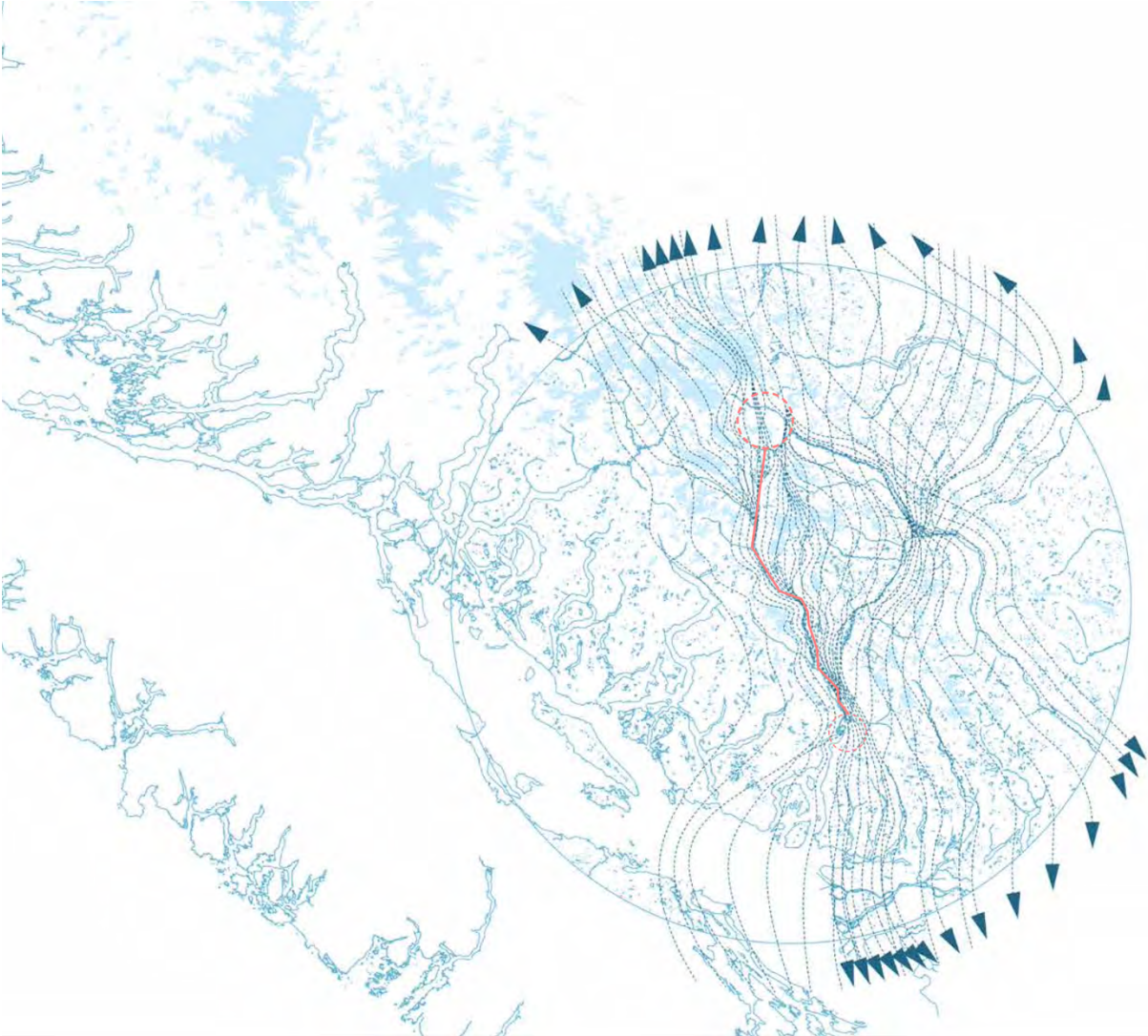


**GRADUATE PROJECT GUIDE 2024-2025 for the Landscape Architecture Program,
School of Architecture + Landscape Architecture**



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ACKNOWLEDGEMENT

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) people. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on in their culture, history, and traditions from one generation to the next on this site.

INTRODUCTION

The Master of Landscape Architecture Graduation Project (GP) unfolds over two terms and marks the conclusion of the professional design curriculum for the MLA and MARCLA programs. It is a time for deep research as well as synthetic thinking; critical awareness as well as risk taking; ambitious as well as refined design experimentation.

Students are encouraged to define and explore landscape architectural issues with the skills and knowledge acquired during their MLA, MARCLA, and previous experiences. The GP provides the opportunity to research, develop, edit, refine and communicate design solutions, processes, and methods, for a relevant topic in landscape architecture. Students are asked to explore different scales appropriate to their design problem, as well as to question and develop (alternative) strategies to resolve the identified problem(s).

The GP is an ambitious project within SALA. It aspires to generate a concentration of work that will fuel positive and meaningful thinking within the discipline of landscape architecture for the future. Thus, students should consider the GP experience an opportunity to explore how they can contribute to the future of the discipline.

Learning Objectives:

- Engage with contemporary landscape architectural design issues using design as the primary mode of inquiry;
- Synthesize knowledge of (current) literature and state of practice in a relevant topic area of your interest;
- Develop a point of view and carry an argument to raise questions which can be addressed through a design inquiry;
- Independently develop and employ appropriate analysis/design methods, concepts, and programs;
- Convincingly communicate the project focus, rationale, key ideas and strategies both in narrative and graphic form.

The product of this design-oriented masters project includes both resolution and the effective communication of the overall project. **The final products of GP2 include three parts:**

- 1) The project proposal + a written/illustrated Final Report (uploaded to CiRCLE);
- 2) A developed design strategy: drawings, videos, and text communicating the project;
- 3) The successful presentation of the project.

ACADEMIC POLICIES

LARC 525 is a prerequisite for LARC 595.

LARC 595 is a prerequisite for LARC 598.

LARC 598 uses Honours /Pass/Fail for evaluation. (Honours = 90% or higher. Failing grade = 67% or lower)

GRADUATE PROJECT SUPERVISION

Faculty supervisors provide intellectual and creative leadership and editorial oversight to project processes and products, including term-end deliverables. Students will work closely with their supervisors, typically meeting them once each week during the GP2 in term 2. The LARC 598 studio coordinator is the secondary supervisor (equivalent to studio facilitator and committee member for each student). They will set a broad framework for ideas, exchange, critiques, reviews and major deadlines for the class as a whole. The coordinator is also responsible for inviting guest critics to these reviews and coordinating the final review.

The Supervisors, in consultation with the studio coordinator determine the final grade/evaluation of the project (honors/pass/fail) based on the GP learning objectives listed in this syllabus. Students must understand that the graduate project is an independent project and students are expected to manage their projects, retain intellectual control over the project content, and maintain a working process that meets the major class deadlines. Students often work on their own, but students may combine efforts in a pair for GP2 work.

FORMAT AND SCHEDULE

GP 2 is organized and run like a studio in terms of its scheduling and the collaborative environment. Students are encouraged to work, provide feedback, and support each other as much as possible. We meet Tuesday and Fridays 1:30-5:30.

Schedule at a Glance:

The schedule of deadlines and reviews is set each term by the Graduate Project Coordinator. The schedule will generally follow:

Week 1: Introductory presentations and flock establishment

Week 3: Design charrette

Week 6: Mid-term review. Guest critics and faculty will be invited.

Week 9: Silent Review

Week 12: Substantial reviews. Faculty will be invited.

Week 15: Final Graduate Project Reviews. Guest critics and faculty will be invited.

REVIEWS

There are a number of formal reviews scheduled, which offers students the opportunity to present their projects to a wider audience. Each student will have 15 minutes to present the full project with about 10 minutes for discussion and commentary. Each student should work with his/her supervisor to outline these presentations. These time allotments double for the final review in April.

Reviews typically involve:

- the broader problem which the project will address, both from a theoretical and site- specific perspective
- the focus inquiry of the project or specific issues of this project
- the position or point of view through which you will resolve this inquiry
- important precedents you are using and why/how
- a summary of the analysis undertaken to date
- the logic for determining and organizing the proposed design interventions
- the design propositions you are making across different spatial and temporal scales.

Substantial Review:

The *design* project as a whole is expected to be 80% complete by the substantial review. Students must pass the substantial review in order to be approved to present the project at the final reviews (*see appendix 2 for requirements and evaluation criteria*).

Final Graduate Project Review:

Each student must present her/his Graduate Project for final review and critique. This review is open to all faculty and students in the Program and School, and the public, and is an important component of the Graduate Project. The School of Architecture and Landscape Architecture sets the dates and schedule for this review. The LARC 598 class (GP Coordinator and students) are responsible for inviting guest critics to the reviews. A team of GP coordinators (MArch and MLA) will work with a team of students to plan the final GP reviews on matters of venue, schedule, reviewers, the abstracts publication, and logistics. Deadlines for submission of abstracts, images, reviewers will be announced.

SUBMITTING THE GRADUATE PROJECT REPORT

Subsequent to the final Graduate Project Reviews, each student will prepare and submit the Graduate Project Final Report to CiRCLE <https://circle.ubc.ca/>

This report consists of the GP I proposal as submitted previously in GP 1, plus a summary of the design proposal and resolution. The Report should be emailed to your advisor no later than April 28th 2024. Once approved, submit to CiRCLE by May 1st 2024.

1. Submit your GP Report to Circle

Instructions for submitting to Circle are at the end of this document. 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.

ORDER OF PRESENTATION FOR THE GRADUATE PROJECT REPORT

FRONT MATTER (numbered with Roman numerals, i, ii, iii,)

Title page

Abstract

Table of Contents

Acknowledgements (optional)

BODY (numbered with Arabic numbers, 1, 2, 3,)

Introduction. This should introduce your project topic and frame the broader problem and/or issues which the project will address. You should explain your point of view, and provide your thesis statement and the specific problems or issues that will be resolved through your project.

Literature Review. This is a critical analysis of key written works related to the intellectual content of your graduate project. This content might concern the definition of terms, methodological approaches, or competing theories. You should conclude with a position statement establishing your approach to the topic, and identify potential gaps in knowledge.

Precedent Studies. Written and graphic analysis and interpretation of the relevant precedents (built or unbuilt), and prior iterations of the issues and problems addressed in the project. Precedents are used to further explore theoretical positions, and/or application.

Site Matters. A narrative description supported with graphic materials exploring the contextual factors of the project (historical, ecological, cultural, technological, material, economic conditions, etc...). Note: Some projects may have multiple sites or no specific site at all.

Program. A narrative description of the programmatic (social and ecological) intentions of the project, including a detailed specification of the manner in which the propositional or projective intentions of the thesis would be realized. This narrative description should be supplemented with diagrams and other graphic materials.

Schedule. Outline of work to be completed during GP2. Include a preliminary task list and schedule of work, including estimates of time allotments for each major task or phase. This plan should correlate with typical deadlines for the graduation project (e.g. mid- review, substantial completion, final presentation).

Design Proposal & Resolution

Sketches, tests, experiments, schematics and other initial design work. This should include discussions (and graphic materials) outlining early ideas for the proposed design interventions, prototypes or other speculations relevant towards GP2.

References. Listing of sources and reference materials. Accepted bibliographic styles must be followed consistently throughout the document. See: <http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/>

Appendix (optional)

FORMAT AND ACADEMIC INTEGRITY

Format

This is a carefully written, nicely designed and crafted, illustrated report. It must be in portrait, North American letter size. Use of colour illustrations is recommended. Any images not produced by the student must be removed from the report before submitting to circle.

Academic Integrity

Students should become familiar with the guidelines and policies of the university and school regarding academic integrity and misconduct. Any questions or concerns should be immediately addressed. Your instructors, advisors and department faculty can answer questions and help to understand the policies.

Plagiarism, which is intellectual theft, occurs where an individual submits or presents the oral or written work of another person as his or her own. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.

For all cases of academic misconduct, disciplinary measures (including a failing grade for the course, suspension, and/or expulsion) will be followed according to UBC policies.

Please see <https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-honesty-and-standards>

APPENDICES

APPENDIX 1: STYLE REQUIREMENTS FOR THE GRADUATE PROJECT REPORT

Documenting Sources

Wherever the work of another is drawn on, what was borrowed and from where it was borrowed must be documented. This includes ideas, writing, 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.

An established style must be followed consistently throughout the document. 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. See: <https://guides.library.ubc.ca/howtocite>

Cover Page

Title, author, date, and statement, "Submitted in partial fulfillment for the Master of Landscape Architecture, School of Architecture and Landscape Architecture, University of British Columbia." Also list your Supervisor.

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 100 words. Although it appears first in your report, it is often the last thing students write.

Table of Contents

This must include the abstract, other preliminary pages as applicable [i.e. 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.

Body

The body of the Graduation Project Final Report should contain the following: Part 1: the contents of the Graduate Project Proposal for LARC 595. You may revise as necessary for accuracy. Part 2: is an introduction to the approach taken in the design solution; a summary of the program (or revise that section in part 1); a summary of the design solution that accompanies the primary design drawings (cover all salient portions of the design at legible scales). Text presented in the report must be of good literary style and appear in the appropriate order.

Back Matter

Endnotes (if needed) 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 reference list. A consistent and established style must be followed in the footnotes and reference list (see Documenting sources above).

Reference List

An accepted bibliographic style must be followed consistently throughout the document. Accepted styles include, The Chicago Manual of Style; The Language Association of America, MLA, etc...

See: <https://guides.library.ubc.ca/c.php?g=707463&p=5035495>

Appendices

Include if appropriate. Examples of appropriate Appendix materials- additional details regarding precedent studies; additional research related information or data; detailed plant lists; transcripts of interviews.

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 front matter in lower case Roman numerals (ii, iii, iv, etc.). The title page is "i" but is not numbered.

APPENDIX 2: SUBSTANTIAL COMPLETION

At the 'Substantially complete' milestone for GP II (~80% of term) this project is substantially designed and ready to proceed to presentation. A 'whole', well integrated design resolution demonstrates technical and creative control over the issues, knowledge and skills has been achieved. Studies of significant focus areas demonstrate a design development approach representative of the project. A public presentation has been defined and outlined.

At the conclusion of each student's 'substantial' review presentation, faculty will assess:

1. Is this project sufficiently resolved to proceed to final public presentation?
2. If the assessment is 'maybe' what specifically needs to be improved within one week?
3. If the assessment is 'no' what specifically needs to be done to bring it to 80% completion?

Basis of Assessment: Project Focus & Framing

- Why (and how) is the project significant?
- Has the project topic and rationale been situated within an area of professional or academic inquiry?
- Have project issues and their intellectual context been defined within that vision? Are project goals and objectives connected to that vision?

Design Content

- Are core design (spatial) concepts and approaches clear?
- Have core design concepts and approaches been articulated as logical and creative responses to the project vision and ambitions?

Design Resolution

- Is the design approach rigorously interpreted and applied across project scales?
- Has the project demonstrated how core design concepts have been consistently investigated and resolved at crucial scales – from concept and schematic design choices at the most general scales to design development choices at the most focused scales?

Design Methods & Representation

- Are design methods and media effectively selected and applied across scales?
- Has the project demonstrated effective design methods and media choices across scales – from planning and schematic design at the most general scales to design development choices at the most focused scales?

Design Presentation & Communication

- Has the project and its design resolution been effectively argued and communicated for a professional audience? Is the argument logically constructed (and edited)?
- Do design media (and scale) choices (maps, diagrams, models, plans, sections, renderings...) provide persuasive supporting evidence and narrative?
- Is the quality of presentation and media appropriate to a graduate design project?



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.library.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 copy (no comments or unsaved edits) of your project. Changes to your project after archiving in cIRcle are after generally not permitted. If you do need to make changes after submitting, please contact your graduate administrator.**

General instructions for [approving submissions in cIRcle for supervisors/program chairs](#) are available on the cIRcle website.

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. Before submission you will need to check your work for copyrighted content, including stock images, graphs/charts, and logos. If a paper or project does contain copyrighted material, you 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 you 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 or 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 that cIRcle can host the work, make copies for back-up or preservation, and distribute the work to the public. **You will be prompted to agree to this license during the submission process.**

In addition to the cIRcle License, terms which dictate how your work can be shared or used are applied using a [Creative Commons Attribution-NonCommercial-NoDerivatives](#) (CC BY-NC-ND) license. During the submission process, you will be prompted to accept the default license terms or enhance them if you prefer. Please note that this license also applies to any images or figures used in your project and copyright holders also need to consent to these terms.

4. DESCRIPTIVE INFORMATION

All graduating projects deposited into cIRcle require descriptive information (i.e. [metadata](#)). This metadata will ensure your project is discoverable in [UBC's Open Collections discovery portal](#), and through other search engines (e.g. Google).

In addition to the basic metadata fields (title, author, date, etc.), you will need to provide **subject keywords**. It is recommended that you provide at least **three to five subject keywords** for your project. When considering what terms to apply, you are encouraged to refer to the following resources:

- [Library of Congress Subject Headings](#)
- [Getty Vocabularies](#)
- [MIDAS Heritage](#)
- [VRA Core](#)

5. SUBMISSION PROCESS

Step-by-step instructions for depositing your project in cIRcle follow on pages 3-7.

Depending on the speed of your connection, the size of your file, and whether you've reviewed the instructions in advance, the submission process (i.e. data entry and file attachment) can take as little as 5-10 minutes. However, please allow up to 7-10 business days for the review and approval steps. Please monitor your email in case your item requires edits (e.g. removal of private information). When your item has been archived, you will receive an email notification with a link to your project.

If you do not receive an email notification that your project has been after 10 business days, please contact your graduate administrator as your submission may require additional edits or may be waiting for supervisor or program chair approval.

Step-by-Step Guide for Deposit



REGISTER

When you are ready to deposit your project, first register for a cIRcle login: <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.

Email Address:

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

My Account	▼
Logout	
Profile	
Submissions	
File Conversion	▼
Statistics	▼

LOGIN

Immediately locate the registration notification email to confirm registration and login to your cIRcle account: <https://circle.library.ubc.ca/login>

Choose a Login Method

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

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:

My Account	▼
Logout	
Profile	
Submissions	
File Conversion	▼
Statistics	▼

BEGIN SUBMISSION

After logging in, you will see a Submitter's menu in the left hand side of your screen. Under 'My Account' select '**Submissions**'. From the Submissions menu, select '**start a new submission**'.



The screenshot shows the cIRcle website interface. On the left is a navigation menu with the following items: Browse, My Account, Logout, Profile, Submissions (highlighted with a red arrow), and File Conversion. Above the menu is a search bar with the text "Search all of cIRcle ..." and a "Go" button. Below the search bar is a link to "Go to Advanced Search".

Who's contributing to cIRcle?

- [Banff International Research Station for Mathematical Innovation and Discovery \(BIRS\)](#)
 - [BIRS Workshop Lecture Videos](#)
- [Conferences & Events](#)
 - [American Physical Society Northwestern Section Annual Meeting \(APS-NW\) \(11th : 2009\)](#)
 - [British Columbia Mine Reclamation Symposium](#)
 - [Canadian Summer School on Quantum Information \(CSSQI\) \(10th : 2010\)](#)
 - [Congress of the Humanities and Social Sciences \(77th : 2008\)](#)
 - [Digital Library Federation \(DLF\) \(2015\)](#)
 - [Insights from Nuclear Magnetic Resonance \(NMR\) : A symposium in honour of Myer Bloom \(1993\)](#)
 - [International Conference of Institutes and Libraries for Chinese Overseas Studies \(WCILCOS\) \(5th : 2012\)](#)
 - [International Conference on Applications of Statistics and Probability in Civil Engineering \(ICASP\) \(12th : 2015\)](#)
 - [International Conference on Engineering Education for Sustainable Development \(EESD\) \(7th : 2015\)](#)
 - [International Conference on Gas Hydrates \(ICGH\) \(6th : 2008\)](#)
 - [International Conference on Health Promoting Universities and Colleges \(7th : 2015\)](#)
 - [International Construction Specialty Conference of the Canadian Society for Civil Engineering \(ICSC\) \(5th : 2015\)](#)

When you are prompted to select a collection to deposit, choose the '**Graduate Research [non-thesis]**' collection.



The screenshot shows the 'Item submission' page on the cIRcle website. The page title is 'Item submission' and the subtitle is 'Select a collection'. On the left is a navigation menu with the following items: Browse. Above the menu is a search bar with the text "Search all of cIRcle ..." and a "Go" button. Below the search bar is a link to "Go to Advanced Search".

Collection: Graduate Research [non-thesis]

Select the collection you wish to submit an item to.

Next

DESCRIBE

Begin describing your project. Please note instructions for 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'

Item submission

Describe → Describe → Describe → Upload → Review →
CC License → License → Complete

Search all of cIRcLE...
This Collection [v] Go
Go to [Advanced Search](#)

If you are a UBC Vancouver or a UBC Okanagan graduate student who has completed an exemplary non-thesis graduate paper or project, you may submit your work here:
o For more information about the submission process, please visit: <http://circle.ubc.ca/submissions/submit-content/graduate-research-non-thesis/>

Describe Item

Course Name and Number: [text input]
Enter the course name and number for which you created the paper or project to be submitted [optional]

Instructor/Supervisor Email: [text input]
Enter the email address for your instructor/supervisor approving this submission [REQUIRED]

Instructor/Supervisor's Academic Unit: [dropdown menu]
--- SELECT: Highest University Affiliation ---
Applied Science, Faculty of
Arts, Faculty of
Business, Sauder School of
Continuing Studies
Creative and Critical Studies, Faculty of (Okanagan)

Select your instructor/supervisor's university affiliation(s). Please select at least 1 value for both a highest affiliation and an affiliation. To select more than one in the list, hold down the "Ctrl" key. [REQUIRED]

Continue describing the project on the following pages. Please note these fields and instructions:

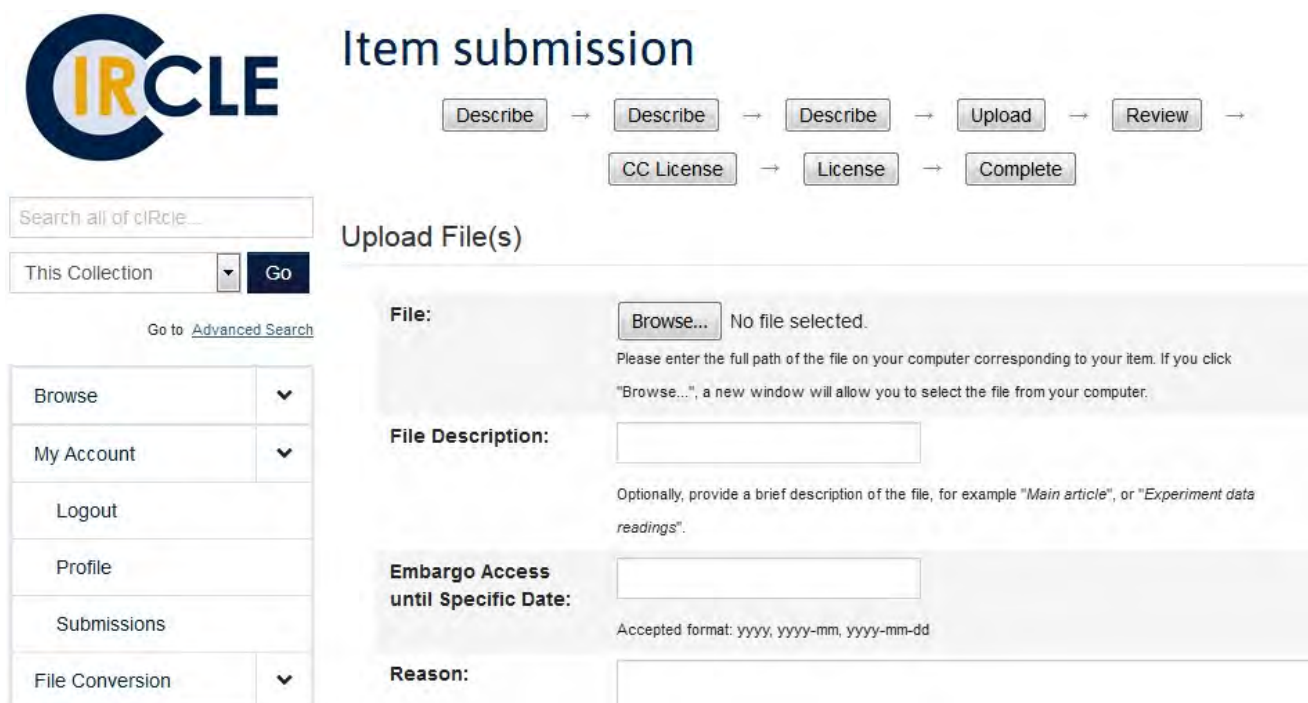
- o **Type** = Text
- o **Text Attributes** = Graduating Project
- o **Scholarly Level** = Graduate
- o **Review Status** = Unreviewed
- o **Date** = Year AND Month (Day not required)
- o **Spatial Subject Coverage** = a geographical place name if the project is about, covers, or takes place in a geographic area. For example: *Vancouver (B.C.)*. **Do not** include specific addresses
- o **Subject Keywords** = include at least 3 – 5 subject headings that describe what your project is about
- o **Abstract/Summary** = copy and paste from your project document
- o **Campus** = UBC Vancouver

UPLOAD

File formats: [PDFs](#) with **no** security settings are the preferred file format.

File naming: Name your file using the format: SALA_Year_gradproject_Lastname.

Embargoes: If you want access to your project to be restricted for a specified period, please discuss this option in advance with your SALA supervisor or program chair. Embargoes applied without listing appropriate approval in the section labelled “Reason” may be rejected and returned to you for correction.



Item submission

Describe → Describe → Describe → Upload → Review →
CC License → License → Complete

Upload File(s)

File: No file selected.
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo Access until Specific Date:
Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Reason:

REVIEW SUBMISSION

Review your submission to check for accuracy. Use the “Correct one of these” buttons to edit the submission.

DISTRIBUTION LICENSE

cIRcle requires your permission to openly distribute your project online and to preserve it for long-term access. Once you’ve read through the terms of the [cIRcle Non-Exclusive Distribution License](#), you will need to select ‘I agree’ to complete the submission.

CREATIVE COMMONS LICENSE

The default setting on this page is for the [CC BY-NC-ND \(Attribution-NonCommercial-NoDerivs\) license](#). You can accept the default terms or amend it to permit modifications or commercial use. Please ensure these terms align with any permission requirements of images or figures you have included.

APPROVAL

Once you've completed your submission, your supervisor or program chair will receive an email notification instructing them to login to cIRcle to review and approve your submission. This approval process should occur within **48 hours** to ensure your item is archived within **7-10 business days**.

Please ensure you communicate with your graduate administrator regarding any delay in the approval process. If your submission is not approved within 1-2 weeks, the cIRcle Office will reject your submission and request that you contact your supervisor or program chair and then resubmit.

NOTIFICATION

After your supervisor or program chair 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.

An email notification with a persistent link to your archived submission will be sent to you. You can share this link with anyone to promote your work. You can also search for your name or title in [Open Collections](#). After a few days, your submission should also be findable via a Google search.

If you do not receive a notification within 7-10 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.

GET HELP

Please contact your graduate administrator for questions about preparing or making changes to your submission: larc@sala.ubc.ca **OR** arch@sala.ubc.ca

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.

To see examples of past SALA submissions, visit [Open Collections](#).