Image: Sarah Sako

GRADUATION PROJECT GUIDELINES
Including collaborative projects

University of British Columbia
Master of Architecture
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00_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.

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 GP1 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 GP1 which will be combined in a single GP2. In GP2 work will be expected to be of a more sophisticated resolution. Grading in GP1 will be separate but in GP2 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, and refined through dialogue between mentor and student, 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
In the course of identifying the topic for the Graduation Project, students should discuss the proposed work with various members of faculty in order to:

. *locate* a compatible mentor whose expertise and research interests are at least broadly aligned with the proposed research

. negotiate the *definition* of the project and its likely methodology

GP1 and GP2 mentors can be drawn from all full-time tenured and tenure-track Architecture faculty. Additional members of the GP2 supervisory committee may be drawn from SALA faculty, allied academic disciplines as well as the local professional community. 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 are advised to make contact with various faculty members in advance of their Graduation Project terms in order to initiate conversations on the project proposal and to determine a list of desired mentors. In the cases of collaborative projects, mentors should be engaged with the team early in order to approve the topic and student research and design directions. Due to fluctuating student demands and faculty commitments, the GPRC, with the participation of the faculty, will on occasion be obliged to assign students to mentors. The schedule and protocol for this are described later in this document. All mentor-to-student assignments are subject to the approval of the GPRC.

Students can register online in ARCH 548 and 549.

Graduation Project Review Coordinator
The Graduation Project Review Coordinator [GPRC] works with the faculty prior to the beginning of each academic term in order to review submissions and ensure that students are well prepared for the challenge of the project itself.

01_Graduation Project Part I: ARCH 548

Purpose and Content
The purpose of Part I of the Graduation Project [GPI] 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.

GP I Statement of Intent*
The content of the *GPI Statement of Intent* (refer to Appendix A) would normally contain all of the following sections:
> . Title
> . Field of inquiry
> . Architectural issues
> . Precedents
> . Approach, working methodology and research strategy
> . Schedule
> . Expected form of continuation to GPII
> . Research mentor

The Statement of Intent must be submitted three weeks prior to the beginning of the intended term of registration. The *Graduation Project Review Coordinator* [GPRC] will review the submissions, ensure completion of pre-requisites and clarity of proposal.

If students are working together on a collaborative GP project, this should be noted in the Statement of Intent and a statement of how the research is interrelated should be included.

At the time of submission of the GP1 Statement of Intent, the student must have a mentor confirmed. Failure to have the mentor confirmed by the first day of term will result in the student being asked to withdraw from GP1.

GP I Outline and GP II Proposal*
The student should aim to complete the definition of the proposal for a specific GPII project by the beginning of the seventh week of the term (refer to Appendix B). At that time the student must submit an outline and bibliography of the work of the GPI to date, a one-page summary description of the Proposal for Graduation Project Part II *as well as* the names of proposed GPII Chair and committee for ARCH 549. These persons should have expertise or experience relevant to the project, and the student should make contact and discuss the project, obtaining tentative agreement to serve on the Committee. This material is to be submitted in hard copy to both the GP1 mentor and the GPRC. Subsequent to this, the GPRC will confirm Graduation Project Chairs and Committees to students.

It should be noted that in cases where the GPI Mentor is a non-design member of the faculty, a design faculty member who will be on the GP2 Committee should be included in conversations regarding project development by the mid-point of the term.

If students are working together for GP2, this should be clearly noted and an explanation of how the team will work together should be included.

GP I Report
The GPI report (refer to Appendix C) is due by the coursework deadline established for the term with a grade assigned prior to the marks meeting of that term. One is expected to follow formatting requirements for GP1 as specified for the final report in Appendix E. Copies must be submitted to the GPI Mentor, GPII Chair, and GPII committee members and must include the revised GPII Proposal. Once the GPI Report has been approved, a grade will be assigned by the GPI Mentor. Providing the grade is a passing grade and the final GPII Proposal approved, the GPRC will grant the approval necessary for continuing registration in ARCH 549.

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.

*Note: Copies of 'best practices' of the GPI Statement of Intent (Appendix A) and GPI Outline and GPII Proposal (Appendix B) are available; please contact the Architecture Student Services Coordinator for samples.

02_Graduation Project Part II: ARCH 549

Purpose and Content
The purpose of Part II of the Graduation Project (GP2) 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 GP2 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 GP2 Supervisory Committee include all full-time tenured and tenure-track Architecture faculty. Additional members of the GP2 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 GP2 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 (see Appendix D). At that point the essential regard between concept and research undertaken during GPI, 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 GPII, then written summary comments from the GPII 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 GPII proposal would be required including formation of a new Committee.

Final Project Presentation
A final public review of the current term's completed GPII projects will be scheduled, typically three weeks after the coursework deadline date. Students will present their work to the Committee, assigned and other faculty, students in the Architecture Program, guests approved and invited by the GPRC and other members of the public. The presentation should not exceed one-half hour (one hour for collaborative projects), with the objective being 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. Following the critique, the Committee members will meet *in camera* with guests and other faculty present at which time further comments and advice concerning grading will be passed on to the Committee. It is possible to fail the Final Project Presentation. If a student (or students) receives a failing grade he/she may 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 Supervising Committee and GPRC.

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.

03_Graduation Project Final Report

The Graduation Project Final Report consists of an amalgam of the work of GPI and GPII, bound and submitted to the Architecture Reading Room.

The final report for collaborative projects should include all the work from all collaborating students in GP1 and the GP2 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. (Refer to Appendix E). The Graduation Project Final Report is due one week after presentations.

04_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 I_ARCH 548, Fall Term

	Aug 7 - 11	**Statement of Intent due August 8**	Submit in digital format to gprc@sala.ubc.ca	**Appendix A**
	Aug 14 - 25	**Statement of Intent submissions reviewed.**	Faculty meeting to review Appendix A submissions.	
W1	Sept 5 - 8	**Graduation Project Meeting - September 5 at 2:30pm, Location TBC**	Graduation Project meeting informs students of expectations and confirms the term schedule. Note: second year students are encouraged to attend in order to anticipate expectations for the graduation project.	
W2	Sept 11 - 15			
W3	Sept 18 - 22			
W4	Sept 25 - 29			
W5	Oct 2 - 6			
W6	Oct 9 - 13			
W7	Oct 16 - 20	**GPI Outline and Bibliography, GPII Proposal, Proposed Chair and Committee due October 17**	Submit GPI Outline and Bibliography and GPII Proposal form including proposed Chair and Committee to both mentor and GPRC in digital format to gprc@sala.ubc.ca	**Appendix B**
W8	Oct 23 - 27	**Comments**	Receive comments from mentor	
W9	Oct 30 –Nov 3	**GP 1 Pecha Kucha presentation October 30 at 1:30pm, Lasr 202**		
W10	Nov 6 - 10			
W11	Nov 13 - 17			
W12	Nov 20 - 24			
W13	Nov 27 – Dec 1		Regular classes end December 2	
W14	Dec 4 - 8	**GPI Report due December 8**	Submit GPI Report to mentor	**Appendix C**
W15	Dec 11 - 15			
W16	Dec 18 - 22	**Grade Assigned**	Grade for GP1 Assigned	

GP II_ARCH 549, Fall Term

	Aug 14 - 25	**Committees confirmed**	GP2 committees for upcoming term are confirmed at a Faculty Meeting.	
W1	Sept 5 - 8	**Graduation Project Meeting - September 5 at 2:30pm, Location TBC**	Graduation Project Meeting to confirm the schedule for the term.	
W2	Sept 11 - 15			
W3	Sept 18 - 22			
W4	Sept 25 - 29			
W5	Oct 2 - 6			
W6	Oct 9 - 13			
W7	Oct 16 - 20	**Interim Reviews October 16 at 1:00pm – Lasr 202, 301, 309**		**Appendix D**
W8	Oct 23 - 27			
W9	Oct 30 –Nov 3	**Comments**	Receive comments from Chair or designate	
W10	Nov 6 - 10			
W11	Nov 13 - 17			
W12	Nov 20 - 24			
W13	Nov 27 – Dec 1		Regular classes end December 2	
W14	Dec 4 - 8			
W15	Dec 11 - 15	**GPII Final Presentation**	Final Presentations, Dec 15 and 16. Location TBC.	
W16	Dec 18 - 22	**Deadline to hand in final report: December 22 at 12 noon**	Deadline to hand in the approved final report to the Reading Room to be eligible to graduate at February Conferral.	**Appendices E**

GP I_ARCH 548, Spring Term

	Dec 18 - 22	**Statement of Intent due December 18**	Submit in digital format to gprc@sala.ubc.ca.	**Appendix A**
		Statement of Intent submissions reviewed.	Faculty meeting to review Appendix A submissions.	
W1	Jan 3 - 5	**Graduation Project Meeting - January 3 at 12:30pm, Location TBC**	Graduation Project meeting informs students of expectations and confirms the schedule for the term. Note: Second year students are encouraged to attend in order to anticipate expectations for the graduation project.	
W2	Jan 8 - 12			
W3	Jan 15 - 19			
W4	Jan 22 - 26			
W5	Jan 29 - Feb 2			
W6	Feb 5 - 9			
W7	Feb 12 - 16	**GP1 Outline and Bibliography, GPII Proposal, proposed Chair and Committee due February 13**	Submit GPI Outline and Bibliography and GPII Proposal form including proposed Chair and Committee to both mentor and GPRC in digital format to gprc@sala.ubc.ca.	**Appendix B**
		Comments February 16	Receive comments from mentor.	
W8	Feb 19 - 23	**Midterm Break**		
W9	Feb 26 – Mar 2			
W10	Mar 5 – 9	**GP 1 Pecha Kucha style presentation** **March 7 at 1:30pm, Lasr 202**		
W11	Mar 12 - 16			
W12	Mar 19 - 23			
W13	Mar 26 - 30			
W14	Apr 2 - 6		Regular classes end April 6	
W15	Apr 9 - 13			
W16	April 16 - 20	**GP1 Report due April 17**	Submit GPI Report to mentor	**Appendix C**

GP II_ARCH 549, Spring Term

	Dec 18 - 22		GP2 Committees for upcoming term are confirmed at a Faculty Meeting.	
W1	Jan 3 - 5	**Graduation Project Meeting - January 3 at 12:30pm, Location TBC**	Graduation Project Meeting to confirm schedule for the term.	
W2	Jan 8 - 12			
W3	Jan 15 - 19			
W4	Jan 22 - 26			
W5	Jan 29 - Feb 2			
W6	Feb 5 - 9			
W7	Feb 12 - 16	**Interim Reviews February 14** **Comments February 16**	Interim Review Receive Comments from Chair or designate	**Appendix D**
W8	Feb 19 - 23	**Midterm Break**		
W9	Feb 26 – Mar 2			
W10	Mar 5 – 9			
W11	Mar 12 - 16			
W12	Mar 19 - 23			
W13	Mar 26 - 30			
W14	Apr 2 - 6		Regular classes end April 6	
W15	Apr 9 - 13			
W16	April 16 - 20	**Final Reviews**	Final Reviews: April 20 and 21, location TBC	
	Apr – 24 - 28	**Deadline to hand in final report: April 27 at 12 noon**	Deadline to hand in the approved final report to the Reading Room to be eligible to graduate at Spring Congregation.	**Appendix E**

APPENDIX A: Graduation Project Part I_STATEMENT OF INTENT

To initiate Part 1 of the Graduation Project [GP1], all students are required to submit a Statement of Intent to the GPRC three weeks prior to the beginning of the intended term of registration. Each student including each student in collaborating teams must submit a separate document outlining their individual research. Please submit a digital copy to gprc@sala.ubc.ca.

Submit the Statement of Intent according to the following organization; maximum 5 pages.

1. Title
Provide a title that clearly describes the project to others**.**

2. Field of Inquiry Position / Relevance
Position the project clearly within current debates surrounding the field of architecture. What are the issues to be investigated? (History, Social, Cultural, Market, Design Process, Philosophy, Temporal, Globalization etc.) Be broad in approach, yet specific in identifying the particular aspects that will give relevance to the investigation. Raise at least 2 primary and 2 secondary questions for each issue. (200 words max.)

Collaborative teams should also position their research in the context of their collaborators.

3. Architectural Issues
Position the project clearly with regards to particular architectural issues. What are the issues to be investigated? (Program, Sustainability, Technology, Design Process, Materials, Tectonics, Form, Media, Organization etc.). Be specific in identifying the particular aspects that will give relevance to the investigation. Raise at least 2 primary and 2 secondary questions for each architectural issue. (200 words max.)

4. Precedents
Cite at least two precedents each in history/theory and in design that form an inspiration for the project and further assist the GPRC in assessing your proposal. (4 images or drawings, reference 2 texts/chapters and extracted quotes)

5. Approach, Working Methodology and Research Strategy
Describe in detail the intended working methodologies. To assist in this conceptualization, recall working methodologies from past design studios.

6. Schedule
Provide a projected work schedule for Part I of the Graduation Project. (Schedule by week, with separate column for issues and method)

7. Expected Form of Continuation to Part II
Provide a brief description of the expected form of continuation to GPII and ultimate conclusion of the project.

8. Research Mentor
Provide a list of at least two full time faculty members [ranked 1 and 2] that you would wish to supervise the research component of your graduation project. Please ensure you have established contact with those faculty whom you have listed. If you have verbal commitment from a faculty member to mentor GPI, please state this. All mentor-to-student assignments are subject to the approval of the GPRC.

APPENDIX B: Graduation Project Part I OUTLINE AND PROPOSAL for GP II

To mark the halfway point of the Graduation Project Part I, students are to submit a digital copy to gprc@sala.ubc.ca that addresses the following to both the GPRC and GP1 mentor. The submission is to comprise all of the design research to date.

Collaborative GP projects should submit one Appendix B.

1. Statement of GPI [in progress]
Position the project clearly within current and historical debates in the field of architecture. What are the particular architectural issues to be investigated? See items 1 and 2 in Appendix A for further guidance.

2. Outline and Bibliography
Describe your work to date and work to be done through to the end of GP1. Produce a bibliography of works read and to be read.

[the following on separate sheets of paper]:

3. Proposal for Graduation Project Part II [GPII]
Describe 1-2 proposals for a design project for GPII. Be deliberate about the relationship of the proposed project[s] to your research thus far. Describe in detail the scope of the proposed project[s], a working methodology, and the media through which the project will be explored (drawings, diagrams, film projections, text, models, online, interactive etc.).

Collaborative groups should clearly outline the working relationship between the group members, what areas of work they will be responsible for and how they will collaborate. The scope and working methodology for each student should also be clearly outlined as per above.

4. Chair and Committee
Provide a list of at least three full time design faculty that you would wish to chair Part II of your graduation project. You may rank them 1, 2 and 3. Provide a list of proposed committee members, also ranked. Please include e-mail contact information for all proposed chairs and committee members. The committee can include a maximum of 2 members from the SALA faculty.

Please ensure you have established contact with those individuals listed. If you have verbal commitment from a faculty member to chair GPII and/or members of the proposed committee, please state this. All chair-to-student assignments are subject to the approval of the GPRC.

To conclude Part I of the Graduation Project, students are required to submit a Part I Report. The GPI Report is to be submitted to the project mentor for grading along with a completed checklist, a template of which can be found on the following page.

Collaborative projects should hand in individual Appendix Cs but with Sections 3 and 6-9 coordinated amongst team members.

It is recommended that the report be organized according to the following outline:
1. Title

2. Abstract Page
The abstract is to be a concise proposal for the graduation project in paragraph form. It should identify the context that the project addresses, drawing from all aspects of the GPI inquiry. Limit to 350 words.

3. Statement of Thesis
The statement of thesis is to be an extremely concise statement that positions the project relative to cultural phenomena and theoretical terms of reference.

4. Field of Inquiry; Position, Context, Area of Study
This should be thought of as an expansion of the Statement of Thesis, whereby the conceptual, pragmatic, and/or operative grounds of the inquiry are described in greater detail.

5. Architectural Issues, Precedents
Illustrate, using both images and diagrams, examples of architectural issues as they exist in architectural, artistic, site-specific, and other artifact precedents. Bodies of text should accompany these illustrations as complementary descriptions.

6. Projected Approach and Working Methodology [can be described in the form of diagrams]
Describe the media and analysis and design techniques you propose to use in GPII. Speculate as to the utility of these methods and media, possibly situating them in relation to relevant precedents.

7. Program [where applicable]
Outline the functional elements of the project, "functional" to be understood as both a critique and itemization of utility.

8. Site and site analysis [where applicable]
Collect maps, regulatory and historical documents, and other base information of your site. As required, produce base drawings such as site plans and sections, historical analyses, environmental analysis, and other basic information.

9. Projected Schedule for Graduation Project Part II
Produce a schedule for GPII. This should be structured around the GPII Interim Review and committee meetings. The schedule should be a temporal projection of your field of inquiry and methodological work.

The GP1 report is expected to adhere to the formatting guidelines as outlined in Appendix E: Graduation Project Part II Final Report. However, as noted above, the completion and hand-in of the checklist on the following page is intended to assist the student and mentor in clarifying expectations.

CHECKLIST for Submission of Graduation Project Part 1 Report

The completed checklist is required to be handed in to the GP1 mentor on final hand-in of the GP1 Report.

The following requirements have been met within the GP1 Report

☐ Consistent established style
An established style has been followed consistently throughout the document. The one style followed throughout the work is as follows:
   ☐ Chicago Manual of Style
   ☐ MLA Handbook for Writers of Research Reports
   ☐ Turabian. A Manual for Writers of Term Papers, Theses and Dissertations
   ☐ Other [please list]: _____
The latest edition of the style manual has been referenced.

Note: UBC Library has a useful reference sheet on MLA Style at the following link:
http://www.library.ubc.ca/pubs/mlastyle.html

☐ Sources documented through footnoting
Text, images and web references have been documented through footnoting. Footnoting appears within the text as a parenthetical reference, at the bottom of pages, end of sections or at the end of the main body of text immediately preceding the bibliography. A consistent and established style has been followed in the footnotes.

☐ Bibliography
A comprehensive bibliography is included, listing all sources accessed in preparation of the graduation project and is written in a consistent format established by the style manual followed throughout the report.

☐ Literary style
Text presented in the report is of good literary style. The text has been proofed carefully for typographical, grammatical and spelling errors. Footnotes or endnotes and bibliography have been checked for completeness.

☐ Margins
Margins are at least 1.25 inches on the left and .75 inches on the three outer edges of each page in anticipation of formatting requirements for the GP2 report.

Signed: _____

Dated: _____

APPENDIX D: Graduation Project Part II INTERIM REVIEW Requirements

Due dates
Fall Term: Monday, October 16 2017
Spring Term: Wednesday, February 14 2018

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 GPII 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 GP2.

If the nature of the GPII 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 GP2 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 GP2 work. In certain circumstances, not all these questions will be equally applicable to a particular student's GP2 work. In those instances, a student must receive specific permission from their GP2 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 GP2 Chair

Minimum Models:
- 1 Model that articulates the critical spatial conditions of the design. This model should correspond with the plans and sections listed above
- A selection of study models

  Notes regarding Models:
- Model scale to be determined in advance of review in consultation with GP2 Chair

Due dates
Fall Term: Friday, December 22 2017
Spring Term: Friday, April 27 2018

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 GP2 work, coherently formatted and sourced.

The report is submitted to the Architecture Reading Room then bound, catalogued and shelved within the Reading Room's collection for reference by students and faculty. It is recommended that a draft copy, either PDF or paper, be submitted to the Reading Room in advance of the final submission to avoid unnecessary costs of reprinting should further revisions due to formatting or typographical errors be required.

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]
4	Reading Room Authorization Form [not counted nor paginated] [mandatory] – **place in back of booklet**.

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. A copy of each can be found in the Architecture Reading Room:

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	Signatures. The Graduation Project Final Report requires two signatures; it must be signed by the GP Part II Chair and the GP Part I mentor. If this is the same individual then the second signatory should be another member of the faculty on the committee. If only one member of the faculty is on the committee then the Chair of Architecture would be the second signatory.
7	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

The Architecture Reading Room is responsible for accepting and processing each graduation project report.

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.

Paper

High-quality white bond paper, 20-24 pound stock, is required. All pages must be the same height. Maximum height is 11 inches; maximum width, except for folded pages, is 14 inches. Oversize illustrations should be folded at least 1/2 inch from the right margin. Cream, grayish, or coloured paper will not be accepted. If recycled paper is used, it must be white (not off-white) and acid-free. Pages with holes, such as those made by binder rings, will not be accepted.

Quality of Type and Print

The print must be of high quality throughout the thesis. Correcting liquid and other impermanent methods of correction should not be used.

Use 9 to 12 point font for the body of the thesis. A laser or other high quality printer is recommended. Dot-matrix characters are generally unacceptable. Poor print and inferior grades of paper will not be approved.

Pagination

Every page other than the title page and the Reading Room Authorization Form 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. The Architecture Reading Room Authorization form is placed immediately behind the title page but is not counted nor numbered. Numbering begins at "ii" on the first page of the abstract.

Number the body of the thesis in Arabic 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.

<u>Unacceptable</u> Practices and Materials

- Binding – all submissions must be handed in unbound
- Holes (such as those made by binder rings)
- Cardboard
- Construction paper
- Erasable paper
- Letraset or like adhesive prints
- Pencil
- Rubber cement
- Scotch tape or like adhesive tapes

Illustrative Material

Illustrations must be on high quality paper and must adhere to the required margins (see Margins). Oversize illustrations must be submitted folded – illustrations are folded 0.5 in. from the right margin.

If possible, illustrations should be positioned in the same direction as the main text.

Care must be taken in both copying and reducing figures (e.g., charts, drawings, graphs, photographs, maps, etc.) as photocopying may render certain images illegible in size or colour. Construction paper, cardboard, and pencil are not acceptable material for illustrations.

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.

Accompanying Materials

This includes materials which are part of the thesis but which are not included in the text [e.g. – DVD] or for maps or illustrations which are too large to include in the document.

E-copy format

In addition to the hard copy submission of the Graduation Project Final Report, an e-copy format is also <u>required</u> for submission. On a clearly marked DVD, place the following documents:

1   a .pdf document of the entire Graduation Project Final Report
2   all images and drawings included in the report submitted as high-resolution .tiff files
3   a text document with the Graduation Project title, your name, and the project abstract.

The DVD must be contained within a jewel case and submitted at the same time as the hard copy of the Final Report.

Labelling

On the case: a 1" x 3" label containing the following information
. student's last name, first name
. title of report
. copy number and number of copies [e.g. 1 of 2, 2 or 2]

On discs in permanent marker:
. students' last name, first name
. degree to be awarded [e.g. MArch]
. month and year of submission [e.g. May 2006]
. copy number and number of copies [e.g. 1 of 2, 2 of 2]
. title of report

Please do not stick any labels directly onto the discs.

Preparing Supporting Documents

All required forms and supporting documents **must** be submitted with your graduation project report. Final approval of the report will be reserved until the report is properly submitted, with the appropriate forms.

Reading Room Authorization

This form provides the Architecture Reading Room with permission to make the graduation project report available for reference and study, and also stipulates the conditions for copying the report for scholarly purposes.
One copy of this form must be signed and submitted with the final report.

The authorization form should be formatted to match the size of the book with the font matching that used throughout the document then signed by hand.

The authorization should appear as the final page in the document, unnumbered.

Payment for Binding

Payment for binding for the report must be paid on the SALA secure E-commerce site under "Students." You will receive an email confirmation of payment which should then be brought to the Reading Room with the rest of the supporting documents.

Graduation Project Report Receipt

Once all thesis submission requirements have been met and the report has been accepted by the Architecture Reading Room, a receipt is provided as proof of completion. A copy is provided to the student, the Architecture office, and one is kept at the Reading Room. Please complete this form and bring three copies to the Architecture Reading Room when submitting the final report.

Approval for Report Submission

Committee members must confirm their approval for the report submission by signing the report title page. The title page must contain original signatures of least **two** committee members that are full-time SALA faculty. Should only one of the committee be full-time faculty, the Chair of Architecture will be the second signatory. Initials or photocopied signatures will not be accepted.

Signatures must be obtained prior to submitting the completed document to the Reading Room.

Binding

The school arranges for the binding of the report. The student can select from a range of available colors. The cost is normally forty dollars, however, if the report contains more than five folded pages, the cost can increase. Additional copies for the student's own use may be submitted for binding for the same cost.

Submission Deadline

Submit the Graduation Project Final Report to the Architecture Reading Room on or before the deadline. The Reading Room may refuse approval if the report does not conform to the instructions specified herein. Failure to submit an approved signed report by the specified 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.

AVAILABLE FACULTY FOR GP MENTORING – 2017 - 18

	Available Fall 2017	Available Spring 2018	Available Fall 2018
Bass, John	✓	✓	✓
Dahmen, Joe	✓	✓	✓
Fujita, Mari	On leave	On leave	✓
Johnson, Greg	✓	✓	✓
Macdonald, Chris	✓	✓	✓
McKay, Sherry	On leave	✓	✓
Meyboom, AnnaLisa	✓	✓	✓
Neumann, Oliver	X	X	X
Pechet, Bill	✓	✓	✓
Roecker, Inge	✓	✓	✓
Rysanek, Adam	✓	✓	✓
Satterfield, Blair	✓	On leave	On leave
Soules, Matthew	✓	**X**	On leave
Sara Stevens	✓	✓	✓
Van Duzer, Leslie	✓	✓	✓
Wagner, George	✓	X	X