Image: Sarah Klym

GRADUATION PROJECT GUIDELINES

University of British Columbia
Master of Architecture
Updated: January 7, 2021

TABLE OF CONTENTS

GP 02:   Interim Review
GP 02:   Final Report

1. Objectives and Definitions

The Graduation Project represents the culmination of the MArch education by providing students in the professional MArch program with the opportunity to draw on their total knowledge, experience and interests. Specifically, the project invites students to identify, delineate and explore a topic of their choice. This leads to a proposal for a specific architectural project clearly situated in a fully articulated context.

The GP project consists of two parts: GP01 is a research-based course which is individual work but in a collaborative setting. GP02 is self-directed with a faculty mentor and committee. Whereas GP01 is the definition of the thesis statement, GP02 is testing of this statement in the form of a design. The work is ideally a continuum.

Students are required to demonstrate their ability to define an architectural project, to acknowledge the varied scales of resolution appropriate to the task and to take responsibility for the management of the process to complete the project on schedule.

Students may also choose to pursue a collaborative project – a project completed with colleagues rather than on their own. For this type of project, groups of 2 or maximum 4 may choose to work together. This approach will allow a deeper investigation of the topic and fuller resolution of the design. Students should outline their research for GP01 the same as if they were working alone but note who their collaborators will be. Each collaborator should be investigating a different but related topic and each will complete a separate GP01 which will be combined in a single GP02. In GP02 work will be expected to be of a more sophisticated resolution. Grading in GP01 will be separate but in GP02 all members of the group will receive the same grade.

It is the intention of the Graduation Project to challenge students to work at their full potential in all aspects of the work, befitting the conclusion of their studies in the professional program in Architecture. Critical due dates given in this Graduation Project Schedule (Section 04) are mandatory submission dates. Failure to meet these deadlines will result in the student being asked to withdraw from the course and restart the course the next term.

Project Topic
In consideration of the objectives outlined above, the criteria for the identification of the Graduation Project topic should include and acknowledge:

> . the student's *present knowledge and interests* as they frame an anticipation of future professional and career goals

> . a *critical assessment* of the student's strengths and weaknesses, including a review of prior academic commentary

> . the assessment of an *appropriate scale and level of complexity* for the project

Project Mentor and Committee

GP02 mentors will be drawn from all full-time tenured and tenure-track Architecture faculty (see list at end of this document). The process for the assignment of your GP02 mentor is described in more detail in the GP01 course, however it is mainly a function of the match with the research area of the faculty member and your preference for committee members (where possible). Assignments of GP02 members are finalized with the consultation of the GPRC Chair, GP01 instructor and the Chair of Architecture.

Your committee will consist of your GP02 mentor as well as at least two other additional members which you invite. Additional members of the GP02 supervisory committee may be drawn from SALA faculty, allied academic disciplines as well as the local professional community. A maximum of two people on the committee can be full-time Architecture faculty (as per list). Each supervisory committee must include one external committee member. Any student having trouble locating an external committee member should consult with the Graduation Project Review Coordinator [GPRC] for suggestions.

Students can register online in ARCH 548 and 549.

Graduation Project Review Coordinator
The Graduation Project Review Coordinator [GPRC] coordinates the GPRC process and reviews and oversees the general process. Any procedural question on the graduation project can be directed to the GPRC Coordinator.

2. Graduation Project Part I: ARCH 548

Purpose and Content
The purpose of Part I of the Graduation Project [GP01] is to explore a chosen topic, to discover and define the architectural project that is inherent or implicit within it, and to develop an outline program through which the project may be explored in terms of its design ramifications. This is a one-term, 3 credit course. This course offers a structured framework for students to engage with their research interests.

Course Objectives
In this course, students will approach the formulation of their graduation projects in a structured and collaborative environment. A culture of peer review and collegiality will be directed towards a series of short assignments that will be discussed and reviewed in class. This seminar-style format will build upon the pedagogical model that exists in most of the courses in the MArch Curriculum. The course will also help students achieve a greater recognition of how their project fits into current debates in the field. In the context of a class discussion, reinforced through peer review work throughout the term, students will have to defend their research interests as central to the discipline. The Why as well as the What and How of each project will be clearly researched and argued.

Other GP1 requirements will be outlined in the course syllabus, available the first day of class.

Grading
In order to obtain credit for the course, a mark of not less than 60% must be attained. Should the work be incomplete by the coursework deadline, a final grade will be assigned. Should the final grade be a failing grade, with faculty approval, the student may re-enroll in ARCH 548 the following term.

3. Graduation Project Part II: ARCH 549

Purpose and Content
The purpose of Part II of the Graduation Project (GP02) is to explore in deliberate design terms the field of enquiry established in GP Part I. The exploration should demonstrate a degree of thoroughness appropriate to the context of the research and engage the full repertoire of skills developed over the course of the professional MArch program. The scope of work should be carefully considered and agreed upon by the student's Supervisory Committee including an anticipation of the appropriate measure of completeness for the project. Progress will be gauged against this measure, working on the assumption that one full term of study is sufficient to meet the project's requirements. Students working on collaborative GP02 projects will be expected to outline and complete a body of work whose depth and breadth is commensurate with the number of students contributing. The Graduation Project Part 2 is a one-term, 9 credit course.

Supervisory Committee
As noted earlier, faculty available to serve as Chair of the GP02 Supervisory Committee include all full-time tenured and tenure-track Architecture faculty. Additional members of the GP02 Supervisory Committee may be drawn from SALA faculty, allied academic disciplines as well as the local professional community to form a committee of three or more members. The Supervisory Committee can have a maximum of two SALA faculty members; the rest of the Committee must be external. Students working on collaborative GP02 projects may choose to have a Committee with one or two more external reviewers–the maximum number of SALA faculty members on the committee should still remain at two.

Committee Meetings
The student, in consultation with the Chair, is responsible for calling all meetings of the Committee, arranging for meeting rooms, notifying and confirming attendance of committee members, etc. The Committee should meet at least four times during the term.

At its first meeting the Committee should review the content of Part I as revealed in the Part I Report and agree upon expectations of an appropriate level of resolution for the design exploration, with an accompanying schedule. Subsequent meetings of the Committee would occur at appropriate dates in order to review specific stages in the development of the project.

As the project develops the student consults with his/her Chair and other committee members as appropriate to report on progress, seek advice and criticism. The obligation of the Chair is to monitor progress with due regard for the schedule and the expectations of the Committee and to provide advice and criticism as required.

Interim Review
An opportunity to formally present the Part II project to a review panel of selected faculty as a work in progress will be arranged during week seven of the term. At that point the essential regard between concept and research undertaken during GP01, and the development of a coherent design investigation should be clear. In addition, the intended concluding resolution of the project should be made evident with a committed timetable for completion. When the interim review suggests concern for the direction of or the ability to complete GP02, then written summary comments from the GP02 Chair or designate will immediately follow the presentation in order to assist in the Committee discussions that follow.

Following confirmation and/or adjustment of the project's intended completion, students will be required to present their work at the Final Project Presentation at which time a grade will be assessed.

If, in discussion with the Supervisory Committee, it is considered that insufficient progress has taken place to a point where successful completion of the project is considered to be in jeopardy, the student will be advised as such and given the opportunity to withdraw from Part II without penalty until the end of week ten. Students who withdraw at this time will be eligible to re-register for the next consecutive term and continue work on the project. The student must complete the project by the end of that term and present at that term's Final Project Presentation or else a FAIL grade will be assigned. If the student withdraws from the course during the second term of study, he/she will be required to take an absence of no less than a period of 8-months, or a length of time at the recommendation of the Supervisory Committee and the GPRC. Upon return to the program, a new GP02 proposal would be required including formation of a new Committee.

Final Project Presentation
A final public online review of the current term's completed GP02 projects will be scheduled, typically about three weeks after the coursework deadline date. Students will present their work to the Committee, other faculty, students in the Architecture Program, guests invited by the GPRC (both academic and from practice) and other members of the public. The objective of the presentation is to elucidate the rationale of all pertinent information, including intentions, focus, limiting parameters and the concluding design resolutions. The presentations will be followed by discussion, chaired by the designated Architecture faculty host.

The week prior to the review you will submit your digital files. Your digital files can be in any format (pdf or video etc) and there can be as many files as you like. If you have a video, we request that you limit the length to 20 minutes. If you have any questions on what format you should use to best support your thesis, please discuss this with your Chair.

The files will be sent out to the reviewers of each session on the Friday afternoon prior to the presentation week so the reviewers can have several days to review your files prior to your presentation.

Timing of the presentation should be as follows:
>   20 min   - Student to introduce themselves and the project
>   25 min – Discussion with critics
>   5 min – Switch to next student and bathroom break for reviewers.
For a total of 50 minutes per student.

Grading
The final grade will be determined by the supervisory committee in consultation with guests and other faculty in attendance at the final presentation, with the Chair of the committee submitting the grade. In order to obtain credit for the course, a mark of not less than 68% must be attained. It is possible to fail the Final Project Presentation. If a student receives a failing grade they may be required to take a leave of absence of no less than a period of 8-months, or a length of time at the recommendation of the Supervising Committee and GPRC.

4. Graduation Project Final Report

The Graduation Project Final Report consists of an amalgam of the work of GP01 and GP02, submitted to cIRcle (see notes in GP Final Report instructions, page 19).

The final report for collaborative projects should include all the work from all collaborating students in GP01 and the GP02 work presented together in one cohesively presented and cohesively formatted document.

As with any academic document, adherence to format requirements is expected and all students prior to preparation of the Final Report should refer to a description of current requirements.

5. Graduation Project Schedule

Note: Project Schedule varies somewhat depending upon the term of registration. In the case of either fall or spring terms, critical dates should be confirmed at the information meeting held during the first week of the fall term.
The last day for withdrawal from ARCH 549 without a recorded grade is the end of week 10.

GP SCHEDULE
Fall Term

Week	Dates	Deadline	Details
1	Sept 3 – 6	**GP01** and **GP02** Meeting - September 3 at 1:30pm, Location TBC	Graduation Project Meeting to confirm the schedule for the term. Mandatory attendance for students registered in GP01 and 02.
2	Sept 9 – 13		
3	Sept 16 – 20		
4	Sept 23 – 27		
5	Sept 30 - Oct 4		
6	Oct 7 – 11		
7	Oct 14 – 18		
8	Oct 21 – 25	GP02 Interim Reviews – October 21, 12:30pm – 5:00pm	
9	Oct 28 – Nov 1		
10	Nov 4 – 8		
11	Nov 11 - 15		
12	Nov 18 – 22		
13	Nov 25 – 29		Last day of classes November 29
14	Dec 2 - 6		
		GP02 Final Presentations – December 14 - 16	
		GP02 Final Report Deadline – December 23 at noon	

GP SCHEDULE
Spring Term

Week	Dates	Deadline	Details
1	Jan 11 - 15	**GP01** and **GP02** Meeting – Monday January 11 at 2pm, Online	Graduation Project Meeting to confirm the schedule for the term. Mandatory attendance for students registered in GP01 and 02.
2	Jan 18 - 22		
3	Jan 25 - 29		
4	Feb 1 - 5		
5	Feb 8 - 12		
6	Feb 15 - 19	Reading week – no classes	
7	Feb 22 - 26	GP02 Interim Reviews – Wednesday, February 24th, time TBA	
8	March 1 - 5		
9	March 8 - 12		
10	March 15 - 19		
11	March 22 - 26		
12	March 29 – April 2		
13	April 5 - 9		
14	April 12 - 17		Last day of classes April 14th
		GP02 Final Presentations – April 26 – 28th	
		GP02 Final Report Deadline – May 4th at noon	

6. Appendices

GP 02: Graduation Project Part II INTERIM REVIEW Requirements

The thesis interim presentation, as a required component of the thesis term, offers the student the opportunity to present her/his project in an initial stage to a public audience. Students should prepare a 15-20 minute presentation that briefly conveys the thesis statement, working methodology, and status of the design project, allowing 15-20 minutes for an exchange and comments. The extent, quality and format of the presentation should be chosen to adequately communicate and illustrate the cultural and theoretical basis of the selected thesis topic, the design methodology and the specific design focus of the thesis project. Each student is expected to give a comprehensive presentation including the projected format and scope of the final presentation to allow for a thorough review of the context, potential, development and extent of the thesis project. Minimum requirements are as follows.

Minimum Requirements

The following requirements are mandatory for all GP02 students to incorporate into their Mid-Term Review presentations. Failure to meet these requirements or their equivalent may result in a recommendation for withdrawal from GP02.

If the nature of the GP02 project is such that 2D or 3D representation is not applicable, then it is possible to substitute or augment comparable representational techniques. This needs to be discussed in detail beforehand with the GP02 Chair.

Questions to be addressed by the Presentation:
- How does your initial design address the conceptual underpinnings of the thesis statement?
- What precedents exist for this project?
- What are the specific architectural issues (formal, spatial, material, technical, etc.? that your work is focusing on?
- What is the logic for determining and organizing the program? How does this logic relate to the conceptual aims of the thesis?
- How do the spatial, organizational, and formal conditions of your initial design address the aims of the thesis?

   Notes regarding Questions:
   These questions are intended to establish the scope of expectations for GP02 work. In certain circumstances, not all these questions will be equally applicable to a particular student's GP02 work. In those instances, a student must receive specific permission from their GP02 Chair to address other questions in place of those listed above.

Concept Representation:
- A concise thesis statement (no more than 50 words)
- The necessary photographs, diagrams, sketches, drawings, and other graphics to document site and program information and represent the conceptual position of the project.

Minimum Drawings:
- Three Plans at minimum two scales that describe site, program, material and technical elements and spatial ideas and relationships
- Two sections at minimum two scales that describe site, program, material and technical elements and spatial ideas and relationships
- Organizational diagrams (can be axo, sectional, planar or otherwise)

   Notes regarding Drawings:
   Drawing scales and subject matter to be determined in advance of review in consultation with GP02 Chair

Minimum Models:
- A selection of study models (if applicable)

   Notes regarding Models:
- Model scale to be determined in advance of review in consultation with GP02 Chair

GP 02: Graduation Project Part II FINAL REPORT

Subsequent to the final defense of the Master of Architecture Graduation Project, submission of The Graduation Project Final Report is required. The Graduation Project Final Report consists of the GP Part I Report, and the GP Part II Design Resolution. For collaborating students this report will include all GP 1 content plus the joint GP02 work, coherently formatted and sourced.

Fees continue to be assessed until the end of the month in which the report is approved for submission.

The Graduation Project Report should contain the following elements in this order:

Front Matter

1	Title Page [mandatory]
2	Abstract [mandatory]
3	Table of Contents [mandatory]
4	List of Tables [mandatory if the report has tables]
5	List of Figures [or Illustrations] [mandatory if the report has figures or illustrations]
6	Acknowledgement [optional]
7	Dedication [optional]

Pages in this section are numbered in lower case Roman numerals (i, ii, iii, iv, etc.) beginning with the title page. Every page must bear a number except for the title page, where the number is to be omitted.

Body

Pages in this section are numbered in Arabic numerals (1, 2, 3, etc.).

End Matter

1	Footnotes [optional – only required if footnote documentation does not appear throughout the document]
2	Bibliography [mandatory] **in alphabetical order by author**
3	Appendices [optional]

Pages in this section are numbered in Arabic numerals continuing on in sequence from the body of the document.

Preparing the Graduation Project Report

Consistent Established Style

An established style must be followed consistently throughout the document. Three general style manuals are suggested.

The University of Chicago Press, the Chicago Manual of Style

The Language Association of America, MLA Handbook for Writers of Research Papers

Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations

UBC Library http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/

Always use the latest edition available. If there is a conflict between the instructions in these guidelines and the style manual chosen, the former should be followed.

Documenting Sources

Wherever the work of another is drawn on, what was borrowed and from where it was borrowed must be documented. This includes photos, illustrations, charts, graphs and tables from both print sources as well as internet sources. A current style manual will address the mechanics for sourcing another's work.

Front Matter

Title Page

The following must appear on the title page [see attached sample]:

1 Title. The title should be informative, comprehending both the GP Part I and Part II. This is important for cataloging purposes.

2 Your full name as it appears on the University's records

3 Your prior degree(s), the institution that awarded it (them), the date(s); earliest degree first, each on a new line.

4 'Submitted in partial fulfillment of the requirements for the degree of Master of Architecture' in The Faculty of Graduate Studies, School of Architecture and Landscape Architecture, Architecture Program' [copy exactly]

5 The names of the committee members [including the GP Part I mentor if this individual did not serve on the GP Part II committee].

6 Copyright. The universal copyright symbol © must appear at the foot of the title page. The date of copyright is the month and year you submit the final report.

Abstract

The abstract is a concise and accurate summary of the graduation project in paragraph form. It should identify the context that the project addresses, design strategies, and particular design decisions that were made. Limit to 350 words.

Table of Contents

The table of contents must include the abstract, other preliminary pages as applicable [i.e. list of tables and/or figures [or illustrations], preface, acknowledgements, dedication, etc.], as well as all main divisions and subdivisions of the report, bibliography and appendices. Page numbers must be provided for each entry and the headings must appear in the correct order.

List of Tables, Figures [or Illustrations]

On separate pages, list tables and figures with their number, full title, and page number. Tables and figures must be numbered consecutively in order of appearance and must be identified with the word "Table," "Figure," or other appropriate descriptor, and should include a caption.

Images should be identified by type [e.g., Burrard Street Elevation, Section, Looking South]. Identifications of details and conceptual drawings should be specific [e.g., Detail, Main Entrance, Concept, Entry Sequence].

Acknowledgement

In an acknowledgement, one can acknowledge the extent to which assistance has been extended by members of staff, fellow students, data technicians, editors, and/or others. It may also be appropriate to recognize the supervision and advice given by one's supervisor and committee members.

Dedication

The dedication is generally quite short, and is a personal rather than an academic recognition.

Body

The body of the Graduation Project Final Report should contain the following:

A theoretical section, an analysis of precedent, a facilities program and a site analysis; a complete image of each panel of the presentation; details of all salient portions of the design at a legible scale; one or more model views.

Text presented in the report must be of good literary style and appear in the appropriate order.

End Matter

Footnotes, Bibliography
Footnotes must be numbered consecutively throughout the report. They may appear at the bottom of pages, at the end of sections, or at the end of the main body of the text immediately preceding the bibliography.

A consistent and established style must be followed in the footnotes and bibliography (see Consistent Established Style).

Appendices
Include if appropriate.

Formatting Requirements
These guidelines cover the general formatting requirements. The text should be proofed carefully for typographical and spelling errors; footnotes or endnotes and bibliography should be checked for completeness.

Quality of Type
Use 9 to 12 point font for the body of the thesis.

Pagination
Every page other than the title page must be numbered. Page numbers should be placed at least .5 inches (12 mm) from the edge of the page; they may be either in the centre (top or bottom) or on the right of the page.

Number the preliminary pages (front matter) in lower case Roman numerals (ii, iii, iv, etc.). The title page is "i" but is not numbered. Numbering begins at "ii" on the first page of the abstract.

Number the body of the thesis in numerals (1, 2, 3, etc.). The first page of the text is "1" and the numbering continues throughout, including pages with tables and figures, the bibliography, and appendices.

Margins and Spacing
Margins must be at least 1.25 inches (32 mm) on the left and .75 inches (19 mm) on the three outer edges of each page. For exceptions to this rule, see the reference to photographs or other illustrations under Illustrative Material. Line spacing may be single, 1.5 or double. The print quality must be consistently sharp throughout.

Illustrative Material
High quality images are required. Images or other illustrations may be bled-off (spread to the edges of the page) provided their significant details are within the prescribed margins and that they are given page numbers. Number neatly at least .25 inches (7 mm) from the edge of the page.

Submitting to Circle

1. **Submit your GP Report to Circle**
   Instructions are below and in the GP guidelines for submitting to Circle. Please note your submission is considered a 'Graduating Paper" and not a 'Thesis' for submission. Once you upload the report to Circle, your GP2 Chair will be notified by email and asked to approve the submission. They will have 48 hours to approve the submission.

   Please note that you cannot submit the report to Circle with signatures on the cover page. However, the tradition of having the thesis project signed may be important to some students and faculty. So if you would like to have the GP Chair and committee members sign your own personal copy please feel free to do so.

2. **Email GPRC**
   After submitting to Circle you must email a copy of your GP Report to the GPRC email in pdf format at gprc@sala.ubc.ca and let us know it is submitted to Circle. Once we have received the pdf we will submit your graduation paperwork to Graduate and Postdoctoral Studies in the same way that she would if you had handed in the hardcopy.

Instructions for uploading architectural thesis to Circle (from GP2 Guidelines)

Students are to upload their thesis to Circle. GP2 Chairs will be the professors to approve the upload. The GP2 document is considered a "Graduating Paper" and not a "Thesis" therefore it is under the category "Graduate Research Non-Thesis"

Students are responsible for securing copyright for all images that are not their own original creations. There is an option to omit images from the cIRcle submission for which copyright has not been secured.

Here is the link with instructions to upload the GP2 document:
https://circle.ubc.ca/submissions/submit-content/graduate-research-non-thesis/

The GP2 Chair will be notified that you have uploaded the document and be asked to approve it.

Submission Deadline
Failure to submit an approved report by the deadline date will prevent the student from graduating at that convocation.
Tuition fees will continue to be assessed until the end of the month in which the final requirement has been met.