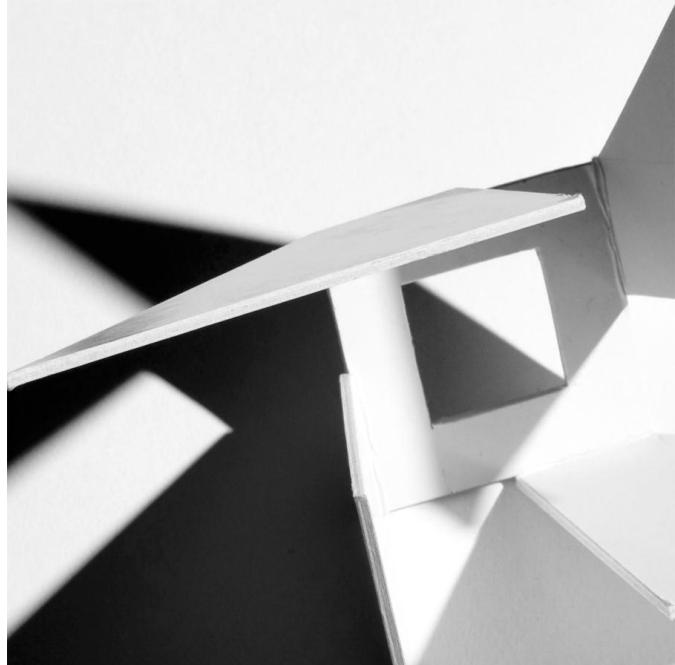




# DSDN



## 111 IDEAS AND PRINCIPLES OF DESIGN

Course outline Trimester 1, 2013

### GENERAL

Core; Trimester One; 15 points

SCHOOL OF DESIGN

### ASSESSMENT

100% internal by assignment

### CLASSTIMES AND LOCATIONS

LECTURES:	Mon	8:00am – 8:50am	Room: VSLT1 and 2
STUDIO:	Monday	STREAM 1	9:00am – 10:50am
	Thursday	STREAM 1	8.30am – 10.20am
	Monday	STREAM 2	11:00am – 12:50pm
	Thursday	STREAM 2	10.30am – 12.20pm
			Room: WIG 101

### COORDINATOR

Name **Tonya Sweet**  
Room: **WIG 406**  
Phone: **04 463 6407**  
Office Hour. **Wed 2:00pm – 4:00pm**  
Email: **tonya.sweet@vuw.ac.nz**

For Tutor details please visit the course blog via: <http://schoolofdesign.ac.nz/>

## COURSE SYNOPSIS

Introduction to generic design concepts, design vocabularies, and principles of three-dimensional design taught in the studio environment. The design studio will develop inquiry, literacy and compositional skill in design, building a foundation for research through design.

## AIMS OF THE COURSE

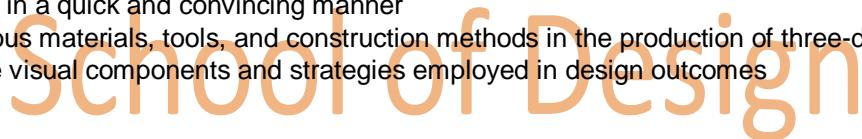
In this first year design studio you will be developing a working knowledge of three-dimensional design elements and principles of design composition. Through engagement in a rigorous design process, including research, the production of physical constructs, drawing, and documentation of your outcomes, you will learn how to navigate and resolve a variety of design projects.

## COURSE LEARNING OBJECTIVES

### **Knowledge**

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

- Apply a basic understanding of methods and conventions of drawing and modelling specific to analysis and representation of three-dimensional form and space
- Demonstrate ideation skills including sketching and modeling of preliminary and final design ideas, by hand or digitally, in a quick and convincing manner
- Apply various materials, tools, and construction methods in the production of three-dimensional constructs
- Identify the visual components and strategies employed in design outcomes



### **Creative & Critical Thinking**

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

- Formulate ideas and engage in design processes independently
- Apply skills of experimentation and critical enquiry in the creation of innovative design outcomes
- Analyse, explore, and interpret a project brief and research appropriate design precedents from a range of designers and disciplines in order to draw insight and inspiration
- Implement skills of observation, analysis, and reflection in the review of design ideas and outcomes of personal, peer-made, and professional projects

### **Communication**

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

- Apply design-specific vocabulary in discussions, reviews, and presentations
- Demonstrate intentionality in the application of principles and strategies in the resolution of design ideas
- Maintain well-crafted project documentation via online blogs

### **Leadership**

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

- Express a unique individual position on a given statement or a brief, and be able to self-direct from that departure point
- Work effectively and productively within the studio and in group work, while being respectful and encouraging of fellow students
- Engage in studio culture available at the School of Design through regular attendance and participation

## COURSE CONTENT

This is a core course in the first year of the Bachelor of Design Innovation. The lectures and studio sessions will explore the compositional language of ordering forms, spaces and fields useful to all three-dimensional design disciplines. The approach taken within the studio is one of thinking, observing, exploring, challenging, making, reflecting and committing to a rigorous design process. The projects and exercises are designed to develop your abilities in many areas of design inquiry and will strengthen your skills in perception, imagination, visualization, and self-discipline. You will be expected to take creative risks and to experiment with materials and approaches in the resolution of highly considered and complex design outcomes.

## COURSE DELIVERY

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. On-going discussion will be critical to the development of your design work. The Course Coordinator will be available during scheduled office hours to answer any of the specific questions that you might have.

### Student Blogs

As a student in the first year programme you are required to set up a blog through which you will maintain an individual stream for each of your core courses: DSDN111, 101, and 171. The blog will be the forum in which you will demonstrate the various parts undertaken in your design process as well as the documentation of your final work. Your blog will be a central part of your assessment. There is no specific criterion to which blog client you must use though you are encouraged to use Tumblr. [Visit: http://www.tumblr.com](http://www.tumblr.com)

All Course materials, project descriptions, important dates, reference materials and required readings will be available on the course website, located on the School of Design Teaching and Learning website, see:

<http://schoolofdesign.ac.nz>

## ASSIGNMENTS/PROJECTS

Assignment work is all project-based. THREE (3) design projects will be undertaken that will explore and develop critical and compositional design ideas through the production of models, drawings, and related process work. The projects build upon one another enabling the development of comprehensive body of knowledge and skill base, and you will employ all of these skills as you gradually engage in increasingly more complex design projects. Through each project you will be challenged to cultivate a visual and verbal vocabulary specific to design that will inform the basis of your design education.

DSDN111 is internally assessed by assignment work in the form of THREE [3] projects. Projects 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 projects, and a final grade of C or better is required to pass the course.

Below is a brief statement introducing each of the three projects in DSDN111. A detailed project brief will be made available at the beginning of each project:

<b>PROJECT 1</b>	<b>INFORMATION AESTHETICS</b>	<b>due</b>	<b>Thursday 4 April at 9:00am</b>	<b>30%</b>
<b>PROJECT 2</b>	<b>FLUID FORM</b>	<b>due</b>	<b>Monday 13 May at 9:00am</b>	<b>30%</b>
<b>PROJECT 3</b>	<b>THE JOINT</b>	<b>due</b>	<b>Monday 17 June at 8:15am</b>	<b>40%</b>
<b>Total</b>				<b>100%</b>

Below is a brief statement relating to the THREE (3) projects in DSDN111. Detailed briefs will be available at the beginning of each project.

## **PROJECT 1 “INFORMATION AESTHETICS”**

Your design challenge is to create a series of abstract objects/forms that respond to a set of information. Your task is to take this complex set of data and translate it into three-dimensional form. You are to consider light and shadow as compositional devices aiding and abetting geometry, rhythm, and the relationship of the parts that make up your design. In the design of these compositions you will utilize a variety of elements, principles, and articulated strategies specific to design and these will be applied in the production of organized and unified design solutions. A selection of your process work and final outcomes will be documented and posted online to your blog accounts.

## **PROJECT 2 “FLUID FORM”**

This project expands on the skills learned in project one with the introduction of organic, curvilinear, “fluid” form. Up until this stage we have constructed forms that have been derived from basic geometry, and the organic features and lack of derivatives entailed in this project will challenge your ability to produce systematic and structured design solutions. A selection of your process work and final outcomes will be documented and posted online to your blog accounts.

## **PROJECT 3 “THE JOINT”**

Your final project of the semester will challenge you to create a unique, abstract, expressive three-dimensional composition that makes explicit the power of the diagram as generator, and in which each part contributes to the coherence of the whole. The aim of this project is to connect or “join” two components together so that they begin to read as a singular object. The initial production of a diagrammatic drawing will provide direction in regards to the geometry, principles, and relationship between the various elements of your design, as well as facilitating an articulated design strategy for the organization of the compositional components. A selection of your process work and final outcomes will be documented and posted online to your blog accounts.

# School of Design ASSESSMENT REQUIREMENTS

Your work will be reviewed on the basis of the degree to which it meets the assessment criteria described below. This will be both a quantitative and a qualitative assessment. Although visitors will be involved in some of the reviews, only the course coordinator and tutors will conduct the assessment. The course coordinator is finally responsible for the grades issued.

Assessment Criteria specific to individual projects will be listed in each Project Brief. Overall Assessment Criteria for this course include:

- 1 Evidence of visual understanding of complex geometry, forms, spaces, and fields
- 2 Evidence of the generation of multiple design possibilities (iterative process)
- 3 Demonstrated process of idea development
- 4 Competence in using ordering devices in composing a design
- 5 Incorporation of tectonic properties of materials to enrich a design
- 6 Evidence of critical reflection in drawing and modelling
- 7 Coherence in design concept, development, and realization
- 8 Consideration of level of craft evident in drawing and modelling

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. The 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 value 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 grades posted during this course are only provisional results until confirmed by the School Examiners Committee which meets after the examination period.

*Note: Students should familiarise themselves with the University's requirements, particularly those regarding assessment and course of study requirements, contained in the statutes in the VUW Calendar and read the requirements of this course outline in that context.*

## PENALTIES

Students are required to personally present their work on time at all scheduled reviews and in the location and specified format as set out in project outlines. Except in emergency situations failure to personally present work at any scheduled graded review will result in an automatic failing grade of E for the work being reviewed, unless an extension has been approved in writing in advance by the Course Coordinator.

Late submissions will not be penalised in the event of illness or other extraordinary circumstances provided students have submitted a request for an extension and received approval in writing from the Course Coordinator (see the Student Administration Office for an Application for Extension form). The extension must be approved in advance of the scheduled review or hand-in except in situations where the nature of the illness or other circumstance prevents this.

Work submitted late without the prior agreement of the Course Coordinator will be penalised by a failing grade of E. Furthermore, if work is not handed in within 5 working days of the review without the prior agreement of the Course Coordinator it will be recorded as a non-submission.

Work submitted late **must** be submitted directly to the Course Coordinator. Any project work left on the project shelves or elsewhere will be entered on the grade sheet as a no-submission

## GROUP WORK

While there is no assessed group component for this course, working with your fellow classmates will be critical to your overall development and eventual success within this course. Being able to discuss and review each other's work in a critical but supportive environment is a key requirement.

## ATTENDANCE AND PARTICIPATION

Attendance and participation is an important aspect of the learning process, and you are required to attend all lectures, studios and presentations. (See *mandatory course requirements*)

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

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. On-going 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 a total 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](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.

Specific tools and materials are essential to beginning your study in the School of Design. As the year progresses you may find that you require other tools and materials that can often be sourced from the faculty Resource Centre, art supply, craft and hardware stores located nearby. A list of required, recommended and suggested items is available in the orientation hand book and on [www.schoolofdesign.ac.nz](http://www.schoolofdesign.ac.nz).

There are free safety glasses and ear muffs for use in workshop available from the First Year Design Workshop on the ground floor of the School of Design during Workshop orientation at the beginning of Tri 1.

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 (3.2mpx 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 to their course tutor or Course Coordinator 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. You should complete an Application for Extension form (available from the Faculty Office) for the Course Coordinator to approve. 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 also satisfy the following mandatory course requirements:

- Attend at least 80% of the studio sessions (class records are maintained)
- Discuss your project progress with your tutor or the Course Coordinator at least weekly
- Attend and present your project work at all scheduled critical reviews
- Achieve a grade of "C" or higher in all (or specified) assignments

# School of Design

## SCHEDULE OF SESSIONS DSDN 111

<b>Lecture:</b>	<b>Monday</b>	<b>8 am – 8.50am</b>
<b>Tutorials: Stream 1</b>	<b>Monday</b>	<b>9am – 10.50am</b>
<b>Stream 1</b>	<b>Thursday</b>	<b>8.30am – 10.20 am</b>
<b>Stream 2</b>	<b>Monday</b>	<b>11am – 12.50am</b>
<b>Stream 2</b>	<b>Thursday</b>	<b>10.30am – 12.20 am</b>

Week Month	Day	Date	LECTURE	TOPIC	TUTORIAL	ACTIVITY
<b>Week 9 February</b>	M	25				
	T U	26				
	W	27				<b>Orientation Week</b>
	T H	28				
	F	29				
<b>Week 10 March</b>	M	4	LECTURE 1	Introduction	Studio 1	<b>Introduce Project 1</b>
	T U	5				
	W	6				
	T H	7			Studio 2	
	F	8				
<b>Week 11 March</b>	M	11	LECTURE 2	Design Process	Studio 3	
	T U	12				
	W	13				
	T H	14			Studio 4	
	F	15	Deadline for	Withdrawal Refund		
<b>Week 12 March</b>	M	18	LECTURE 3	Principles + Elements of Design	Studio 5	
	T U	19				
	W	20				<b>EXTRA OPTIONAL TUTORIAL</b>
	T H	21			Studio 6	
	F	22				
<b>Week 13 March</b>	M	25	LECTURE 4	Observing Form	Studio 7	
	T U	26				

	W	27				EXTRA OPTIONAL TUTORIAL
	T	28				Extended Easter Break begins
	F	29				Good Friday – holiday
Week 14 April	M	1				Easter Monday – holiday
	T	2				Easter Tuesday – VUW holiday
	W	3				
	T	4			Studio 8	Hand In Project 1
	F	5				
Week 15 April	M	8	LECTURE 5	Visual Strategies	Studio 9	Introduce Project 2
	T	9				
	W	10				EXTRA OPTIONAL TUTORIAL
	T	11			Studio 10	
	F	12				
Week 16 April	M	15	LECTURE 6	Guest lecture	Studio 11	
	T	16				
	W	17				EXTRA OPTIONAL TUTORIAL
	T	18	SCHOOL OF DESIGN		Studio 12	
	F	19				
Week 17 April	M	22				Mid-trimester Break
	T	23				
	W	24				
	T	25				ANZAC Day - holiday
	F	26				
Week 18 April May	M	29	LECTURE 7	Visual Movement	Studio 13	
	T	30				
	W	1				EXTRA OPTIONAL TUTORIAL
	T	2			Studio 14	
	F	3				
Week 19 May	M	6	LECTURE 8	Presentation Tools	Studio 15	
	T	7				
	W	8				EXTRA OPTIONAL TUTORIAL

	T H	9			Studio 16	
	F	10				
Week 20 May	M	13	LECTURE 9	Materials	Studio 17	<b>Hand In Project 2 Introduce Project 3</b>
	T U	14				
	W	15				EXTRA OPTIONAL TUTORIAL
	T H	16			Studio 18	
	F	17	<b>Associate Dean's</b>	<b>approval now req'd</b>	<b>for withdrawals</b>	
Week 21 May	M	20	LECTURE 10	Details + Connections		
	T U	21				
	W	22				EXTRA OPTIONAL TUTORIAL
	T H	23			Studio 19	
	F	24				
Week 22 May	M	27	LECTURE 11	TBA	Studio 20	
	T U	28				
	W	29				EXTRA OPTIONAL TUTORIAL
	T H	30			Studio 21	
	F	31				
Week 23 June	M	3				<b>Queen's Birthday - holiday</b>
	T U	4				
	W	5				
	T H	6			Studio 22	
	F	7				
Week 24 June	M	10				<b>Study/Examination Period</b>
	T U	11				
	W	12				
	T H	13				
	F	14				
Week 25 June	M	17				<b>Hand In Project 3</b>
	T U	18				
	W	19				

	T H	20				
	F	21				
Week 26 June	M	24				
	T U	25				
	W	26				
	T H	27				
	F	28				
Week 27 July	M	1				
	T U	2				
	W	3				Examination Period ends
	T H	4				Mid-year break begins
	F	5				

## COMMUNICATION OF ADDITIONAL INFORMATION

# School of Design

Any changes or additions to this Course Outline will be discussed and agreed with the class, and conveyed via email or through the course blog on the School of Design Teaching and Learning website <http://schoolofdesign.ac.nz>.

## 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.

## 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](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; Kaiawao Māori; Maanaki Pihipipinga; Disability Support 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);
- VUWSA employs a Student Advocate who deals with academic problems and provides support, advice and advocacy services, as well as training and supporting class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building. Email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz) or tel. 463-6716 or 463-698

## **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

# SCHOOL OF DESIGN

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/withdrawlsrefunds.aspx>