



# 2012

## Trimester 2

**COURSE OUTLINE**

**SARC 252**

**Building Heritage Conservation**

### GENERAL

Elective; Trimester Two; 15 points

### ASSESSMENT

100% internal

### CLASSTIMES AND LOCATIONS

LECTURES: Mon 16.40pm – 18:30pm Room: VS 1.27

Wed 16.40pm – 18:30pm Room: VS 1.27

### COORDINATOR

#### Coordinators

<i>Name</i>	<i>David Kernohan</i>
<i>Room:</i>	<i>2.09</i>
<i>Phone:</i>	<i>06 379 8549 / 021 307 497</i>
<i>Office Hours</i>	<i>by appointment only</i>
<i>Email:</i>	<i>archdiagnostics@xtra.co.nz</i>

#### Coordinators

<i>Name</i>	<i>Dr Alexandra Teague</i>
<i>Room:</i>	<i>-</i>
<i>Phone:</i>	<i>-</i>
<i>Office Hours</i>	<i>by appointment</i>
<i>Email:</i>	<i>dr.alexandra.teague@gmail.com</i>

## COURSE SYNOPSIS

Understanding the significances of building heritage conservation forms a sound and informed basis for design decision making in a range of practice and research scenarios. SARC 252 BUILDING HERITAGE CONSERVATION provides students with both an intellectual and practice exposure to the principles of and some of the issues related to building heritage conservation.

## AIMS OF THE COURSE

The aim of SARC 252 Building Heritage Conservation is to provide an introduction to building heritage conservation with particular emphasis on New Zealand's architectural and townscape heritage. Principles, precedents and issues of conservation and adaptive reuse will be presented and explored.

Specific aims for the course are:

- to explain the history, scope and role of building and townscape heritage conservation as a means of maintaining and enhancing built environment heritage.
- to develop an understanding of methods of heritage assessment (analytical and evaluative), interpretation, management, and documentation of culturally significant built environments as aids to determining appropriate courses of action for the use and reuse of existing built heritage.

## COURSE LEARNING OBJECTIVES

At the end of this course students should be able to:

1. Identify and explore the key cultural and social factors influencing the conservation of historic buildings, and address economic, cultural and sociological criteria as the basis for conservation practice.
2. Develop and research individual buildings with a view to producing historical reports and documentation including legislative procedures applicable to the conservation of building stock.
3. Discuss and contextualise heritage conservation organisations/institutions, policies and documentation.

Assessment items	Length	%	CLO(s)	
1	Assignment 1	6 weeks	40	1, 2, 3
2	Assignment 2	6 days	40	1, 2, 3
3	Test	12 week course	20	1, 2, 3

## GRADUATE SKILLS

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

## COURSE CONTENT

SARC 252 BUILDING HERITAGE CONSERVATION introduces the why, what and how of building heritage conservation. Historic and contemporary approaches to building and townscape heritage conservation are discussed with recent case studies (including building visits) used as vehicles for the discussion. The purpose and role of Conservation Plans is explored. Research methods for eliciting historical information specific to a building or townscape are introduced and practised. Methods of assessing heritage significance and value and of making recommendations for conservation activity are explored.

## COURSE DELIVERY

SARC 252 BUILDING HERITAGE CONSERVATION is a seminar-based course with contributions from a number of experts who are practising or researching aspects of building heritage conservation.

The seminars are supported by assignments, tutorials, building visits, and case studies that are interspersed through the programme.

## ASSIGNMENTS/PROJECTS

Two graded assignments and a class test are set during the course. They are used to measure students' level of achievement, i.e. final grade for the course. The planning of assignments in relation to class contact and individual study time is set out in the schedule of activities.

**Assignment 1: Why Conserve (6 weeks)** provides opportunity to consider the reasons, concerns and considerations behind decisions to conserve buildings and places. The assignment provides a vehicle for critiquing and commenting on the factors to be considered when determining if a building or a place are worthy of conservation, and to what extent.

**Assignment 2: What and How (6 weeks)** provides opportunity to explore issues of building heritage conservation. The assignment provides a vehicle for considering the principles of the ICOMOSNZ Charter and other guiding documents to explore issues of conservation philosophy and their implementation in practice

**Class Test:** provides opportunity to demonstrate knowledge of some of the historical, legislative and technical aspects of building heritage conservation.

**NOTE:** All handins must be submitted to the Handin folder on the R-Drive. This is a School of Architecture requirement to ensure that student work is appropriately archived.

# School of Architecture

## ASSESSMENT REQUIREMENTS

The Course is fully internally assessed by assignment work in the form of 2 projects and a test. 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. The final grade will be based upon performance in the course as a whole. **HAND-IN DATES ARE IMPORTANT EVENTS. The FINAL GRADE for the course is determined by the aggregation of assignment marks for GRADED ASSIGNMENTS.** Graded Assignments contribute different proportions of percentage marks towards the final course mark.

**NOTE: In order to ensure equity, hand-in dates cannot be modified. A hand-in date cannot be changed without permission from the Head of School.**

The projects contribute towards the final course grade as follows:

<b>Project 1:</b>	Conservation Philosophies	....	40%
<b>Project 2:</b>	Heritage Inventory / Conservation Plan	....	40%
<b>Project 3:</b>	Class Test	....	20%
Total		....	100%

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

**Project 1: (40%)**

**Submission Requirements:**

- As outlined in Assignment

**Assessment Criteria:**

<b>Project 1 Assessment Criteria</b>	<b>CLO(s)</b>
Demonstrating understanding of Heritage Philosophies	1, 2, 3

**Project 2: (40%)**

**Submission Requirements:**

- Heritage Inventory / Conservation Plan

**Assessment Criteria:**

<b>Project 2 Assessment Criteria</b>	<b>CLO(s)</b>
Quality of Heritage Inventory / Conservation Plan	1, 2, 3

You will be evaluated on the basis of the degree to which your assignment submission meets the stated intentions of the specific assignment. This will be both a quantitative and a qualitative evaluation. All staff involved with each assignment will assist with its assessment, as will visitors who may be involved in some of the reviews. However, the SARC 252 Co-ordinator is responsible for determining individual grades for each assignment, after consultation, and for individual grades for the course as a whole

**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**

There is no group work *per se* in the course.

**ATTENDANCE AND PARTICIPATION**

Attendance and participation is an important aspect of the learning process, and you are required to attend all the lectures and tutorials.

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

## **COURSE EXPECTED WORKLOAD**

As a 15 point course you should expect to spend approx 150 hours on SARC 252

- 3 hours 40 minutes scheduled class time per week for 12 teaching weeks
- Approx 9 hours per week of individual unsupervised work for 12 teaching weeks
- Approx 30 hours additional work during the mid trimester break, study break and examination period

[http://www.victoria.ac.nz/home/about\\_victoria/avcadademic/publications/assessment-handbook.pdf](http://www.victoria.ac.nz/home/about_victoria/avcadademic/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.

## **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. **Changes to graded submission dates cannot occur without permission from the Head of School.**

## READINGS AND REFERENCE MATERIAL

The following books are on 3 day loan/closed reserve. Other relevant texts are held in the VUW Architecture Library:

- Ashurst, John and Nicola. *Practical Building Conservation: English Heritage Technical Handbook*, Vols 1-5, Gower Technical Press, Aldershot, England 1988 NA 109 G7 A829P
- Arden, Stuart and Ian Bowman *The New Zealand Period House, a conservation guide*, Random House, 2004
- Brand, Stewart *How Buildings Learn; what happens after their built* Viking, Penguin Books New York 1994
- Earl, John *Building Conservation Philosophy* Third Edition, Donhead Publishing, UK, 2003 NA105 E12B
- Feilden, Bernard M, *Conservation of Historic Buildings*, Butterworth, Oxford, 1994 NA105 F297 C1994
- ICOMOS New Zealand, *ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value*, Auckland 1993. HC663.5 I17
- Jokilehto, Jukka, *A History of Architectural Conservation*, Butterworth-Heinemann, London, 1999 NA105 J74 H
- Kerr, John Semple, *The Conservation Plan: A Guide to the Preparation of Conservation Plans for Places of European Cultural Significance*. 3<sup>rd</sup> ed. 2<sup>nd</sup> impression. National Trust of Australia, Sydney, New South Wales 1991 NA105 K41 C 3ed
- Kernohan, David and Kellaway, Tony, *Wellington's Old Buildings*, Victoria University Press 1994 DU417 K39 W
- Trapeznick, Alex ed., *Common Ground, Heritage and Public Places in New Zealand*, Otago University Press, 2000

## SCHEDULE OF SESSIONS (Assessments to be noted)

Week Month	Day	Date	Item	Location	Time	Comments Trimester 2 Begins
Week 29 July	M	16		VUW School of Architecture	16.40 – 18.30	Course Introduction: scope and content (AT) Assignment 1 HANDOUT – Why Conserve?
	TU	17				
	W	18		VUW School of Architecture	16.40 – 18.30	Conservation Theory and Principles (AT)
	TH	19				
	F	20				
Week 30 July	M	23		VUW School of Architecture	16.40 – 18.30	Conservation Philosophies – Why Conserve (AT)
	TU	24				
	W	25		VUW School of Architecture	16.40 – 18.30	Role of the Historian (Gavin McLean)
	TH	26				
	F	27	<b>Withdrawal refund</b>			<b><i>This is the last date than you can withdraw with a full refund</i></b>
Week 31 July August	M	30		Antrim House (NZ Historic Places Trust)	16.40 – 18.30	Role of the Historic Places Trust (Robert McLean)
	TU	31				
	W	1		VUW School of Architecture	16.40 – 18.30	Conserving Maori building heritage (Dean Whiting)
	TH	2				
	F	3				
Week 32 August	M	6		VUW School of Architecture	16.40 – 18.30	Department of Conservation (Paul Mahoney)
	TU	7				
	W	8		Matiu/Somes Island	16.40 – 18.30	Conservation in practice (Richard Nester)
	TH	9				
	F	10				
Week 33 August	M	13		VUW School of Architecture	16.40 – 18.30	<b>Assignment 1 HANDIN / PRESENTATION</b>
	TU	14				
	W	15		VUW School of Architecture	16.40 – 18.30	<b>Assignment 1 PRESENTATION</b>
	TH	16				
	F	17				
Week 34 August	M	20		VUW School of Architecture	16.40 – 18.30	Cuba St Walkabout
	TU	21				
	W	22		VUW School of Architecture	16.40 – 18.30	<b>Assignment 2 HANDOUT – WHAT and HOW?</b>
	TH	23				
	F	24				
Week 35 August	M	27				<b>Mid Trimester Break</b>
	TU	28				
	W	29				
	TH	30				
	F	31				
Week 36 September	M	3				
	TU	4				
	W	5				
	TH	6				
	F	7				<b>Trimester 2 continues</b>

Week Month	Day	Date	Item	Location	Time	Comments Trimester 2 Begins
Week 37 September	M	10		VUW School of Architecture	16.40 – 18.30	Heritage and Earthquakes (DK)
	TU	11				
	W	12		VUW School of Architecture	16.40 – 18.30	Urban design and Heritage (Morten Gjerde)
	TH	13				
	F	14				
Week 38 September	M	17		VUW School of Architecture	16.40 – 18.30	Golden Mile Walkabout (DK)
	TU	18				
	W	19		VUW School of Architecture	16.40 – 18.30	Heritage Legislation (DK/AT)
	TH	20				
	F	21				
Week 39 September	M	24		VUW School of Architecture	16.40 – 18.30	Pre 20 <sup>th</sup> Century Materials I (DK)
	TU	25				
	W	26		VUW School of Architecture	16.40 – 18.30	Pre 20 <sup>th</sup> Century Materials II (DK)
	TH	27				
	F	28				
Week 40 October	M	1		VUW School of Architecture	16.40 – 18.30	Building Conservation Practice (DK)
	TU	2				
	W	3		VUW School of Architecture	16.40 – 18.30	Test preparation (DK/AT)
	TH	4				
	F	5				
Week 41 October	M	8		VUW School of Architecture	16.40 – 18.30	
	TU	9				
	W	10		VUW School of Architecture	16.40 – 18.30	
	TH	11				
	F	12				
Week 42 October	M	15		VUW School of Architecture	16.40 – 18.30	CLASS TEST
	TU	16				
	W	17			16.40 – 18.30	No Class – Course Finishes ! Good Luck !
	TH	18				
	F	19				
Week 43 October	M	22				Labour Day - Holiday
	TU	23				Study/Examination Period - No hand-ins
	W	24				No hand-ins allowed
	TH	25				No hand-ins allowed
	F	26				No hand-ins allowed
Week 44 October November	M	29				
	TU	30				
	W	31				
	TH	1				
	F	2				
Week 45 November	M	5				Exams
	TU	6				Exams
	W	7				Exams
	TH	8				Exams
	F	9				
Week 46 November	M	12				
	TU	13				
	W	14				
	TH	15				
	F	16				Examination Period ends

## CLASS REPRESENTATIVES

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

## ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that University staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

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

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

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

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

## USE OF TURNITIN

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

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

### **Student and staff conduct**

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

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

### **Academic grievances**

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

There is also a leaflet explaining the grievance process available from the Academic Office website at: [http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx#grievances](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](mailto:disability@vuw.ac.nz)

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

### **Student Support**

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

- Your course coordinator or programme director;
- Staff in your Faculty Student Administration Office Student Dedicated learning support through Student Learning Support Service; Te Pūtahi Atawhai; Disability Services and Victoria International;
- Wider holistic support through the Health Service; Counselling Service; Financial Support and Advice; Accommodation Service and Career Development and Employment. Find out more at [www.victoria.ac.nz/st\\_services/](http://www.victoria.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz);
- Facilitation and Disputes Advisory Service can provide support and guidance on matters involving student safety, conflict or misconduct.

## TE ARO CAMPUS BUILDING RULES AND FACILITIES

Students on the Te Aro Campus are required to comply with the Faculty Guidelines relating to the safe use, access and care of the Architecture and Design technical resources and building facilities. These are available on the School website, and in the following documents available from the student R drive:

<R:\Student Health and Safety Information>

**FAD Health & Safety Handbook** – <http://www.victoria.ac.nz/fad/facilities/3d-model-workshops.aspx>

- Workshop and campus safety
- Safety training and safety precautions for the workshops
- FAD hazard Register
- Te Aro Campus floor plans

**FAD Technical Services and Facilities Handbook** – issued to all staff and available to all students on the student R drive, covering various local practices, including information on:

- Information for new staff and students
- Access and booking of teaching/studio spaces, and technical resources
- Studio etiquette and rules pertaining to exhibitions, critiques and storage of models/drawings
- Housekeeping/cleaning within the studios and workshops
- Information on Te Aro IT systems and support
- Te Aro campus floor plans

General information on Faculty/School Technical Facilities including **technical staff** and their associated areas: <http://www.victoria.ac.nz/fad/facilities>

### WHERE TO GET HELP

Faculty of Architecture and Design Student Administration Office – Vivian Street – Level One

The Faculty's Student Administration Office is located on the first floor of the Vivian Street Wing. The first floor counter is the first point of contact for general enquiries and Faculty forms. Student Administration Advisors are available to discuss course status and give further advice and the Faculty qualifications. To check for opening hours call the Faculty Student Administration Office on (04) 463 6200.

## HEALTH AND SAFETY

Students are reminded that they must comply with any health and safety instructions given by staff members in charge or work places and instructions and signs posted around the campus. All students should familiarise themselves with the *FAD Health and Safety Manual* and *Notices around the Workshops and Laboratories*. Students are advised to refer to the Student R drive for safety and other relevant information. <R:\Student Health and Safety Information>

## WITHDRAWAL DATES

Information on withdrawals and refunds can be found at:

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

# School of Architecture



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

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

I confirm that:

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

Signed:

Date:

# Academic Integrity, Plagiarism and Copyright

## ACADEMIC INTEGRITY

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

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

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

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

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

## PLAGIARISM

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

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

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

## COPYRIGHT

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

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

Further information on copyright is available on the Creative Commons Aotearoa FAQ website:

[http://www.creativecommons.org.nz/frequently\\_asked\\_questions#III1](http://www.creativecommons.org.nz/frequently_asked_questions#III1)