



# INDN341

## MASS PRODUCTION + DIGITAL MANUFACTURING

Course outline Trimester 1, 2013

### GENERAL

Core for Industrial; Trimester One; 20 points

## School of Design

### ASSESSMENT

100% internal by assignment

### CLASSTIMES AND LOCATIONS

LECTURES:	Monday	11:30am – 12:30pm	Room: VS308
STUDIO:	Monday Thursday	12:40pm – 14:40pm 11:30am – 14:40pm	Room: WIG301 Room: WIG301

### COORDINATOR

#### Coordinator

Jeongbin OK  
Room: WIG405  
Phone: 463 6278  
Office Hours: Wed 2-4pm (by appointment)  
Email: [jeongbin.ok@vuw.ac.nz](mailto:jeongbin.ok@vuw.ac.nz)  
Web: <http://www.schoolofdesign.ac.nz>

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

## COURSE SYNOPSIS

INDN341 introduces a comprehensive design approach toward finding new ways of flexible manufacturing with special emphasis on materials and processing methods. The course offers empirical learning experience through intensive explorations of materials, digital fabrication and aesthetics.

## AIMS OF THE COURSE

It is the ultimate goal of the course to equip its students with ability to conceive and create unprecedented exemplars of manufacturing apparatus. All course deliverables will be coherently organised and consistent to the overarching aim. The course will specifically focus on leading the students: (1) to understand the role and importance of materials and processing methods in the context of design; (2) to discover unusual properties of materials through experiments and embody the findings in design; (3) to find new applications of existing mechanisms; and (4) to create unique fabrication systems by utilising their empirical knowledge and digital technologies.

## COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

### Creative & Critical Thinking

- Explore a range of materials and processing methods through intensive and extensive experimentation
- Conceive and create a unique manufacturing system as a unity
- Evaluate design processes and outcome from diverse critical perspectives

### Knowledge

- Understand the qualities and properties of various materials
- Analyse the structure and function of mechanism
- Select and integrate proper materials and mechanism for a specific design objective

### Communication

- Document and present progress and results of design research accurately and clearly

### Leadership

- Find and develop individual strengths for a successful design project
- Work cooperatively within a group toward a collective goal

## COURSE CONTENT

INDN 341 consists of three parts. In the first part, students will focus on finding typical and undiscovered character of materials and exploiting their findings for design creation. Making unique objects that elegantly represent the newly explored qualities of the materials will enhance the students' understanding of various properties of materials and broaden their design outlook.

Structural analysis of equipment and creative utilisation of its mechanism for design creation will be the essence of the second project. Students will reconfigure a device and transform it into a second-generation that has a different purpose while maintaining the principle of operation of the original.

Students' accumulated knowledge and experience from doing the previous projects will be an important asset in the third part of the course which is about creating their own manufacturing systems. They will have a very rare opportunity of making machines that embodies their ideas in physical form - made of materials they selected.

## COURSE DELIVERY

All students must attend lectures on Monday at 11:30am - 12:30pm in VS308. In the lectures, students will be introduced to the briefs on the projects, information about various materials and manufacturing processes, examples of inspirational design objects and up-to-date technologies.

Studio sessions are from 12:40pm - 2:40pm on Monday and 11:30am – 2:40pm on Thursday in WIG 301 and your attendance is required as well. Students will be divided into tutorial groups of about 18 each and you are strongly recommended to discuss actively with your tutors every class. They have been instructed not to answer your question directly but to show you how to find the answer yourselves. While initially this will take a bit longer than just telling you the answer, our aim is to help you become an independent thinker, designer and problem solver.

All Course materials, project descriptions, important dates, reference materials and required readings will be available on the course blog, located on the School of Design Teaching and Learning website, see <http://schoolofdesign.ac.nz>

## ASSIGNMENTS/PROJECTS

This is a project-based course and assignments will be closely associated with each of the projects; there will be three individual/group projects which necessitate experiments with materials, utilisation of conventional/digital processing techniques, aesthetic sensibility, and creative interpretation and expression of design language. Students are required to open a course-dedicated individual blog on first day and keep it updated by adding new posts when any progress is made throughout trimester.

**Project 1 Material Exploration:** The first project allows students to open new possibilities of design creation through revealing unseen qualities of materials. After conducting an independent research on the history, typical properties, and applications of a selected material, students will experiment with various samples to find hidden character of the material and design an object that exquisitely and poetically expresses their findings.

**Project 2 Dimorphic Evolution:** Students will disassemble a mechanical artefact and scrutinise its structure with a specific focus on mechanism. The anatomy will enable them to understand how the parts were cohesively placed and interrelated to function as intended as a unity. Building on the observation and investigation, they will redesign it to compose a device that consists of similar mechanism but has different context and purpose.

**Project 3 Creation of Creators:** The third project begins with independent research on digital fabrication methods, which will provide students with an opportunity of studying various cutting-edge technologies that have deeply infiltrated into our realm of design. Each student will present an idea of new manufacturing system followed by a vote that will select a certain number of best ones and divide the class into groups accordingly. The groups will refine the initial idea and turn it into a convincing proposal, which will be the overall blueprint and roadmap of the project. The groups are expected to develop novel apparatus that materialise specific input using digital technology, which will broaden the horizons of digital manufacturing.

## ASSESSMENT REQUIREMENTS

INDN341 is internally assessed by assignment work in the form of three projects. Each project has two types of assessments – an intermediate critique and a presentation – and each of them is assessed and graded A+, A, A-, B+, B, B-, C+, C, D and E (where C is a PASS).

Grades are issued to students only. 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. The three projects contribute towards the final course grade as follows:

04 Mar – 18 Mar	<b>Project 1: Material Exploration</b>	<b>20%</b>
	18 Mar      Presentation (Hand-in)	20%
21 Mar – 29 Apr	<b>Project 2: Dimorphic Evolution</b>	<b>30%</b>
	25 Mar      Research & Plan (Hand-in)	10%
	29 Apr      Presentation (Hand-in)	20%
02 May – 24 Jun*	<b>Project 3: Creation of Creators</b>	<b>50%</b>
	02 May      Idea (Hand-in)	10%
	Forming groups	Vote
	09 May      Proposal (Hand-in)	10%
	24 Jun      Presentation (Hand-in)	30%
<b>Total:</b>		<b>100%</b>

\* Actual date will be provided once the exam timetable is set.

General assessment criteria across projects are:

- Evidence of independent and active discovery and utilisation of unique properties of materials
- Evidence of craftsmanship and use of various (digital) techniques in making objects
- Convincing demonstration of creative analysis and synthesis of a device
- Successful demonstration of a unique and imaginative digital manufacturing system
- Evidence of fulfilment of individual responsibility and active participation in a team (project 3)

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.

Your work will be reviewed on the basis of the degree to which it meets the assessment criteria. Although visitors may be involved in some of the reviews, the assessment of the course is carried out by the course coordinator in consultation with the tutors.

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 handout and to express this as a grade. Moderation of all assessment in design is undertaken at the end of the Trimester after critical reviews, involving a wider group of staff than the immediate lecturers in the course. This process ensures fairness.

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

## 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

The group work will occur during Project 3. After students form groups, they will present project proposals collectively and this will take up 10% of final grade. Teamwork and cooperation will be also assessed during the project and it will additionally amount to 5% of final grade. However, grades will be mainly decided based on individual work. Each student is therefore required to keep a detailed diary of the tasks in progress or completed to allow an assessment of their Individual performance. Refer to project brief for assessment details:

[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).

## ATTENDANCE AND PARTICIPATION

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

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. Ongoing discussion will be critical to the development of your design work.*

*Therefore, for the studio to operate effectively, students are expected to arrive on time, to be present for the whole studio session, (unless there are reasons why they cannot) and to actively participate in group and one-to-one discussions with your tutor. It is also expected that students will bring to the studio sessions the appropriate equipment and supplies needed to work productively on the design projects and to complete this project work on time. The intensity and regularity of participation in the studio is unerringly reflected in the understanding and quality expressed in the resulting work.*

*Students are expected to maintain an acceptable level of cleanliness and tidiness in the studio as outlined in the Studio Culture Policy which is displayed in all studios.*

## COURSE EXPECTED WORKLOAD

You should expect to spend around 200 hours on this course, including both scheduled class time and independent study. Typically this involves around 15 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/avcademic/publications/assessment-handbook.pdf](http://www.victoria.ac.nz/home/about_victoria/avcademic/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.

Each project may require considerable amount of materials/equipment/services purchases. It may vary depending on the theme or topic you will work on and may exceed \$1000 in some cases.

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. Note that all essential software applications to be used within this course will run on Windows only and a high performance laptop with a workstation-level graphics card will be a good help.

While digital cameras are available at the school, it is also recommended that students consider purchasing a simple digital camera (5 mpix minimum). Note: The Student Loan, administered by StudyLink, allows students to claim up to \$1000 for course related costs for each year of study.

## School of Design READING AND REFERENCE MATERIAL

The following readings are also recommended for this course:

- Beorkrem, Christopher. 2013. *Material strategies in digital fabrication*. New York: Routledge  
Kottas, Dimitris, Krauel, Jacobo, Noden, Jay. 2011. *Materials: Innovation & design*. Barcelona, Spain: Links  
Lefteri, Chris. 2006. *Materials for inspirational design*. Hove [East Sussex, U.K.]: RotoVision  
Freinkel, Susan. 2011. *Plastic: A toxic love story*. Boston: Houghton Mifflin Harcourt  
Thompson, Rob. 2011. *Prototyping and low-volume production*. London: Thames & Hudson  
Dunn, Nick. 2012. *Digital fabrication in architecture*. London: Laurence King Publishing  
Sheil, Bob, Glynn, Ruairí. 2011. *Fabricate: Making digital architecture*. Toronto: Riverside Architectural Press  
Roberts, Dustyn. 2011. *Making things move: DIY mechanisms for inventors, hobbyists, and artists*. New York: McGraw-Hill  
Platt, Charles. 2009. *Make: Electronics: Learning by discovery*. Sebastopol, Calif: O'Reilly  
Terzidis, Kostas. 2009. *Algorithms for visual design using the processing language*. Indianapolis, IN: Wiley Pub  
Banzi, Massimo. 2009. *Getting started with arduino*. Cambridge: O'Reilly  
Igoe, Tom. 2007. *Making things talk: Practical methods for connecting physical objects*. North Sebastopol, CA: O'Reilly  
Borenstein, Greg. 2012. *Making things see: 3D vision with kinect, processing, arduino, and MakerBot*. Beijing: O'Reilly

## 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. A roll will be taken.
- 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
- You must submit all three projects to be eligible to pass the course.

## SCHEDULE OF SESSIONS (Assessments to be noted)

Week Month	Day	Date	Item	Location	Time	Comments Trimester 1 Begins
Week 9 February	M	25			Class	
	TU	26			Due/Critique	
	W	27				Orientation Week
	TH	28				
	F	29				
Week 10 March	M	4	Project 1 Intro			Trimester 1 begins
	TU	5				
	W	6				
	TH	7				
	F	8				
Week 11 March	M	11				
	TU	12				
	W	13				
	TH	14				
	F	15	Withdrawal refund			<i>This is the last date that you can withdraw with a full fees refund</i>
Week 12 March	M	18	Project 2 Intro	Presentation/Hand-in	20% / Project 1	
	TU	19				
	W	20				
	TH	21				
	F	22				
Week 13 March	M	25		Research & Plan	10% / Project 2	
	TU	26				
	W	27				
	TH	28				Extended Easter Break begins
	F	29				Good Friday – holiday
Week 14 April	M	1				Easter Monday – holiday
	TU	2				Easter Tuesday – VUW holiday
	W	3				
	TH	4				
	F	5				
Week 15 April	M	8				
	TU	9				
	W	10				
	TH	11				
	F	12				
Week 16 April	M	15	Project 3 Intro			
	TU	16				
	W	17				
	TH	18				
	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		Presentation/Hand-in	20% / Project 2	
	TU	30				
	W	1				
	TH	2	Vote	Idea	10% / Project 3	
	F	3				
Week 19 May	M	6				
	TU	7				
	W	8				
	TH	9		Proposal (Group)	10% / Project 3	
	F	10				

Week 20 May	M	13				
	TU	14				
	W	15				
	TH	16				
	F	17	Withdrawals			<i>After this date the Associate Dean's approval is required for withdrawals from Trimester One courses.</i>
Week 21 May	M	20				
	TU	21				
	W	22				
	TH	23				
	F	24				
Week 22 May	M	27				
	TU	28				
	W	29				
	TH	30				
	F	31				
Week 23 June	M	3				Queen's Birthday - holiday
	TU	4				
	W	5				
	TH	6				
	F	7				
Week 24 June	M	10				Study/Examination Period
	TU	11				
	W	12				
	TH	13				
	F	14				
Week 25 June	M	17				
	TU	18				
	W	19				
	TH	20				
	F	21				
Week 26 June	M	24	Presentation/Hand-in	30% / Project 3		
	TU	25				
	W	26				
	TH	27				
	F	28				
Week 27 July	M	1				
	TU	2				
	W	3				Examination Period ends
	TH	4				Mid-year break begins
	F	5				

## COMMUNICATION OF ADDITIONAL INFORMATION

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)

## School of Design 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.

# School of Design

### **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 463-6984.

## 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.



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>