



2013

Trimester 1

COURSE OUTLINE

SARC161

INTRODUCTION TO DESIGN COMMUNICATION

GENERAL

Core; Trimester One; 15

ASSESSMENT

100% internal by assignment

CLASSTIMES AND LOCATIONS

LECTURES:		Thursday	08.00 – 09.50	Room: MLCLT103 (Kelburn)
STUDIOS [one of]	Stream One	Monday/ Thursday	13.00 – 14.40	Room: WIG1.01
	Stream Two	Monday/ Thursday	14.50 – 16.30	Room: WIG1.01
	Stream Three	Monday/ Thursday	16.40 – 18.20	Room: WIG1.01

COORDINATOR

Coordinator

Name: Tane Moleta

Room: Wig2.02

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

SARC161 is a core course that explores the working processes of design. It examines how designing through making can be a powerful part of any design strategy. The course is designed to develop students' ability to communicate their ideas, concepts and designs with clarity and skill. Discipline-specific information and procedures are introduced and related to and reinforced in the concurrent design studio [SARC111] course.

SARC161 is delivered via 2 projects and 12 associated lectures.

The projects set out a number of discipline specific working strategies for the investigation and representation of design ideas, including both physical and digital drawing, modelling and imaging. Each project incorporates research, analysis, innovation, and critique; all of which are important aspects of designing within the disciplines of Architecture, Interior Architecture, Landscape Architecture and Building Science. Assignment work in this course is entirely project-based and internally assessed. **SARC161** is assessed via two in-depth and intensive design projects. Projects One and Two both cover the making and documentation of form, space, field, environment, while tackling complex concepts such as process, the transitory and the ephemeral.

AIMS OF THE COURSE

SARC161 is about the working processes of design, it examines how designing through making can be a powerful part of any design strategy. The course is designed to develop students' ability to communicate their ideas, concepts and designs with clarity and skill. Discipline specific information and procedures are introduced and related to and reinforced in the concurrent design & theory classes courses. The course is delivered via 2 projects and associated lectures. The projects are comprised of a number of separate but related exercises. The exercises set out a number of discipline specific working strategies for the investigation and representation of design ideas, including drawing, physical modelling and imaging, digital modelling and imaging, and animation.

In design, two types of communication are fundamental. There is what we usually think of by the word communication, namely conveying our ideas to others; and to communicate 3 dimensional ideas to others, we must be able to draw and to model. But there is another communication even more fundamental to designing, which is communication with our own selves. We need to draw our ideas, model our ideas, to be able to see them in formulation, to critique them and reassess them. The aim of **SARC161** 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 **SARC161** 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:

- 161.1** Identify conventional design elements and demonstrate how they are ordered in space.
- 161.2** Demonstrate, through design, a sense of value and meaning in the designed environment.
- 161.3** Generate innovative design ideas through the use of materials and the detailed design.
- 161.4** Demonstrate, through design the inter-relationship between space and form, making and representation of ideas
- 161.5** 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:

- 161.6** Generate coherent three-dimensional compositions.
- 161.7** Demonstrate a high level of craft in models and drawings.

Leadership

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

- 161.8** Generate ideas in a collaborative context
- 161.9** Demonstrate responsibility for individual growth and learning

Assessment items	Length	%	CLO(s)
1 Project 1	3 weekly lectures and associated seminars held in studio	50	161.2, 161.3, 161.4, 161.7
2 Project 2	3 weekly lectures and associated seminars held in studio	50	161.1, 161.3, 161.5, 161.6

GRADUATE SKILLS

Graduate Skills	Taught	Practised	Assessed
Knowledge			
• Information literacy	✓	✓	✓
Creative and Critical Thinking			
• Problem solving	✓	✓	✓
• Critical evaluation	✓	✓	✓
• Work autonomously		✓	

• Creativity and innovation	✓	✓	✓
Communication			
• Effective communication (written)	✓	✓	✓
• Effective communication (oral)	✓	✓	✓
• Effective communication (graphic)	✓	✓	✓
• Work effectively in a team setting		✓	
Leadership			
• Ethical behaviour in social / professional / work environments		✓	
• Responsible, effective citizenship		✓	
• Commitment to responsibilities under the Treaty of Waitangi		✓	

COURSE CONTENT

SARC161 comprises of one lecture a week (Thur) and two studio sessions (Mon & Thur):

Lecture Series: A weekly lecture series will present a range of themes that will introduce a range of key themes specifically related to the requirements of communication within the SoA disciplines of Interior Architecture, Landscape Architecture, Building Science, Architecture and Architectural History. This lecture series will cover broadly; key precedents for communication, important methodologies and strategies for the recording, documenting and designing of built environments.

COURSE DELIVERY

SARC161 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: The first challenge is to explore design possibilities through dynamic use of representational medias; both digital and analogue. The relationship between exercises, are intended to deal with the practices of both analogue and the digital and its effect on the built environment. The different end products aim to highlight how different working processes may work together or create disconnects within the design process.

Project 2: During the next 6 weeks, each student will explore design possibilities through dynamic use of representational medias; both digital and analogue. The relationship between exercises is intended to deal with the practices of both analogue and the digital and both its effect on documentation and alteration of the built environment. The different end products aim to highlight how different working processes may work together or create disconnects within the design process. It is also important to recognise design opportunities that arise through the production [the working] on a project in different media. In these exercises you are specifically asked to modify and enhance an existing design and presentation in order to challenge a 'finished product' while exploring your design idea at a deeper level..

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

I.e R:\Hand-ins\SARC\SARC161\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 2 projects. Assignments are assessed and graded A+, A, A-, B+, B, B-, C+, C, D, E, (where C is a PASS). Grades only are issued to students. The final grade for the course is based on the aggregation of the percentage marks for each of the assignments, and a final grade of C or better is required to pass the course. NOTE: In order to ensure equity, hand-in dates cannot be modified. A hand-in date cannot be changed without permission from the Head of School.

The projects contribute towards the final course grade as follows:

Project 1:	(Six Weeks: due Mon 23 rd April)	50%
Project 2:	(Six Weeks: due Tue 17 th June)	50%
Total		100%

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

Project 1: (50%)

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.	161.2
Generate innovative design ideas through the use of materials and the detailed design.	161.3
Demonstrate, through design the inter-relationship between space and form, making and representation of ideas	161.4
Demonstrate a high level of craft in models and drawings.	161.7

Further detail on submission requirement and assessment criteria to be found on project hand-out.

Project 2: (50%)

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.	161.1
Generate innovative design ideas through the use of materials and the detailed design.	161.3
Generate clear meaningful & well researched design ideas through the ordering of surface, form and space.	161.5
Generate coherent three-dimensional compositions.	161.6

Further detail on submission requirement and assessment criteria to be found on project hand-out.

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	SARC161_Studio
	TU	5	
	W	6	
	TH	7	SARC161_Lecture1 & Studio
	F	8	
Week 11 March	M	11	SARC161_Studio
	TU	12	
	W	13	
	TH	14	SARC161_Lecture2 & Studio
	F	15	<i>Last date for Course Withdrawal with refund</i>
Week 12 March	M	18	SARC161_Studio
	TU	19	
	W	20	
	TH	21	SARC161_Lecture3 & Studio
	F	22	
Week 13 March	M	25	SARC161_Studio
	TU	26	
	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	SARC161_Lecture4 & Studio
	F	5	
Week 15 April	M	8	SARC161_Studio
	TU	9	
	W	10	
	TH	11	SARC161_Lecture5 & Studio
	F	12	
Week 16 April	M	15	SARC161_Studio
	TU	16	
	W	17	
	TH	18	SARC161_Lecture6 & Studio
	F	19	
Week 17 April	M	22	<i>Mid-trimester Break</i>
	TU	23	SARC161_PO1 Submission_50%
	W	24	
	TH	25	<i>ANZAC Day - holiday</i>
	F	26	

Week/Month	day	date	item
Week 18 April May	M	29	SARC161_PO1 Submission_50%
	TU	30	
	W	1	
	TH	2	SARC161_Lecture7 & Studio
	F	3	
Week 19 May	M	6	SARC161_Studio
	TU	7	
	W	8	
	TH	9	SARC161_Lecture8 & Studio
	F	10	
Week 20 May	M	13	SARC161_Studio
	TU	14	
	W	15	
	TH	16	SARC161_Lecture9 & Studio
	F	17	<i>Last date for Course Withdrawals</i>
Week 21 May	M	20	SARC161_Studio
	TU	21	
	W	22	
	TH	23	SARC161_Lecture10 & Studio
	F	24	
Week 22 May	M	27	SARC161_Studio
	TU	28	
	W	29	
	TH	30	SARC161_Lecture11 & Studio
	F	31	
Week 23 June	M	3	<i>Queen's Birthday - holiday</i>
	TU	4	
	W	5	
	TH	6	SARC161_Lecture12 & Studio
	F	7	
Week 24 June	M	10	<i>Study/Examination Period</i>
	TU	11	
	W	12	
	TH	13	
	F	14	
Week 25 June	M	17	SARC161_PO2 Submission_50%
	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

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

USE OF TURNITIN

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

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

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

Student and staff conduct

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

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

Academic grievances

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

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

Students with Impairments

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

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

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

Student Support

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

- Your course coordinator or programme director;
- Staff in your Faculty Student Administration Office Student Dedicated learning support through Student Learning Support Service; Te 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

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



Faculty of Architecture and Design

Work Submitted for Assessment
Declaration Form

Student's full name :
Course :
Assignment/project :
(number and title)
Date submitted :

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

I confirm that:

- I have read and understood the University's information on academic integrity and plagiarism contained at <http://www.victoria.ac.nz/home/study/plagiarism.aspx> and outlined below:
- I have read and understood the general principles of copyright law as set out below:
- This project/assignment is entirely the result of my own work except where clearly acknowledged otherwise:
- Any use of material created by someone else is permitted by the copyright owner.

Signed:

Date:

Academic Integrity, Plagiarism and Copyright

ACADEMIC INTEGRITY

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

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

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

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

www.victoria.ac.nz/home/studying/plagiarism.html)

PLAGIARISM

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

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

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

www.victoria.ac.nz/home/studying/plagiarism.html

COPYRIGHT

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

- Copyright applies to created work including designs, music, computer programs, artistic and literary work.
- The work can be in printed, digital, audio, video or other formats.
- Normally the author or creator of a work owns the copyright for their lifetime and for 50 years after their death, (although sometimes someone other than the creator of a work owns the copyright to the work, such as the creator's employer, or a person who commissions the creator's work).
- You must have permission from the copyright owner to copy, alter, display, distribute or otherwise use created work.
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http://www.creativecommons.org.nz/frequently_asked_questions#III1

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