



2013

Trimester 1

COURSE OUTLINE

SARC 221

BUILDING MATERIALS AND CONSTRUCTION

GENERAL

Core course; Trimester One; 15 points

ASSESSMENT

100% internal by assignment

CLASSTIMES AND LOCATIONS

LECTURES: Mondays 10.30 – 12.20 Room: VS LT1 & LT2
TUTORIALS: Thursdays 08.30 – 10.20 Room: VS 323, VS318,

COORDINATOR

Coordinator

Name: Morten Gjerde
Room: VS3.12
Phone: 463 6233
Office Hours: Thursdays 11.00 – 12.00
Email: Morten.Gjerde@vuw.ac.nz

Tutor details will be provided at start of course

COURSE SYNOPSIS

This course is a combined course for students of Architecture, Building Science and Interior Architecture. Lectures are based broadly around the theme of different materials used in the construction process, along with their history and examples of them being used in modern construction processes / situations.

AIMS OF THE COURSE

Building materials and construction methods are important decisions to be made during all built environment projects; choices made around the physical fabric of buildings and their interiors affect pragmatic and poetic design outcomes. Decisions on the materiality of building projects should never be left to others because they are integral to the design ideas that underpin the work. The aim of the course is to

provide students with knowledge about construction of small scale buildings in the New Zealand context. This knowledge can then be applied to make appropriate decisions about the materials and methods to be employed in construction.

COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

- 1: Understand and apply principles of construction common to small scale timber buildings in New Zealand
- 2: Select materials appropriate to project design motivations and the broad environmental context of the project and then effectively integrate them into a simple construction project.
- 3: Produce coherent drawings that describe a small scale timber building and how it should be constructed

Assessment items	Length	%	CLO(s)
1 Drawing assignment	12 weeks	80	1, 2 and 3
2 Test	1.5 hours	20	1 and 2

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

This course is designed to allow the student to explore the relationships that exist between materials, construction technology and design ideas. Design does not stop at the scale of the overall building form or of the room. The success of any design work is also dependent to a large extent on the qualities of the surfaces and details that help define the spaces or forms. Material choice and detail design have a basis in the pragmatic, but for a detail to succeed in an architectural sense consideration must also be given to the poetic. Students are provided insight to structural and other performance outcomes and construction is discussed as a key consideration of the design activity.

COURSE DELIVERY

Lectures

2 x 1hr lectures per week (back to back – and delivery in combined LT1 / LT2)

Tutorials

1 x 2hr tutorial per week

Blackboard

Delivery of course material is supported by Blackboard and students are encouraged to make regular use of this facility.

ASSIGNMENTS/PROJECTS

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

Project 1: Design development/construction drawings

During whole of the term each student will progressively prepare a set of design development/working drawings for a small architectural project. Students will design their own project and go on to prepare the drawings, which will comprise of several floor / roof plans, building sections, exterior elevations, construction details and interior design drawings. Students will be able to select from two different design briefs, which are described in relation to the degree disciplines in the course [interior architecture, building science and architecture]. Students are required to hand in their work progressively over the course of the term.

Test:

During the 11th week of the trimester students will sit a test administered through Blackboard to examine their knowledge of the principles and materials of construction that have been covered in the course lectures and which may have been conveyed during tutorials. Background knowledge that students are expected to have acquired prior to this course may also be tested. Students can prepare for this test by attending and paying attention during all lectures and by engaging positively with the assignment.

NOTE: All project hand ins must be submitted to the Hand in folder on the R-Drive. 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 two 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:	(12 Weeks)	80%
Test:	(30 May 2013)	20%
Total		100%

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

Project 1: (80%)

Submission Requirements:

As advised in the assignment brief, made available at the first class meeting

Assessment Criteria:

Project 1 Assessment Criteria	CLO(s)
Extent to which solution is based on sound principles of construction for timber frame buildings in New Zealand	1
Extent to which materials are appropriate to the project design motivations and the environmental conditions of the project	2
Extent to which the proposal integrates the various project selections into a coherent and appropriate project, taking into account the overall design intentions and environmental context	2
Extent to which the drawings effectively communicate the proposal, making use of drawing conventions and graphic standards	3
Extent to which the drawings effectively communicate the proposal through organisation, graphic drawing style and completeness	3

Test: (20%)

Knowledge areas tested:

	CLO(s)
Principles of construction common to small scale timber buildings in New Zealand	1
Material properties	2
Selection of materials as appropriate to project design motivations and project environmental context	2
How materials are effectively integrated into a simple construction project	2

The School has a long tradition of providing *critical review* of student work as it progresses especially in design projects. This is part of feed-back for learning purposes. Such reviews must not be misunderstood as indicators of standards and they are different from *assessment*. Students have a responsibility to attend critical reviews at the appointed time as part of the learning process. Review panels are often composed of internal and external members for the appointed times and cannot be re-composed to consider late submissions. Consequently late work will not receive a critical review, though it will be assessed subject to any penalties as set out below.

- **Critical Review:** May take place during the development phases of a project as well as at the time of the final submission. Its purpose is to identify strengths and weaknesses in the work and to offer suggestions to generally encourage the student. An encouraging critical review does not necessarily mean a good assessment result.
- **Assessment:** May take place at a stage in a project or on final submission (or both). Its purpose is to assess the work in terms of the objectives stated in the hand-out 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

Details of any group work involved should be given as stated in section 5 of the Assessment Handbook http://www.victoria.ac.nz/home/about_victoria/avcacademic/puhandbook.pdf Note that group assessment may not be worth more than 15 % of the course.

School of Architecture

SCHEDULE OF SESSIONS (Assessments noted)

Week month	day	date	item	location	time	Comments Trimester 1 Begins
Week 9 February	M	25				
	TU	26				
	W	27				Orientation Week
	TH	28				
	F	29				
Week 10 March	M	4	Course Intro Lecture 1: Process overview	LT1/LT2	10.30	Trimester 1 begins
	TU	5				
	W	6				
	TH	7	Tutorial 1:	Studios	08.30	
Week 11 March	M	11	Lecture 2a: Lecture 2b:	LT1/LT2	10.30	
	TU	12				
	W	13				
	TH	14	Tutorial 2:	Studios	08.30	
Week 12 March	M	18	Lecture 3a: Lecture 3b:	LT1/LT2	10.30	Hand-in 1 @ 10.00 Sketch plans/section/elevations
	TU	19				
	W	20				
	TH	21	Tutorial 3: Formative feedback	Studios	08.30	
Week 13 March	M	25	Lecture 4a: Lecture 4b:	LT1/LT2	10.30	
	TU	26				
	W	27				
	TH	28				Extended Easter Break begins
Week 14 April	F	29				Good Friday – holiday
	M	1				Easter Monday – holiday
	TU	2				Easter Tuesday – VUW holiday
	W	3				
	TH	4	Tutorial 4:			
Week 15 April	F	5				
	M	8	Lecture 5a: Lecture 5b:	LT1/LT2	10.30	Hand-in 2 @ 10.00 Framing plans or model
	TU	9				
	W	10				
Week 16 April	TH	11	Tutorial 5: Formative feedback	Studios	08.30	
	F	12				
	M	15	Lecture 6a: Lecture 6b:	LT1/LT2	10.30	
	TU	16				
Week 16 April	W	17				
	TH	18	Tutorial 6:	Studios	08.30	
	F	19				

Week 17 April	M	22				Mid-trimester Break
	TU	23				
	W	24				
	TH	25				ANZAC Day - holiday
	F	26				
Week 18 April May	M	29	Lecture 7a: Lecture 7b:	LT1/LT2	10.30	Hand-in 3 @ 10.00 Draft plans, elevations and sections
	TU	30				
	W	1				
	TH	2	Tutorial 7: Formative feedback	Studios	08.30	
	F	3				
Week 19 May	M	6	Lecture 8a: Lecture 8b:	LT1/LT2	10.30	
	TU	7				
	W	8				
	TH	9	Tutorial 8: Formative feedback	Studios	08.30	
	F	10				
Week 20 May	M	13	Lecture 9a: Lecture 9b:	LT1/LT2	10.30	Hand-in 4 @ 10.00 Draft details
	TU	14				
	W	15				
	TH	16	Tutorial 9:	Studios	08.30	
	F	17	Withdrawals			
Week 21 May	M	20	Lecture 10a: Lecture 10b:	LT1/LT2	10.30	
	TU	21				
	W	22				
	TH	23	Tutorial 10: Formative feedback	Studios	08.30	
	F	24				
Week 22 May	M	27	Lecture 11a: Lecture 11b:	LT1/LT2	10.30	
	TU	28				
	W	29				
	TH	30	Tutorial: Test administered	To be advised	08.30	Test!
	F	31				
Week 23 June	M	3	No Class			Queen's Birthday - holiday
	TU	4				
	W	5				
	TH	6	Tutorial 11: Final chance to polish assignment	Studios	08.30	
	F	7				Final (5) hand-in @ 22.00
Week 24 June	M	10				Study/Examination Period
	TU	11				
	W	12				
	TH	13				
	F	14				

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.

This course includes tutorials that are run as studio sessions. These tutorials operate at two levels of instruction: 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. On-going discussion will be critical to the development of your work.

Therefore, for the tutorial to operate effectively, students are expected to arrive on time, to be present for the whole 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 breaks and in the period leading up to the assignment hand-in during the last week.

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.

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

None

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. |

READINGS AND REFERENCE MATERIAL

The following readings are recommended for this course:

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

Author	Title	Call No.	Related lecture / course section
Allen, Edward	Fundamentals of Building Construction	TH145 A422F (BB)	
Allen, Edward & Iano, Joseph	Exercises in Building Construction	TH145 A 425 E9	
Building Research Association of New Zealand	BRANZ House Building Guide (recommended to buy, and available at Vic Books)		
Ford, Edward	The Details of Modern Architecture	NA2840 F699D (BB)	
Greeno, Roger	Principles of Construction	TH145 G815P	
Ogg, Alan	Architecture in Steel	TA684 034A (BB)	
Osbourn, Derek	Mitchell's Introduction to Building	TH145 08113	
Reid, Esmond	Understanding Buildings	TH145 R354U	
Ching, Francis & Adams, Cassandra	Building Construction Illustrated	TH146 C539B (BB)	This book is extremely useful for all students in the course.
Ashcroft, Roland	Construction for Interior Designers	TH145 A823C	
Patterson, Terry	Construction Materials for Architects and Designers	TA403 P318C (BB)	
Riggs, J. R.	Materials and components of Interior Design	TA403 R569M (BB)	
Rupp, W. and Friedman, A.	Construction Materials for Interior Design	TA4036 R946C (BB)	
Bollinger, Klaus & Grohman, Manfred	Workflow – Architects and Engineers	TH155 W926	
Deplazes, Andrea	Constructing Architecture – Materials, Processes, Structures – A Handbook	TH145 C643	
Watts, Andrew	Modern Construction Handbook	TH151 W348m	
BRANZ	Building Basics	TH9031 B963 B 2010	
Wakita O, Bakhoun N & Linde R	The professional practice of architectural working drawings	NA27134 W34 2012	

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 of 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*](#), 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>



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

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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