



MDDN 311

POSTPRODUCTION AND SPECIAL EFFECTS

Course outline Trimester 2, 2012

GENERAL

Elective; Trimester Two; 20 points

ASSESSMENT

100% internal by assignment

CLASSTIMES AND LOCATIONS

LECTURES:	Monday	12:40 pm – 13:40 pm	Room: WG 401
	Thursday	16:40 pm – 17:40 pm	Room: WG 401
STUDIO:	Monday	13:40 pm – 15:40 pm	Room: WG 401
	Thursday	17:40 pm – 19:40 pm	Room: WG 401

COORDINATOR

Coordinator

Rhazes Spell

Room: W402

Phone: 463-6234

Office Hours: by appointment

Email: rhazes.spell@vuw.ac.nz

Tutors

Elle Beeden

ebeeden@gmail.com

Richard Roberts

robertrich2@myvuw.ac.nz

For details please visit the course blog via: <http://schoolofdesign.ac.nz/course/view.php?id=106>

COURSE SYNOPSIS

The film, entertainment, and gaming industries continuously increase the level of visual sophistication in their productions. Software production tools have similarly kept pace and today offer digital creatives a vast array of techniques and strategies for realizing concepts. In this course students will be introduced to the theory behind the digital techniques in these software products. They will quickly progress to manipulating the tools through programmed extensions and generative approaches to realize their concepts.

AIMS OF THE COURSE

Students will learn to conceive disparate project ideas without being bound by the conventional usage and constraints of software. They will analyze and devise an idealized project goal into components, and negotiate realization of these components within the available facilities of the program together with selective scripting and custom extensions. Assessment will be based on the originality and successful execution of the projects.

COURSE LEARNING OBJECTIVES

Students who pass this course will gain:

1: Knowledge:

- students will have learned an overview of typical 2D and 3D graphics package software architectures, and the role of scripted extensions within these architectures;
- students will be comfortable with using Python as a scripting extension language;
- students will have learned generative approaches to digital form creation.

2: Creative & Critical Thinking

- conceive ideas without being unduly bound by typical capabilities of the chosen software package;
- plan and manage all phases of small but challenging projects requiring advanced use of professional graphics packages.

3: Communication

- students will have practice in creating storyboards and presentations to communicate their project concepts;
- students will have experience receiving and integrating feedback on their ideas from their peers and the instructors.

COURSE CONTENT

Also see course blog: <http://schoolofdesign.ac.nz/course/view.php?id=106>

MDDN 311 will give students hands-on experience in digital compositing and visual effects. Adobe After Effects and Maya will be used for projects, however the skills learned will be applicable to any commercial software package.

The first third of the course will introduce students to 3D digital compositing in After Effects. At the end of this section students will create a 3D composed world using the concepts learned.

The second third of the course will introduce students to Python scripting in Maya and generative art approaches such as perlin noise and context free grammars. At the end of this section students will use generative techniques to create experimental objects and worlds.

The final third of the course will have students combine their experience with compositing and generative form creation in a self-directed final project.

Throughout the course there will be short small group presentations.

COURSE DELIVERY

Lectures will contain a mixture of short presentations and demonstration of theory and techniques using the After Effects and Maya software packages. Students will reproduce demonstrations on their lab computer during class and extend their knowledge with assignments. Studio time follows the theory and demonstration.

All Course materials, project descriptions, important dates, reference materials and required readings will be available on the course blog or on the R drive.

ASSIGNMENTS/PROJECTS

Inspiration: Research and Presentation – throughout the trimester – Assessment: 15%

As designers and artists we are constantly surveying our environment for ideas and researching what others have done in our field of interests. Our class presents a wonderful environment to increase the breadth of our inspirations by sharing what and who we find inspiring.

The class will be divided into groups of 3 or 4. Through out the trimester each group will give a short presentation to the class. The presentation will include a review of one artist or work. In addition, each member of the group will present a source of personal inspiration. A presentation schedule will be provided the first day of class.

First Project: “Tag Wellington” – Assessment: 25%

As Computer Graphics Imagery (CGI) has gained in sophistication the role of the digital compositor has expanded. One example is 3D compositing: placing 3D CGI objects into live action, placing live action into 3D generated environments, and constructing 3D environments from 2D imagery. In this project we will explore 3D compositing with camera projection.

For decades street art has been practiced around the world as renegade performance and visual art by street performers and graffiti artists. Recently, however, it is gaining recognizability in established art circles. Visual street art in the form of graffiti involves the often illegal practice of defacing public property. In this project we will use our skills as compositors to make virtual street art.

For this project, you will construct a 3D image from photographs of your environment. In the final 3D environment you will “tag” structures with graffiti of your design. Since this is a virtual world we are not limited to visual tagging. Your graffiti can be text, image, moving image, sonic or any combination of these. Your final piece should engage the audience – make them laugh, cry, smile, think, argue, etc. If it looks and feels right then it is right!

Hand-in requirements:

- 3 conceptual sketches (can be hand written)
- 1 storyboard of final concept
- Final video uploaded to the course blog using the video submission specifications described at the end of this section.

Key Dates:

- Concept sketches – July 23
- Storyboards due – July 26

- Review of work in progress – August 6
- Final project due – August 13

Food For Thought

Be thoughtful when choosing the environment to photograph. Think about your relationship to the place. Do you like it or not? Why? What is the significance of the place to you? To society? Does the place have an interesting history?

Think about how your chosen tag(s) reflect your feelings about your place, its role, its use and its history.

Second Project: “Genesis” – Assessment: 25%

The power of computer graphics is to manipulate reality and create new realities; it gives life to our fantasies. In this project we will use the computer as a “virtual studio assistant” to create a form.

For this project you will create a form using generative techniques in Python Maya scripts. The form will be based on the assigned reading from Italo Calvino’s Invisible Cities.

Choose a city from the excerpt of Italo Calvino’s Invisible Cities as inspiration for an original, compelling, and complex 3D environment. Your environment should not be a literal translation or reproduction of the city. Rather use the description and mood of the city to direct the selection of forms that you choose to use in your final production. The result should have a sense of space and place, but should not be recognizable as a place on Earth, nor should it be a typical fantasy environment (meaning Middle Earth, Warcraft, etc.). The project should use Maya and Python Scripting, and the environment should have a generative component.

To help ensure that a variety of ideas are considered you will have to prepare 3 concepts for discussion. From those concepts you will choose 1 to storyboard and present for critique. Using the storyboard and feedback you will produce preliminary forms for a work in progress review. For the review of work in progress you will prepare 5-7 different forms for your final environment for review and critique. Using this feedback you will refine your forms for the final environment.

There will be several brief Maya and Python exercises concurrent with the second project and the first part of the third project to help you gain familiarity with these environments.

Hand-in requirements:

- 3 conceptual sketches (can be hand written)
- 9 different preliminary forms
 - use 3 different generative approaches to generate images
 - create 3 different images for each approach using different parameters.
 - DOCUMENT the parameters that you use for each image
- Final video uploaded to the course blog using the video submission specifications described at the end of this section.

Key Dates:

- Concept sketches – August 20
- Review of work in progress – September 10
- Final project due – September 20

Food For Thought

The beauty of generative art is the challenge of generative art: it is often impossible to predict and control the final form. As a result, do not get hung-up on trying to “over model” your system. Write short scripts quickly and generate images early and often. Save ALL screen shots. You should end up with dozens of images that you can use to refine your model.

Third Project: “Explore” – Assessment: 35%

In the first two projects we have used different approaches for creating environments. What’s missing are inhabitants for these environments. In this project we will activate our environments with a character.

In this project you will design a non-biological based character that will navigate and react to your environment from Project 1 or 2. You should focus primarily on the behaviour of this "character", but also find a distinctive and economical visual representation. Do not spend time creating walk cycles for a humanoid robot, for example; you should find a visual representation that is a compelling but minimal showcase for the behaviour you create. In class we will review animation and behavior techniques that convey emotion.

Hand-in requirements:

- 3 conceptual sketches (may be hand written)
- 1 story board for selected concept
- Final video uploaded to the course blog using the video submission specifications described at the end of this section.

Key Dates:

- Concept sketches -- September 27
- Story board – October 1
- Review of work in progress – October 11
- Final project due – October 18

Food For Thought:

Think about the narrative of this piece. What is the story behind your characters journey? Is it an adventure, an escape, a hunt, a meander? What happens to the character during the journey? How is he/she/it surprised? How is the audience surprised or otherwise engaged with what happens to our hero/heroine/villain? How does your environment help or hinder the character?

The video specifications for submissions are:

1. Resolution of the video is to be 1280x720px ([720p](#) the lower end of [web-ready high-definition video resolutions](#)), compressed using the [H.264](#) codec, and exported in the QuickTime file ([.mov](#)) format.
2. If you did not create the audio yourself, the music/audio has to be either appropriately accredited through Creative Commons or Public Domain audio, or you have acquired rights for educational/commercial reproduction.
3. Credits should be added at the end of the video, and include:

- Name of student
- Name of Project
- Year of work
- Victoria University of Wellington, School of Design
- Appropriate audio accreditation
- Anyone who has helped in any way

Alternative video formats need to be discussed with the course coordinator before submission.

ASSESSMENT REQUIREMENTS

MDDN 311 is internally assessed by assignment work in the form of 3 projects and presentations. Projects are each 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. The submissions contribute towards the final course grade as follows:

Research and Presentation	Throughout the trimester	15%
Project 1 – Tag Wellington		25%
Project 2 – Genesis		25%
Project 3 – Explore		35%
	TOTAL	100%

Unless otherwise outlined in the project briefs, the Assessment Criteria of the individual projects and the overall completion of the course are:

- The creativity with which the assignment was met
- The mastery of the technical challenges of the project
- The coherence of the design concept and realisation
- The degree to which a variety of design concepts were explored to arrive at the result
- The expressiveness of the final project
- The professionalism of the presentation of the project
- The idea – and the degree to which it engages its audience

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

Collaborative work is essential in the field of design; and group work will take place during course projects. However, no group assessment will exceed the limit of 15% of an individual's mark.

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 of around 200 hours on this course, including both scheduled class time and independent study. Typically this involves around 12-14 hours per week during the twelve teaching weeks, with the balance during the mid trimester break, study week, and examination period.

http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf

MATERIALS AND EQUIPMENT REQUIRED

Required:

- USB memory stick or comparable digital storage medium,
- blog space,
- pen and notepad / notebook / sketchbook (very important).

Desirable:

Laptop, external disc drive (highly recommended), digital photo camera

Additional Costs: Variable.

Students will need to provide all materials and equipment as necessary for the completion of required work. It is recommended that you have your own laptop although computer facilities are available at the School. If you are purchasing a laptop and would like information on the minimum requirements please contact the Student Administration Office. While digital cameras are available at the school, it is also recommended that students consider purchasing a simple digital camera (3.2mpxl minimum). Note: The Student Loan, administered by StudyLink, allows students to claim up to \$1000 for course related costs for each year of study

RECORDING OF WORK AND PORTFOLIO

You are strongly encouraged to respect and care for your work, making and recording a visual summary of each project in this course. This may be in digital and/or hard copy. The principal purpose of this is to maintain a record of your work for incorporation into your own personal "Design Portfolio". Recording a summary of your work also means that it is available if needed to you or the School to exhibit or publish. Likewise, you are expected to update your online School of Design portfolio regularly and appropriately. The website regularly updates the online gallery with the best student work.

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 and present your project work at all scheduled critical reviews

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SCHEDULE OF SESSIONS (Assessments to be noted)

Week Month	Day	Date	Item	Location	Time	Comments Trimester 1 Begins
Week 29 July	M	16	Class session			
	TU	17				
	W	18				
	TH	19	Class session			
	F	20				
Week 30 July	M	23	Class session			Project 1 concepts due
	TU	24				
	W	25				
	TH	26	Class session			Project 1 storyboards due
	F	27	Withdrawal refund			<i>This is the last date than you can withdraw with a full refund</i>
Week 31 July	M	30	Class session			
	TU	31				
	W	1				
	TH	2	Class session			
	F	3				
Week 32 August	M	6	Class session			Project 1 work in progress review
	TU	7				
	W	8				
	TH	9	Class session			
	F	10				
Week 33 August	M	13	Class session			Project 1 due
	TU	14				
	W	15				
	TH	16	Class session			
	F	17				
Week 34 August	M	20	Class session			Project 2 concepts due
	TU	21				
	W	22				
	TH	23	Class session			
	F	24				
Week 35 August	M	27				Mid Trimester Break
	TU	28				
	W	29				
	TH	30				
	F	31				
Week 36 September	M	3				
	TU	4				
	W	5				
	TH	6				
	F	7				Trimester 2 continues
Week 37 September	M	10	Class session			Project 2 work in progress review
	TU	11				
	W	12				
	TH	13	Class session			
	F	14				
Week 38 September	M	17	Class session			
	TU	18				
	W	19				
	TH	20	Class session			Project 2 due
	F	21				
Week 39 September	M	24	Class session			
	TU	25				
	W	26				
	TH	27	Class session			Project 3 concepts due
	F	28				

Week 40 October	M	1	Class session			Project 3 storyboards due	
	TU	2					
	W	3					
	TH	4	Class session				
	F	5					
Week 41 October	M	8	Class session				
	TU	9					
	W	10					
	TH	11	Class session			Project 3 work in progress	
	F	12					
Week 42 October	M	15	Class session				
	TU	16					
	W	17					
	TH	18	Class session			Project 3 due	
	F	19					
Week 43 October	M	22				Labour Day - Holiday	
	TU	23				Study Period	
	W	24					
	TH	25					
	F	26					
Week 44 October	M	29				Examination Period	
	TU	30					
	W	31					
	November	TH	1				
		F	2				
Week 45 November	M	5					
	TU	6					
	W	7					
	TH	8					
	F	9					
Week 46 November	M	12					
	TU	13					
	W	14					
	TH	15					
	F	16				Examination Period ends	
Week 47 November	M	19				Trimester 3 Begins	
	TU	20					
	W	21					
	TH	22					
	F	23					

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

USE OF TURNITIN

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

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

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

Student and staff conduct

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

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

Academic grievances

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

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

Students with Impairments

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

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

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

Student Support

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

- Your course coordinator or programme director;
- Staff in your Faculty Student Administration Office Student Dedicated learning support through Student Learning Support Service; Kaiwawao Māori; Maanaki Pihiphipinga; 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/ or email 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 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.

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>

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