GRADUATION PROJECT GUIDELINES

University of British Columbia
Master of Architecture

Images: Katherine Co

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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. 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 7 - 10	**GP** Meeting - September 7	Graduation Project Meeting to confirm the schedule for the term. Mandatory attendance for students registered GP02
2	Sept 13 - 17		
3	Sept 20 - 24		
4	Sept 27 – Oct 1		
5	Oct 4 – 8		
6	Oct 11 - 15		
7	Oct 18 - 22	GP02 Interim Reviews – October 18	
8	Oct 25 - 29		
9	Nov 1 - 5		
10	Nov 8 - 12	Mid term break Nov 10 - 12	
11	Nov 15 - 19		
12	Nov 22 - 26		
13	Nov 29 – Dec 3		
14	Dec 6 - 10		Last day of classes December 7
		GP02 Final Presentations – December 16 - 17	
		GP02 Final Report Deadline – December 23 at noon	

GP SCHEDULE
Spring Term

Week	Dates	Deadline	Details
1	Jan 10 - 14	**GP** Meeting – Monday January 10	Graduation Project Meeting to confirm the schedule for the term. Mandatory attendance for students registered in GP02.
2	Jan 17 - 21		
3	Jan 24 - 28		
4	Jan 31 – Feb 4		
5	Feb 7 - 11		
6	Feb 14 - 18		
7	Feb 21 - 25	Reading week – no classes	
8	Feb 28 – Mar 4	GP02 Interim Reviews – Wednesday, March 2	
9	Mar 7 - 11		
10	Mar 14 – 18		
11	Mar 21 – 25		
12	Mar 28 – Apr 1		
13	Apr 4 - 8		Last day of classes April 8th
14	Apr 11 - 15		
		GP02 Final Presentations - April 25 - 29	
		GP02 Final Report Deadline – May 4 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 your Graduation Project

1. **Submit your GP Report to Circle**
   Instructions for submitting to Circle are below in a separate document created by Circle staff.

   In addition to those instructions, please note the following:
   - Your submission is a 'Graduating Paper" and not a 'Thesis' in Circle.
   - 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.
   - 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.
   - 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.
   - 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.

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.

Guidelines for Deposit of SALA Graduating Projects

All SALA Graduating Projects are to be deposited into cIRcle, UBC's open access digital repository. Projects added to cIRcle are accessible via the Open Collections portal (open.collections.ubc.ca) and are findable via Google.

This document outlines the necessary requirements as well as a step-by-step guide for deposit. **Please ensure you submit the final, clean copy of your project as changes are generally not permitted. If you do need to make changes after submitting, please contact your graduate administrator.**

For more information about cIRcle, visit: circle.ubc.ca

Requirements for Student Submissions

1. **COPYRIGHT**

   All submissions to cIRcle must comply with Canadian copyright law. Students need to check their work for copyrighted content, including stock images, graphs/charts, and logos. If a paper or project does contain copyrighted material, the student must take one of the following steps before submission:

   a) Obtain permission from the copyright holder to use the material;
   b) Replace the copyrighted material with public domain or Creative Commons licensed resources; or
   c) Remove/redact the copyrighted material.

   The following resources can guide student authors in copyright checking:

   - Checking work for copyrighted material (cIRcle)
   - Copyright FAQ for Students (UBC Copyright Office)
   - Public domain and Creative Commons image sources (UBC Library)

2. **PRIVATE INFORMATION**

   cIRcle does not host work that contains personal or private information. If a project contains any of the following, it must be removed or redacted before submission:

   - Student numbers
   - Non-work contact information (e.g., personal email addresses & phone numbers)
   - Signatures
   - Behavioral Research Ethics Board applications (can include BREB approval number)

3. **LICENSE**

   All authors of work submitted to cIRcle must agree to the terms of cIRcle's Non-exclusive Distribution License. Agreeing to this license means cIRcle can host the work, make copies for back-up or preservation,

and distribute the work to the public. Students are prompted to agree to this license during the self-deposit process.

The standard license that is applied to student work is a Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND) license. Students can assign different license terms to their Submission (for example, a different Creative Commons license).

4. **DESCRIPTIVE INFORMATION**

All graduating projects deposited into cIRcle require descriptive information, or metadata. This metadata will ensure the projects are discoverable in UBC's Open Collections portal, and through other search engines (i.e. Google).

In addition to the basic metadata fields (title, author, date, etc.), students will need to provide subjects. It is recommended that students provide at least three subjects for their project, with five being the norm. When considering what subjects to apply, students are encouraged to use these resources:
- Library of Congress Subject Headings
- Getty Vocabularies
- MIDAS Heritage
- VRA Core

Step-by-Step Guide for Deposit

REGISTER

https://circle.library.ubc.ca/register

New user registration

Verify Email → Create Profile → Finished

Register an account to subscribe to collections for email updates, submit new items to cIRcle, or request access to restricted files in cIRcle. You will receive an automatic email message referring you to a specified URL to complete the registration/new password process. Please do this immediately. If you delay too long you will get an 'Invalid token' error message. If you do get this message, please start the login registration process again from the beginning.

My Account ⌄	
Logout	
Profile	
Submissions	
File Conversion ⌄	
Statistics ⌄	

Email Address:

This address will be verified and used as your login name.

Register

LOGIN

https://circle.library.ubc.ca/login

Choose a Login Method

There are two ways of logging in to cIRcle, both of them equally valid:

My Account ⌄	
Logout	
Profile	
Submissions	
File Conversion ⌄	
Statistics ⌄	

CWL Login

To login using your UBC Campus Wide Login, please click on the CWL button above.

cIRcle Login

To login using your email-based cIRcle login, please click on the cIRcle Login button above.

First time user? Register for a cIRcle login.

Linking your CWL and your cIRcle login

If you wish to upload items to cIRcle, you need to register for a cIRcle login first. (Your login then needs to be authorized for uploading). After registering for a cIRcle login, you can also link your CWL account to your cIRcle login by taking the following steps:

BEGIN SUBMISSION

Click on '*Submissions*' (under 'My Account') in the left hand column of your screen, then click on *'start a new submission'*.

Select the *'Graduate Research [non-thesis]'* collection.

DESCRIBE

Begin describing the item with these specific fields:

    i.   **Course Name and Number** : *ARCH 549* **OR** *LARC 598*

    ii.   **Email** :

        • **ARCH:** Enter your **graduating project supervisor's** email address

        • **LARC:** Enter your **program chair's** email address.

    iii.   **Academic Unit** :
        '*Applied Science, Faculty of*' **AND** '*Architecture and Landscape Architecture (SALA), School of*'

Continue describing the project on the following pages. Please note these fields and selections:
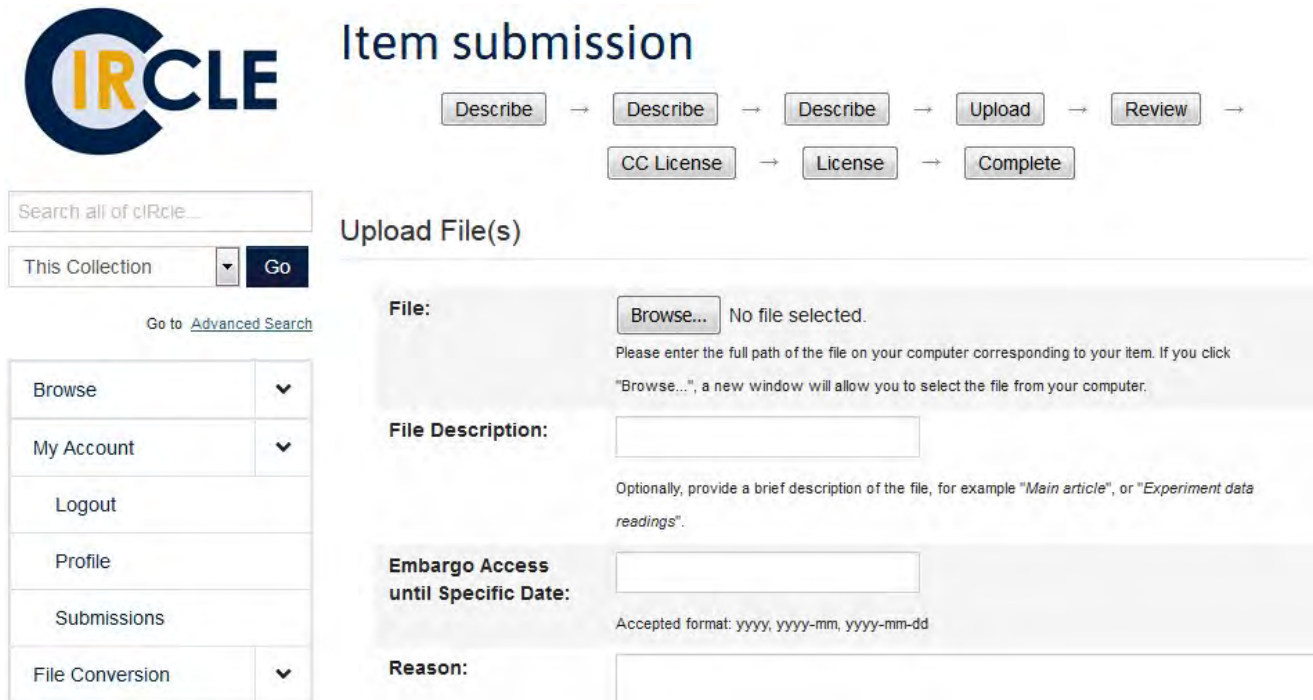
- **Type** = *Text*

- **Text Attributes** = *Graduating Project*

- **Scholarly Level** = *Graduate*

- **Review Status** = *Unreviewed*

- **Date** = *Year* AND *Month* (Day not required)

- **Spatial Subject Coverage** = a geographical place name if the project is about, covers or takes place in a geographic area. For example: *Vancouver (B.C.)*

- **Subject Keywords** = include 3 – 5+ subject headings

- o **Abstract/Summary** = copy and paste from project
- o **Campus** = *UBC Vancouver*

UPLOAD

In general, PDFs are the preferred file format and embargo periods are not used. If you wish to have your project embargoed for a period of time, please discuss this option with a SALA faculty member. Please name your file according to this format: SALA_*Year*_gradproject_*Lastname*.

REVIEW SUBMISSION
At this stage review the content provided and make necessary edits using the "Correct one of these" buttons.

CREATIVE COMMONS LICENSE

The default setting on this page is for the CC BY-NC-ND (Attribution-NonCommercial-NoDerivs) license. You can change the license to "Allow commercial uses of your work" and/or "Allow modifications of your work".

DISTRIBUTION LICENSE

In order for cIRcle to copy, distribute and transmit your project over the Internet, you must agree to the terms outlined on this page. Once you've read through the terms, you will need to agree to the distribution license to complete the submission.

APPROVAL

Once you've completed your submission, your supervisor will receive an email notification instructing them to login to cIRcle to review and approve your submission. Please note that this email link expires after 48 hours. If this link becomes invalid, you will have to notify your graduate administrator as well as the cIRcle Office (circle.repository@ubc.ca) and resubmit.

NOTIFICATION

After your supervisor has approved your submission for deposit, library staff check the submission description for accuracy and, if there are no errors, the submission is made available online. You will receive an email notification with a persistent link to your submission. You can also search for your name or title in open.collections@ubc.ca After a few days, your submission should also be findable via a Google search.

If you do not receive a notification within 3-5 business days that your submission has been archived in cIRcle, please contact your graduate administrator immediately.

CHANGES OR WITHDRAWAL

cIRcle provides a permanent archive for UBC research and teaching materials and items may not normally be removed from cIRcle. They may, however, be withdrawn for specific reasons outlined in the cIRcle Policies section 6. b. Withdrawn items are not deleted per se, but are removed from public view. Withdrawn items' identifiers/URLs are retained indefinitely, although no longer accessible to the public.

If you need to request an update to an existing item record (e.g. to reflect a legal or preferred name change), please contact your graduate administrator: larc@sala.ubc.ca **OR** arch@sala.ubc.ca

If there are major revisions to a work in cIRcle, it may be appropriate for an updated version to be deposited as a separate item.

TROUBLESHOOTING

If you encounter any systems errors during your submission process, please contact the cIRcle Office at circle.repository@ubc.ca or search our FAQ for help.