11:00-11:50	
	F	27	<b>After this date the Associate Dean's approval is required for withdrawals from Trimester Two courses.</b>			
Week 40 September /October	M	30	Lecture	KK LT303	11:00-11:50	
	TU	1	Lecture	KK LT303	11:00-11:50	
	W	2				
	TH	3	Lecture	KK LT303	11:00-11:50	
	F	4				
Week 41 October	M	7	Lecture	KK LT303	11:00-11:50	
	TU	8	Lecture	KK LT303	11:00-11:50	
	W	9				
	TH	10	Lecture	KK LT303	11:00-11:50	<b>Assignment 3 due</b>
	F	11				
Week 42 October	M	14	Lecture	KK LT303	11:00-11:50	
	TU	15	Lecture	KK LT303	11:00-11:50	
	W	16				
	TH	17	Lecture	KK LT303	11:00-11:50	
	F	18				
Week 43 October	M	21				<b>Study/Examination Period</b>
	TU	22				
	W	23				
	TH	24				
	F	25				<b>Examination Period</b>
Week 44 October/ November	M	28				<b>Labour Day – Public Holiday</b>
	TU	29				
	W	30				
	TH	31				
	F	1				
Week 45 November	M	4				
	TU	5				
	W	6				
	TH	7				
	F	8				
Week 46 November	M	11				
	TU	12				
	W	13				
	TH	14				
	F	15				
	S	16				<b>Examination Period ends</b>

## CLASS REPRESENTATIVES

The Faculty of Architecture and Design operates a system of Class Representatives in 100-level courses, and Year Representatives in each of the professional disciplines. Student Representatives are elected during a class session in the first week of teaching. All Student Representatives will be listed on the STUDIO notice board in the Atrium, and the relevant Representatives are also listed on studio notice boards. Student Representatives have a role in liaising between staff and students to represent the interests of students to the academic staff, and also in providing students with a communication channel to STUDIO and the Student Representation organiser.

Class Rep name and contact details:

## STUDENT FEEDBACK

The Course Coordinator will discuss feedback at an appropriate time during the course.

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

## OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Aegrotats: [www.victoria.ac.nz/home/about/avcacademic/publications2#aegrotats](http://www.victoria.ac.nz/home/about/avcacademic/publications2#aegrotats)
- Academic Progress: [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress) (including restrictions and non-engagement)
- Plagiarism: [www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)
- Copyright: <http://library.victoria.ac.nz/library/about/policies/copyright.html>
- Dates and deadlines: [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/study/dates)
- Faculty Current Students Site: <http://www.victoria.ac.nz/fad/faculty-administration/current-students>
- Grades: [www.victoria.ac.nz/home/study/exams-and-assessments/grades](http://www.victoria.ac.nz/home/study/exams-and-assessments/grades)
- Resolving academic issues: [www.victoria.ac.nz/home/about/avcacademic/publications2#grievances](http://www.victoria.ac.nz/home/about/avcacademic/publications2#grievances)
- Special passes: [www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass](http://www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)
- Student support: [www.victoria.ac.nz/home/viclife/student-service](http://www.victoria.ac.nz/home/viclife/student-service)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/home/viclife/student-charter](http://www.victoria.ac.nz/home/viclife/student-charter)
- Student Contract: [www.victoria.ac.nz/home/admisenrol/enrol/studentcontract](http://www.victoria.ac.nz/home/admisenrol/enrol/studentcontract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/home/about](http://www.victoria.ac.nz/home/about)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## 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 [www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism) and outlined below:
- I have read and understood the general principles of copyright law as set out below:
- This project/assignment is entirely the result of my own work except where clearly acknowledged otherwise:
- Any use of material created by someone else is permitted by the copyright owner.

Signed:

Date:

# Academic Integrity, Plagiarism and Copyright

## ACADEMIC INTEGRITY

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. University staff and students are expected to treat academic, intellectual or creative work that has been done by other people with respect at all times. Victoria University's reputation for academic integrity adds value to your qualification.

Academic integrity is simply about being honest when you submit your academic work for assessment

- You must acknowledge any ideas and assistance you have had from other people.
- You must fully reference the source of those ideas and assistance.
- You must make clear which parts of the work you are submitting are based on other people's work.
- You must not lie about whose ideas you are submitting.
- When using work created by others either as a basis for your own work, or as an element within your own work, you must comply with copyright law

(Summarised from information on the University's Integrity and Plagiarism website:

[www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)

## PLAGIARISM

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:

[www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)

## COPYRIGHT

Copyright law regulates the use of the work of an author, artist, designer or other creator.

- Copyright applies to created work including designs, music, computer programs, artistic and literary work.
- The work can be in printed, digital, audio, video or other formats.
- Normally the author or creator of a work owns the copyright for their lifetime and for 50 years after their death, (although sometimes someone other than the creator of a work owns the copyright to the work, such as the creator's employer, or a person who commissions the creator's work).
- You must have permission from the copyright owner to copy, alter, display, distribute or otherwise use created work.
- If the creator has applied a Creative Commons licence to a work, this permits others to use the work but only in accordance with that licence.

Further copyright information is available on the Victoria University website:

<http://library.victoria.ac.nz/library/about/policies/copyright.html>