



## **MA/PhD in Architecture**

### **Academic Graduate Students' Handbook**

## OVERVIEW

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The Department of Architecture in the School of Architecture and Design of the University of Kansas offers two academic graduate degree programs – (Masters of Arts) MA and Doctor of Philosophy (PhD) in Architecture. This handbook describes the requirements of the program, the primary people, code of conduct, and the policies and procedures that apply to both of these programs.

The MA program of the Department is designed for mature students who already have an undergraduate degree in Architecture or a related discipline, and want to get in-depth knowledge in one or more areas of architectural research. For an MA degree, students are expected to complete a minimum of 36-credit hours including: 12 hours of foundation coursework; 12 hours in a major area of study; 6 hours of guided study leading to a Comprehensive Oral Exam; and 6 hours of thesis or project. Students are expected to complete the degree within two years.

In contrast, the PhD program is designed to provide students with:

- an advanced understanding within a recognized knowledge category of architecture;
- a concentration of specialized and advanced coursework that will create a context for robust inquiry; and
- the skills, attitude, and support necessary to conduct original research that advances and contributes to the body of knowledge within a defined area of specialization.

For a PhD degree, students are required to take a minimum of 49 credit hours including: 19 hours of foundation coursework; 12 hours in a major area of study; 9 hours in a minor area; and a minimum of 9 hours of dissertation. After completing coursework, students need to receive approval of a dissertation proposal, pass a Comprehensive Oral Exam, complete the dissertation, and pass the Final Dissertation Oral Exam in order to receive the degree.

All of our PhD students are admitted as MA students, and receive their MA degrees after finishing their Comprehensive Oral Exams *en route* to the PhD degree. However, students enrolled in our MA program cannot directly continue to our PhD program. They must apply for admission into the PhD Program before graduating with an MA degree to avoid losing any credit hours.

# MA in ARCHITECTURE

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The post-professional MA in Architecture is a research-based academic program in the Department of Architecture of the University of Kansas. It is for students who are interested in exploring various approaches in analyzing the built environment. Such individuals must possess an undergraduate degree to enter the program, and may come from a variety of academic and professional backgrounds. It is expected, however, that most will enter the program with interest, experience and knowledge in Architecture, or a closely related discipline.

To receive the MA degree, each student must take a Comprehensive Oral Exam, and must complete a research or design-related project after completing the coursework. A current MA student wanting to transfer to our PhD program in Architecture must apply for admission before graduating with an MA degree to avoid losing any credit hours.

## PROGRAM REQUIREMENTS

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MA students need to complete at least 36 credit hours of coursework to receive their degree. The coursework includes 12 hours of foundation courses, 12 hours of courses in a major area of research, 6 hours of guided study leading to a Comprehensive Oral Exam, and a research thesis or a final project.

The 12 hours foundation courses include two required courses in theories and methods of architectural inquiry and two graduate level courses in any two of the following five areas of research:

- (1) Health and Wellness
- (2) History and Theory
- (3) Public Interest Design
- (4) Technology and Practice
- (5) Urban and Social Issues
- (6) Historic Preservation

In addition to the foundation courses, each student must complete a minimum of 12 hours of graduate courses in one of the five areas of concentrations listed above. A minimum of 6 of these hours must be taken in one of the established concentrations in the Department. With the consent of the student's Academic Advisor and the approval of the PhD Program Committee of the Department, the student may take 6 (six) hours or more of graduate credit in coursework outside the Department. 6 (six) hours in the 36-hour course of study are composed of guided studies to prepare for the Comprehensive Oral Exam,

and another 6 (six) hours are composed of coursework in which the student prepares a thesis or a project in the student's area of research concentration.

## THE MA PROGRAM EXPERIENCE

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The MA Program experience in the Department of Architecture is crafted into four phases:

### 1. Foundation Curriculum

The MA curriculum provides a common base of understanding and appreciation for design theory and research methods through a set of Foundation Courses. The Foundation Courses will be required of all students, and are composed of 12 credit hours of graded coursework. These courses are:

- Arch 931 Theories of Architectural Inquiry
- Arch 951 Methods of Inquiry in Architectural Research
  - Graduate Level Architecture Course
  - Graduate Level Architecture Course

### 2. Major Area of Study

This part of the MA experience is designed for the student to develop an expertise in a particular area of emphasis through a minimum of 12 credits of focused coursework. Students need to define a major area in keeping with the philosophical position of the program and create a coherent curriculum. This curriculum is to be planned in consultation with the student's Academic Advisor. Every MA student must submit a program of study, which identifies the Academic Advisor, the Comprehensive Oral Examination and Thesis/Project Committee members, and the developed curriculum for the major areas for approval by the PhD Program committee of the Department through the Progress to Degree Form (See **Appendix**) by March 01 each year.

### 3. Comprehensive Oral Examination (COE)

The *Comprehensive Oral Examination* exam of a MA student will be tailored by the Academic Advisor to address the student's areas of research interests.

For MA students who plan to write a thesis, the Comprehensive Oral Exam will be held as a public thesis proposal presentation and defense.

For MA students who plan to do a project instead, the Comprehensive Oral Exam can be conducted as a written exam. Each Committee member will be responsible for drafting two or more questions, so that

each area of expertise represented by the committee will be represented in the exam.

Evaluation of the thesis proposal defense or the examination will be conducted by the COE Committee following the policies and procedures outlined in a later section. (For additional information on committee composition and oral exam attendance, also visit <http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition>, and <http://policy.ku.edu/graduate-studies/oral-exam-attendance> )

#### 4. Thesis/Project

The MA thesis presents a rigorous study on a particular topic that the student identifies in consultation with the Academic Advisor and the Thesis Committee members. The purpose of the thesis is to encourage original research work on a problem or research area. The thesis is to be a coherent body of work, not a collage of separate, distinct pieces. It must show some original accomplishment, and demonstrate the candidate's potential to make future contributions to knowledge and understanding.

The thesis is to be defended publicly, providing an opportunity for the members of the Thesis Committee, faculty and students to question the student's research. The defense needs to be scheduled in accordance with the Departmental and/or University policies. If the Thesis Committee determines that the thesis has been successfully defended, the student is able to apply for the degree of MA in Architecture.

A student may choose to do a final project instead of a thesis. The student must determine the topic and scope of the study in consultation with the Academic Advisor and the Project Committee members. Like the thesis, the final project is to be defended publicly, providing an opportunity for the members of the Project Committee, faculty and students to question the student's project performance. The defense needs to be scheduled in accordance with the Departmental and/or University policies. If the Project Committee determines that the project has been successfully defended, the student is able to apply for the degree of MA in Architecture.

## MAJOR PEOPLE INVOLVED IN THE MA EXPERIENCE

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### Director of Graduate Studies

Upon admission, each student will work with the Director of Graduate Studies for initial orientation. The Director will facilitate connection with faculty that the student may have identified as desiring to work with in his/her application. The Director will also work with the student to determine an appropriate Academic Advisor.

### Academic Advisor

Ideally by the second semester of the program, the student will need to reach an agreement with a faculty member willing to serve as his/her Academic Advisor. The Academic Advisor must be a member of the graduate faculty. The Academic Advisor will advise and supervise coursework and research in preparation for the COE and the Thesis/Project. Together, they will develop a tentative Program of Study by the second semester of the first year. This Program of Study will include the coursework constituting the student's Major Area and identification of an Academic Advisor as well as the COE and the Thesis/Project Committee. The COE and the Thesis/Project Committee must follow Graduate Studies Policies on Master's Student Oral Exam Committee Composition (<http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition> ).

## PROGRAM CODE OF CONDUCT

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The expectation for conduct of activity within the program, including the conduct of research is structured according to four principles as described below. Violations of this code of conduct will be treated according to the procedures of academic misconduct found in *The Code of Student Rights and Responsibilities*. (<http://www.policy.ku.edu/code-student-rights-and-responsibilities-student-code>)

### Principle A: Beneficence and Non-maleficance

Architectural researchers strive to benefit those with whom they work and take care to do no harm. In our professional actions, we seek to safeguard the welfare and rights of those with whom we interact professionally, with other affected persons, and the welfare of the subjects of research. When conflicts occur among us, we attempt to resolve these conflicts in a responsible fashion that avoids or minimizes harm. Because our scientific and professional judgments and actions may affect the lives of others,

we are vigilant and guard against personal, financial, social, organizational, or political factors that might lead to misconduct.

### **Principle B: Integrity**

We seek to promote accuracy, honesty, and truthfulness in all of our interactions, including the conduct of our research. We therefore do not steal, cheat, or engage in fraud, subterfuge, or intentional misrepresentation of fact. We give attribution when attribution is due. We follow to the best of our knowledge and abilities the norms of science, the ethical requirements of research, and the policies and regulations that govern research in the U.S.

### **Principle C: Justice**

We assert that the principles of fairness and justice entitle all persons to access to and benefit from the contributions of our work and to equal quality in the related processes, procedures, and services. We exercise reasonable judgment and take precautions to ensure that our potential biases, the boundaries of our competence, and the limitations of our expertise do not lead to or condone unjust practices.

### **Principle D: Respect**

We respect the dignity and worth of all people, and the rights of individuals to self-determination. We are aware that special safeguards may be necessary to protect the rights and welfare of persons or communities whose vulnerabilities impair autonomous decision-making. We are aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and consider these factors when working with members of such groups.

## **PROGRAM POLICIES AND PROCEDURES**

### **Replacement of Committee Members**

Replacement of the Academic Advisor or other committee members may be requested by an MA student. The criteria for approving such requests are established by the PhD Program committee.

Any of the committee members, including the Academic Advisor, may request release from committee membership, with the consent of the student. The mechanism used for approval of committee members is also the mechanism by which requests for release from committee membership are considered. In unusual circumstances, faculty may request release from committee membership without the consent of the student. Examples of these

situations include a) conflict of interest, b) the faculty member leaving the University, and c) the student changing the thesis topic.

For additional information, student may consult Graduate Studies Policies at <http://policy.ku.edu/office/Graduate-Studies> .

### **Program of Study**

In consultation with the Academic Advisor, students plan their studies so that all courses contribute to a rationally unified array of classroom work and independent research. The Program of Study is a record of all coursework completed and proposed that will be used in fulfillment of degree requirements and research requirements, including any minimum number of research credits. Courses taken in prior graduate level programs (deemed appropriate by the PhD Program and approved by Graduate Studies when needed) may be used on the program of study.

The student's Academic Advisor and the COE and Thesis Committee members must all approve the program of study. Changes needing to be made after submission of the Program of Study must be approved by the Academic Advisor and the Director of Graduate Studies, but these changes must be approved no later than two weeks in advance of the exam and/or thesis or project due date. (<http://policy.ku.edu/graduate-studies/oral-exam-committee-composition> )

### **Foundation Coursework**

Successful completion of foundation coursework means that a grade of "B" or higher has been recorded for each course. If a student receives a B- or lower in a foundation course, the course shall be repeated. Students may repeat a foundation course only once. If the grade remains a B- or lower after retaking the course, the student does not qualify to take the COE and therefore cannot complete the requirements of the program. As such, the student's enrollment in the program will be terminated.

### **Annual Review**

Each March 1, all continuing students will submit the MA Progress to Degree Form at the Office of the Graduate Studies in the Department of Architecture. This form should list the work completed to date and a projected timeline for the remaining work. The PhD Program committee will review progress and provide feedback to the student. Student should use this as an opportunity to seek advising beyond that provided by the Academic Advisor and the committee members with whom the student is working.

## **The Comprehensive Oral Examination (COE)**

Students must successfully complete the foundation coursework, and the courses identified as fulfilling their major areas prior to sitting for the Thesis Proposal Defense or the COE.

The Thesis Proposal Defense or the COE may be scheduled if at least one semester has elapsed from the time of the student's first enrollment at KU. The student must follow the departmental procedures established by the PhD Program committee for approval and official scheduling of the examination.

For the student who plans to do a final project instead of a thesis, the COE exam will have a written and an oral component. The written component will be in the form of a take-home exam. The student's major professor will collect the questions from the members of student's comprehensive exam committee members. The Academic Advisor, in consultation with the committee members, will select the final set of questions for the exam from all the received questions. The time allowed for the written part of Comprehensive Oral Exam will be 3 (three) days. In the oral part of the exam, the committee may ask the student questions for further clarification on one or more issues before taking any decision.

Faculty may assess the exam as:

### *Successful Demonstration*

If a majority or more of the committee evaluates the exam response as successful, then competence has been successfully demonstrated. If a majority does not evaluate the response as successful, then the evaluating faculty shall collaborate to determine whether the response requires clarification, or is simply unsuccessful.

### *Requires Clarification*

If the committee members determine the response requires clarification, specific written guidance shall be prepared for the student and shall be reviewed with the student by the Academic Advisor. The clarification must be completed by the student no later than the end of the next academic term. If the clarification is not completed or is evaluated as unsuccessful (clarifications may only be evaluated as successful or unsuccessful), the student will need to sit for another comprehensive oral examination to take place no less than 90 days after the examination that proved unsuccessful.

### *Unsuccessful Demonstration*

If the response is evaluated as being unsuccessful, the evaluating faculty shall collaborate to highlight points of strengths and weaknesses evidenced in the response. This feedback shall be reviewed with the student by the Academic Advisor. The student will need to sit for another COE period to take place no less than 90 days after the examination that proved unsuccessful. Students have the opportunity to retake an examination once. If this second attempt is evaluated as requiring clarification, the rules above apply. If the second attempt is also evaluated as an unsuccessful demonstration, the student may not proceed any further in the program and the student's enrollment in the program will be terminated.

## **The Thesis/Project Defense (Final Exam)**

The subject of the thesis/project defense is the thesis/project itself. The thesis defense provides an opportunity for students to demonstrate their abilities to explain ideas and methods used in the thesis and to defend the implications and conclusions of the research.

The Thesis/Project Committee must consist of at least three members. Students must follow the Graduate Studies Policies at <http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition> for determining their committee composition.

The defense itself is open to other faculty and students for the opportunity to verify the student's performance. Before being allowed to schedule the Final Oral Exam, a student must submit a draft copy of the thesis to the Academic Advisor/Thesis Committee Chair. The Committee Chair is charged with the responsibility of determining the readiness of the thesis for defense. Next, the student submits a draft of the thesis to each member of the Examination Committee. All committee members must read the thesis in its entirety.

After committee members have read the thesis, they advise the Committee Chair on its readiness for the defense. If substantial revisions are necessary, they must be completed before the date of defense is confirmed. Once the thesis is assessed as ready for defense, the Committee Chair contacts the student to let him/her know this assessment and to direct the student to request a thesis defense date.

The student must follow the departmental guidelines for approval and official scheduling of the examination. This must be done a minimum of 14

days prior to the actual defense date. The Final Oral Examination (or Thesis Defense) is to be publicly announced.

The Final Exam should not exceed two and a half hours. Moderated by the Academic Advisor, everyone in attendance may ask questions. The candidate shall pass if all voting members of the MA Committee so indicate.

In the event of a failed examination, a second and last attempt may be scheduled after a lapse of at least three months.

### **Time Limits for Completion of MA Degree**

The time limit for use of graduate credit toward an MA degree is five years from the beginning date of the earliest course applied toward the degree. Graduate Studies recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit. For additional information, visit <http://policy.ku.edu/graduate-studies/ma-program-time-constraints>.

## PhD in ARCHITECTURE

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The PhD in Architecture is the highest degree offered in architectural research and scholarship. It is awarded for mastering a field of scholarship, for learning the methods of investigation appropriate to that field, and for completing a substantial piece of original research that adds to the body of knowledge. In addition to preparing research specialists, the process of earning the PhD has the goals of: putting order into human experience; fostering a love of learning for its own sake; instilling a respect for human values; integrating various human powers into a process of creation; and making vital knowledge that enhances the discipline's ability to improve quality of life through responsive and meaningful design interventions. Although the courses and research leading to the PhD are necessarily specialized, the attainment of this degree should not be an isolated event in the enterprise of learning. The PhD aspirant is expected to be a well-educated person with a broad base of general knowledge, not only as preparation for more advanced work but also as a means of knowing how the chosen specialty is related to other fields of human thought.

Architecture as an academic discipline is based in the scholarship of the creative process and of practice. As an interdisciplinary field it embraces environmental systems, emergent technologies, social, historic and cultural systems, as well as information systems and representational methods in the evolving design process. In architectural research, the discipline expects scholarly work to address theory, case studies, and/or empirical analyses.

The PhD in Architecture focuses primarily on expanding knowledge and research capacity and educating researchers capable of establishing the foundations of a research discipline in architecture. It is an advanced degree preparing students for careers in research, scholarship, public service, and teaching. The rigor of study required for the PhD degree extends the discipline of advanced research and design beyond the Master's degree and is oriented toward applications in the profession and toward academic advancement. Work done in the PhD program contributes to a comprehensive understanding of the knowledge base needed in architectural scholarship and practice.

## THE STATEMENT OF PHILOSOPHY

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To realize this goal, the faculty has made a commitment to create, along with doctoral students, a climate in which scholarship and creativity can flourish. Underlying the advanced study of architecture at KU is an ethic regarding architectural inquiry and architectural practice; one that sustains the question:

*“what ought we do as architects and researchers to enhance the quality of life on this planet?”*

We accept that our research is founded upon an ethical position, accepting we are not involved in research to simply generate knowledge for knowledge sake, but rather to improve the human condition through a more thoughtful production of the built environment. The overall focus is on developing understanding that may inform the critical delivery processes by which socially-responsible humane architecture is created.

## GOALS AND OBJECTIVES

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The PhD in Architecture program at KU educates students so that they will become more valuable to society through academic, business, and government organizations that require greater artistic, scientific and investigative skills. It provides candidates with opportunities to develop and deepen their education in three important ways:

- Enhancing research and analytical skills with rigorous methods of inquiry and synthesis;
- Acquiring advanced knowledge specific to their area(s) of inquiry through comprehensive scholarly investigations and documentation;
- Developing the ability to communicate knowledge in a clear and eloquent manner.

The program seeks to educate students so that they can contribute in teaching, design and/or community service. The program is designed to prepare graduates to function in academic, research, and/or practice settings; to conduct scholarly endeavors in architecture and related disciplines; to generate and expand the theoretical, empirical and philosophical bases for architectural practice; and to provide leadership to the profession and to society. Each candidate will apply the appropriate philosophical, technical and/or synthetic focus to their study; and will develop critical content to their research contributing in innovative



and original ways. While some of the academic work will be theoretical in nature, the program will emphasize application within the context of the built and natural environments as well as a major area of specialization.

## MAJOR AREAS

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Our PhD program approaches architecture as an integrated discipline that combines the creative, technical and social dimensions of the building process. Although a doctoral student may wish to concentrate his or her studies within one of these architectural dimensions, it is assumed that every Program of Study will require an appreciation for and understanding of the ways these dimensions combine to produce humane, rational, and appropriate built environment. Assuming this theoretical framework, our program offers PhD degrees in the following areas of concentration:

- Architecture, Culture, & Behavior
- Architecture, Health, & Wellness
- Building Performance & Design Computation
- History, Theory, & Criticism in Architecture

Within each area of concentration, the student may focus on a program of research at a variety of building scales and within a range of academic and professional settings. Architecture, in this sense, can be seen as any environment that supports human habitation, from individual rooms to urban spaces, and any process that results in the production of built form, from artistic to scientific processes.

To fulfill their aspiration within the framework defined here, each of our PhD students, along with an Academic Advisor, define a Program of Study that leads coherently to an in-depth understanding of a definable major area. Our program is one of the few that does not pre-define these options; rather we seek to be responsive to the great diversity in relevant architectural inquiry as well as to the rapid changes now occurring in the discipline.

## PROGRAM REQUIREMENTS

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*Credit Hours:* Our PhD program requires minimum of 49 total credits. Of which 19 credits are graded Foundation coursework and 21 are Major and Minor Area Electives; and a minimum of 9 credits of Dissertation Research. Transfer credit for some courses can be requested and will be evaluated on an

individual basis up to the maximum allowable by KU Graduate Studies policies.

*Residency Requirement:* Students will be expected to meet minimum residency requirements defined by KU Graduate Studies (<https://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-constraints>).

*Research and Additional Studies:* Upon admittance to the program, each student's background in both quantitative and qualitative research techniques will be assessed to determine what advanced courses in these areas are necessary for a Program of Study. Candidates entering the program from disciplines other than architecture may be required to complete additional architectural courses.

### Example of a Program of Study with Minimum Credit Hours

<u>Fall 1</u>	Credits
Arch 930    Doctoral Seminar	1
Arch 931    Theories of Architectural Inquiry	3
Arch 951    Methods of Inquiry in Architectural Research	3
---    Research Skills Course	3
<u>Spring 1</u>	
Arch 958    Research Practicum Prep	1
---    Advanced Methods Course	3
---    Major Course	3
---    Minor Course	3
<u>Fall 2</u>	
Arch 930    Doctoral Seminar	1
Arch 959    Research Practicum	4
---    Major Course	3
---    Minor Course	3
<u>Spring 2</u>	
---    Major Courses	6
---    Minor Course	3
<u>Fall 3 and Beyond</u>	
Thesis Proposal Presentation	
Comprehensive Oral Exam	
Arch 999    Doctoral Dissertation	1-9
Final Oral Exam (Dissertation Defense)	

## THE DOCTORAL PROGRAM EXPERIENCE

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The PhD in Architecture is for individuals who are interested in acquiring the necessary knowledge and skills to conduct substantive, innovative, and original

research that contributes to the theoretical and methodological foundations of design disciplines. Such individuals should possess a Master's degree to enter the program and may come from a variety of academic and professional backgrounds. It is expected, however, that most will enter the program with experience in architecture or a closely related discipline.

Our doctoral experience is crafted into five phases: Foundation, Major Area, Minor Area, Comprehensive Oral Exam, and the Dissertation. Every PhD student must submit a Program of Study, which identifies the Academic Advisor, the COE Committee, and the developed curriculum for the Major and the Minor areas for approval by the PhD Program Committee in their second year on the Progress to Degree Form.

### 1. Foundation Curriculum

Since most of the potential students come from a professional orientation rather than a research orientation, it is crucial that the curriculum provide a common base of understanding and appreciation for design theory and research methods through a set of Foundation Courses. The Foundation Courses will be required of all students and composed of 19 semester hours of graded coursework. These courses are:

Arch 930	Doctoral Seminar
Arch 931	Theories of Architectural Inquiry
Arch 951	Methods of Inquiry in Architectural Research
---	Research Skills Course
---	Advance Methods Course
Arch 958	Research Practicum Preparation
Arch 959	Research Practicum

### 2. Major Area

This part of the doctoral experience is designed for the student to develop an expertise in a particular area of emphasis through a minimum of 12 credits of focused coursework. Students need to define a major area in keeping with the philosophical position of the program and create a coherent curriculum. This curriculum is to be planned in consultation with the student's Academic Advisor.

### 3. Minor Area

The purpose of the minor is for students to develop a complementary area of interest that can enrich their inquiry or career objectives. Nine credits of coursework are required to complete the minor. This curriculum, along with that for the major, is to be

planned in consultation with the student's COE committee.

### 4. Comprehensive Oral Examination (COE)

A PhD student must publicly present his/her dissertation proposal, and the proposal must be accepted by the COE committee before the COE can take place. This exam will be tailored by the Academic Advisor to address the student's major and minor areas as well as the student's proposed dissertation research. Each COE Committee member will be responsible for drafting two or more questions, so that each area of expertise of the committee members will be represented. Evaluation of the examination will be conducted by the COE committee. (For additional information, visit <http://policy.ku.edu/graduate-studies/final-oral-exams>.)

### 5. The Dissertation

The dissertation is to be a rigorous inquiry as outlined in the defended proposal mentioned above. Variance from the proposal needs to be approved by the committee. The dissertation is to be defended publicly, providing an opportunity to members of the committee, faculty and students to question the doctoral candidate's research. At least a semester must elapse after passing the COE before a dissertation defense can be scheduled. If the committee determines that the dissertation has been successfully defended, the student is able to apply for the degree of PhD in Architecture.

The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities as well as to demonstrate an intensive focus on a problem or research area. The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. The dissertation itself should demonstrate effectively the candidate's growth and attainment of the ability to identify and investigate significant research questions; organize, analyze, and communicate scholarly results; and bring to bear on a useful area of interest a variety of research skills and scholarly or creative processes. It must show some original accomplishment, but it should also demonstrate the candidate's potential to make future contributions to knowledge and understanding.

In this spirit, the dissertation must:

- Establish the *relationship to the existing body of knowledge* within the declared disciplines,
- Develop a *clear theoretical framework* within which the investigation is grounded,
- Follow an *explicit research methodology*,
- Document the *research process*,

- Document the *discovery and interpretation of facts* and the implications of those facts in revising/extending/refuting accepted theories (hence, developing new knowledge),
- Address both the *transferability* of findings as well as their *applicability*.

**Note:** For additional information on any specific components of the Doctoral Experience, see Program Policies and Procedures below.

## MAJOR PEOPLE INVOLVED IN THE DOCTORAL EXPERIENCE

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### Director of Graduate Studies

Upon admission, each student will work with the Director of Graduate Studies for initial orientation. If a student does not have an advisor at the time of arrival, the Director will advise a student until the student finds a suitable advisor. The Director will help the student find an appropriate Academic Advisor by the end of the first year of the student's program of study.

### Academic Advisor

Ideally by the second semester of the program, the student will need to reach an agreement with a faculty member willing to serve as the Academic Advisor. The Academic Advisor must be a member of the graduate faculty. The Academic Advisor will advise and supervise coursework and research in preparation for the COE. Together, the student and the Academic Advisor will develop a tentative Program of Study by March 1 of the second semester. This Program of Study will include the coursework constituting the student's major and minor area and identification of a major and a Minor Advisor as well as the COE Committee.

### Minor Advisor

The Minor Advisor must be a member of the graduate faculty and be willing to serve in this capacity. The Minor Advisor assists the student in crafting an appropriate sequence of coursework to constitute a minor area of emphasis.

### Comprehensive Oral Examination Committee

The committee for the COE must consist of at least five members. Each member must have graduate faculty status – regular or special – with KU. (For additional information on Graduate Faculty Status, visit <http://policy.ku.edu/graduate-studies/graduate-faculty-appointments>.) At least three of these

members must be from the Department of Architecture. Committees that do not meet these requirements may need special permission from the Office of Graduate Studies. At least one of the members must be from a department outside of the Department of Architecture. (For additional information on committee configuration, visit <http://policy.ku.edu/graduate-studies/oral-exam-committee-composition>.) This member represents Graduate Studies and must be a regular member of the Graduate Faculty. The Graduate Studies Representative is a voting member of the committee, has full right to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the Committee Chair, and to the Office of Graduate Studies of the department, school, and/or university.

### Dissertation Committee

Once the COE is completed, the student is allowed to form a Dissertation Committee. This committee may be identical to the COE Committee, or it can include new member as deemed appropriate by the student and the Academic Advisor. (For additional information on committee configuration, visit <http://policy.ku.edu/graduate-studies/oral-exam-committee-composition>.) The student should consider carefully the constitution of the Dissertation Committee, what role each member should play, what attributes they bring to support a successful dissertation process and the like.

### Dissertation Committee Chair

All tenured and tenure-track faculty members, who possess a PhD (or equivalent), who are members of the Graduate Faculty, and who maintain a continuous program of scholarly activity, including a record of current scholarship, publication and other contributions to the field, qualify for the privilege of chairing doctoral dissertation committees for the PhD of Architecture. Full-time Graduate Faculty members who meet these criteria but do not hold a PhD (or equivalent) may serve as co-chairs as long as the other co-chair meets all the above criteria. All dissertation chairs and committees shall be approved by the PhD Program committee of Architecture. (For additional information on Graduate Faculty Status, visit <http://policy.ku.edu/graduate-studies/graduate-faculty-appointments>.)

## PROGRAM CODE OF CONDUCT

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The expectation for conduct of activity within the program, including the conduct of research is structured according to four principles as described

below. Violations of this code of conduct will be treated according to the procedures of academic misconduct found in *The Code of Student Rights and Responsibilities*. (<http://www.policy.ku.edu/code-student-rights-and-responsibilities-student-code>)

#### **Principle A: Beneficence and Non-maleficence**

Architectural researchers strive to benefit those with whom they work and take care to do no harm. In our professional actions, we seek to safeguard the welfare and rights of those with whom we interact professionally and other affected persons and for the welfare of the subjects of research. When conflicts occur among us, we attempt to resolve these conflicts in a responsible fashion that avoids or minimizes harm. Because our scientific and professional judgments and actions may affect the lives of others, we are vigilant and guard against personal, financial, social, organizational, or political factors that might lead to misconduct.

#### **Principle B: Integrity**

We seek to promote accuracy, honesty, and truthfulness in all of our interactions, including the conduct of our research. We therefore do not steal, cheat, or engage in fraud, subterfuge, or intentional misrepresentation of fact. We give attribution when attribution is due. We follow to the best of our knowledge and abilities the norms of science, the ethical requirements of research, and the policies and regulations that govern research in the U.S.

#### **Principle C: Justice**

We assert that the principles of fairness and justice entitle all persons to access to and benefit from the contributions of our work and to equal quality in the related processes, procedures, and services. We exercise reasonable judgment and take precautions to ensure that our potential biases, the boundaries of our competence, and the limitations of our expertise do not lead to or condone unjust practices.

#### **Principle D: Respect**

We respect the dignity and worth of all people, and the rights of individuals to self-determination. We are aware that special safeguards may be necessary to protect the rights and welfare of persons or communities whose vulnerabilities impair autonomous decision making. We are aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and consider these factors when working with members of such groups.

## **PROGRAM POLICIES AND PROCEDURES**

### **Program of Study**

In consultation with the Academic Advisor, students plan their studies so that all courses contribute to a rationally unified array of classroom work and independent research. The Program of Study is a record of all coursework completed and proposed that will be used in fulfillment of degree requirements and research requirements, including any minimum number of research credits. Courses taken in prior graduate level programs (deemed appropriate by the PhD Program and approved by Graduate Studies) may be used on the program of study.

The student's Academic Advisor, COE Committee members, and the Director of Graduate Studies must approve the program of study. Changes needing to be made after submission of the Program of Study must be approved by the Academic Advisor (Chair) and the Director of Graduate Studies, but these additions must be approved no later than two weeks in advance of the exam. (<http://policy.ku.edu/graduate-studies/oral-exam-committee-composition>)

### **Foundation Coursework**

Successful completion of foundation coursework means that a grade of "B" or higher has been recorded for each course. If a student receives a B- or lower in a foundation course, the course shall be repeated. Students may repeat a foundation course only once. If the grade remains a B- or lower after retaking the course, the student does not qualify to take the COE and therefore cannot complete the requirements of the program. As such, the student's enrollment in the program will be terminated.

### **Research Skills and Responsible Scholarship**

According to the Graduate Studies Policies, all doctoral students must meet the Research Skills requirement before proceeding to comprehensive exams (<http://policy.ku.edu/graduate-studies/research-skills-responsible-scholarship>). The requirements include at least two components:

- Every doctoral student is required to have training in responsible scholarship pertinent to the field of research.
- Every doctoral student is required to obtain research skills pertinent to the doctoral level of research in their field(s).

All PhD students are expected to fulfill these requirements through Research Practicum Prep (Arch 958), Research Practicum (Arch 959), one Research

Skills course and one Advanced Methods course, as identified in the MA/PhD Progress to Degree Form (see **Appendix**).

In order to make sure that the above requirements are met by all PhD students, all research practicum submissions by our students must be publishable in peer-reviewed journals or conference proceedings. The PhD Program committee will occasionally review these submissions for quality assurance.

### **Annual Review**

Each March 1, all continuing students are to submit the Progress to Degree Form (see **Appendix**) to the Director of Graduate Studies. This form should list the work completed to date and a projected timeline for the remaining work. The PhD Program committee will review progress and provide feedback to the student. The student should use this as an opportunity to seek advising beyond that provided by the committee with whom the student is working.

The Annual Review of students' progress is an important milestone for all MA/PhD students. At this review, the PhD Program committee makes funding decisions for the next year for the current PhD students, and makes recommendations to the Director of Graduate Studies whether a first or a second year PhD student will be allowed to continue his/her study in the PhD Program, or whether the student will be kept in the MA program as a probationary measure due to unsatisfactory academic performance. In addition to the student's Progress to Degree Form, the committee may consult with the student's Academic Advisor and other faculty members who have taught the student to help make any recommendations. For further review, the committee may also ask the instructors of the PhD core courses to provide the materials submitted by the student to fulfill the requirements of these courses.

### **The Comprehensive Oral Examination (COE)**

Students are to successfully complete all of the foundation coursework, the courses identified as fulfilling their major and minor areas, and are to have developed a proposal for dissertation research prior to sitting for the COE. This examination may be on any material relevant to courses taken and is intended to test core competencies of each student including the research skills appropriately applied and established for architectural inquiry. It is also intended to provide an opportunity to further assess the dissertation proposal concerning theoretical grounding and methodological/analytical robustness.

The examination may be scheduled provided that at least a semester have elapsed from the time of the student's first enrollment at KU. The student is to complete and submit the *Request for a Comprehensive Oral Examination* form to the Graduate Studies representative for approval and official scheduling of the examination.

The COE will have three components: (1) the dissertation proposal, (2) the written exam, and (3) the oral defense of the proposal and the written exam. Each part of the exam is described below:

#### *(1) The Dissertation Proposal Presentation*

The nature of the dissertation proposal will be decided by the COE committee and the student. The proposal however must be presented in public, and it must be accepted by the COE Committee before a COE can be conducted. The dissertation proposal presentation will be moderated by the Chair of Committee in the presence of the other committee members.

For dissertation research involving human subjects, the student should seek IRB approval before the proposal presentation. If the student is unable to receive IRB approval for research involving human subject before the proposal presentation, s/he must do so before dissertation research can be conducted. Students may find all necessary information on research involving human subjects at this website: [http://research.ku.edu/research\\_integrity\\_office\\_research\\_graduate\\_studies\\_university\\_kansas](http://research.ku.edu/research_integrity_office_research_graduate_studies_university_kansas)

The acceptance of the dissertation proposal by both the COE Committee and the Director of Graduate Studies establishes an agreement between the student and the committee on the choice and scope of the research to be conducted, and the procedure for completing the dissertation. Any significant changes to the dissertation proposal after the completion of the COE must be approved by the Dissertation Committee and the Director of Graduate Studies. In such circumstances, the Chair of the Dissertation Committee may ask the student to submit a new proposal for the approval of the Dissertation Committee and the Director of Graduate Studies.

#### *(2) The written part of the Exam*

The written component of the COE will be in the form of a take-home exam. The student's Major advisor will collect the questions from the members of student's comprehensive exam committee members. The major advisor will select the final set of questions for the exam from the questions submitted by the committee members. The time allowed for the written



part of the COE will be 7 (seven) days including weekends. All the members of an examination committee will be given the option to review the answers to all the questions of a written exam.

### *(3) The oral part of the Exam*

In the oral part of the exam, the committee will convene along with the Graduate Studies Representative to decide (1) whether the student has successfully demonstrated competence in his/her area of research; and (2) whether the dissertation proposal is based on sound theories, and methodological and analytical robustness. At this time, the committee may ask the student questions for further clarification on one or more issues before assessing the students' performance in the exam.

### *Assessment of the Comprehensive Oral Exam*

Faculty may assess the totality of the dissertation proposal, and the written and oral parts of the exam as:

#### Successful Demonstration:

If a majority of the committee evaluates the dissertation proposal and the exam responses as successful, then competence has been successfully demonstrated. If a majority does not evaluate the dissertation proposal and/or the exam responses as successful, then the evaluating faculty shall collaborate to determine whether the proposal and/or the written responses require clarification, or is simply unsuccessful.

#### Requires Clarification:

If a majority of the committee members determine that the dissertation proposal and/or the written responses require clarification, specific written guidance shall be prepared for the student and shall be reviewed with the student by the Academic Advisor/s. The clarification must be completed by the student no later than the end of the next academic semester. If the clarification is not completed or is evaluated as unsuccessful (clarifications may only be evaluated as successful or unsuccessful), the student will need to sit for another COE. The exam shall take place at least 90 days after the previous unsuccessful examination.

#### Unsuccessful Demonstration:

If the dissertation proposal and/or the written responses are evaluated as being unsuccessful by a majority of the members, the committee

shall collaborate to highlight points of strengths and weaknesses evidenced in the proposal and/or the responses. This feedback shall be reviewed with the student by the Academic Advisor/s. The student will be allowed to sit for another COE at least 90 days after the previous unsuccessful examination. Students have the opportunity to retake the examination once. If this second attempt is evaluated as requiring clarification, the rules above apply. If the second attempt is also evaluated as an unsuccessful demonstration, the student may not proceed any further in the program, and the student's enrollment in the program will be terminated.

### **Candidate for Doctoral Degree**

The doctoral student is formally recognized and congratulated as a "Candidate for the Doctoral Degree" after passing the COE. It is at this stage that the doctoral student's readiness to undertake independent research is recognized. Candidate status means that the student is ready to devote his or her studies solely to research and the writing of the dissertation. A doctoral student receives a candidate status once the COE has been passed, the residency requirements have been completed and a cumulative grade point average of 3.00 or higher has been achieved with all incomplete or progress grades cleared.

After passing the COE for a doctoral degree, the candidate must be continuously enrolled during the fall and spring semesters, until all requirements for the degree are completed, or until 18 post-comprehensive hours have been completed (whichever comes first). Each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. Post-comprehensive enrollment may include enrollment during the semester or summer session in which the COE has been passed. This enrollment requirement reflects the expectation that dissertators will maintain regular contact with the Chair of their Dissertation Committee.

### **Application for the PhD Degree**

The application for the PhD degree should be submitted at least one semester before the final defense is scheduled so that candidates can be notified of graduate requirements before enrolling in their last semester. A new degree application may be required if a candidate does not complete all requirements during the semester of application.

<http://www.registrar.ku.edu/graduation>

## **The Dissertation Defense or Final Oral Exam (FOE)**

The subject of the dissertation defense is the dissertation itself. The dissertation defense provides an opportunity for candidates to demonstrate their expertise following several years of preparatory coursework, research, and writing. Candidates will also demonstrate their abilities to explain ideas and methods contained in the dissertation and to defend the implications and conclusions of the research.

The committee for the FOE must consist of at least 5 (five) members. At least one of the five members must be from a department outside the Department. This member represents the KU Office of Graduate Studies and must be a regular member of the Graduate Faculty. Before the examination, the Graduate Studies provides a list of responsibilities to the Graduate Studies Representative. The Graduate Studies Representative is a voting member of the committee, has full right to participate in the examination, and provides a written report on any unsatisfactory or irregular aspects of the examination to the Committee Chair, and to the Office of Graduate Studies of the school and/or university.

The defense itself is open to other faculty and students for the opportunity to verify the candidate's independent, scholarly contributions. They may offer guidance regarding possibilities for publication of the dissertation, and encourage further research efforts in the student's area of academic specialization. The dissertation title, name of dissertator, and the time and place of the FOE must be published in a news medium as prescribed by the Graduate Faculty. Students must be registered for ARCH 999 at the beginning of the semester in which the final exam is to be taken.

Before being allowed to schedule the Final Oral Exam, a candidate must submit a draft copy of the dissertation to the Dissertation Committee Chair. The Committee Chair is charged with the responsibility of determining the readiness of the dissertation for defense. The candidate next submits a draft of the dissertation to each member of the examination committee. All committee members must read the dissertation in its entirety.

After committee members have read the dissertation, they advise the Committee Chair on the readiness for the defense. If substantial revisions are necessary, they must be completed before the date of defense is confirmed. Once the dissertation is assessed as ready for defense, the Chair advises the candidate to request

a FOE. When committee members sign the scheduling form, they indicate that a dissertation, suitable in format and content for submission to the KU Library, has been given their approval. They also indicate their acceptance of the time, date, and location of the final examination.

The candidate is to complete and submit the *Request for a Final Oral Exam Form* for approval and official scheduling of the examination. This must be done a minimum of 21 days prior to the actual defense date. The Office of Graduate Studies will schedule the student's final examination (defense) upon receipt of the completed scheduling form and a properly formatted, typed copy of the dissertation. All FOEs are to be publicly announced in the appropriate campus-wide publication.

To help facilitate dissertation evaluation, the Dissertation Committee may choose to use the Dissertation Rubric of the PhD Program (see **Appendix**) before the FOE. All members of the committee should consider completing the rubric and submitting it to the Chair of the student's Dissertation Committee before the Final Oral Exam. The Chair reserves the right to reschedule the Final Oral Exam pending further revisions of the dissertation by the student based the dissertation rubrics outcomes.

The final exam should not exceed two and one-half hours. Moderated by the Academic Advisor, everyone in attendance may ask questions. The candidate shall pass if a majority of those voting so indicates.

In the event of a failed examination, a second and last attempt may be scheduled at the request of the major department/program after a lapse of at least three months.

### **Time Limits for Completion of Doctoral Degree**

The time limit for use of graduate credit toward a doctoral degree is eight years from the beginning date of the earliest course applied toward the degree. Graduate Studies recognizes that part-time students may require a longer completion period. As appropriate, departments may request an extension of this time limit. For additional information, visit <http://policy.ku.edu/graduate-studies/doctoral-program-time-contraints>.

### **Replacement of Committee Members**

Replacement of the Academic Advisor or other committee members may be requested by a doctoral student. The criteria for approving such requests are established by the PhD Program committee.

Any of the committee members, including the Academic Advisor, may request release from committee membership, with the consent of the student. The mechanism used for approval of committee members is also the mechanism by which requests for release from committee membership are considered. In unusual circumstances, faculty may request release from committee membership without the consent of the student. Examples of these situations include a) conflict of interest, b) the faculty member leaving the University, and c) the student changing the dissertation topic. For additional information, student may consult Graduate Studies Policies at <http://policy.ku.edu/office/Graduate-Studies> .



# GENERAL INFORMATION ON MA/PhD PROGRAMS

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## GRADUATE STUDIES POLICIES AND PROCEDURES

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The PhD Program committee is the primary oversight body of the MA and PhD Programs in Architecture. The body is composed of all dissertation-status faculty members and is chaired by the Director of Graduate Studies. The Committee works with the Director:

- To develop and maintain the criteria for dissertation-status faculty members
- To develop, maintain, and monitor all graduate studies policies and procedures related to MA/PhD programs
- To help resolve issues involving Graduate Studies policies
- To conduct annual review and assessment of MA/PhD students
- To conduct the annual program review and assessment of the MA and PhD Programs
- To make recommendations for improvement and change to the Office of the Associate Dean for Research & Graduate Studies of the School

While MA/PhD Programs' policies and procedures are the responsibility of the Director and the PhD Program Committee, all MA/PhD students are responsible for familiarizing themselves with the policies and procedures outlined here in this Handbook as well as those outlined by Graduate Studies. (<http://www.graduate.ku.edu/policies>)

## APPLICATION GUIDELINES

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Admission to the MA or PhD program is based upon the capability of the applicant to complete advanced doctoral studies through a demonstrated ability to think critically; to understand and apply analytical concepts; and to conduct substantive, innovative, and original inquiry that contributes to the theoretical and/or methodological foundations of the discipline of architecture.

To ensure the highest level of faculty support and proper level of faculty guidance, the program seeks to accept those students whose research interests are best matched with faculty specializations and expertise. It is essential that the applicant, in their written Statement of Purpose, establish a clear connection

between the applicant's interests and those of the faculty. However, it is not required for an applicant to contact a faculty member directly.

## Required Components of the Application Package

1. Completion of the appropriate Graduate Student Application Form and associated application fee.
2. One official transcript from all colleges and universities from which credit has been received.
3. TOEFL scores for international applicants (contact Architecture Admissions Chair for minimum TOEFL scores).
4. Graduate Record Examination (GRE) test results (not required, but preferred). Applications will still be reviewed without GRE scores. Applicants may be asked to submit GRE scores later, if needed.
5. Vita or resume.
6. Statement of purpose outlining your reasons for pursuing the MA/PhD in Architecture (not to exceed 1500 words).
7. Three letters of recommendation from educational and/or professional references that can speak on the applicant's behalf regarding his/her research and academic potential, and ability to succeed in a doctoral program.
8. Portfolio of work illustrating the applicant's interests and abilities in architecture-related inquiry. This portfolio should be representative of the applicant's most significant work and may include design projects, research papers, academic papers, scholarly and/or professional presentations, or other work relevant to the applicant's area of interest.
9. Financial statement for international applicants.

## Application Deadline

All materials must be submitted no later than **January 15** and uploaded to <https://www.applyweb.com/apply/kugrad/>. Admission decisions will generally be taken by the end of February.

## Application Contact Information

Graduate Application Processing Center  
1450 Jayhawk Blvd., Room 313 Strong Hall  
Lawrence, KS 66045-7535  
785.864.3140  
[gapc@ku.edu](mailto:gapc@ku.edu)

Admissions Coordinator  
School of Architecture and Design  
1465 Jayhawk Blvd., Room 205 Marvin Hall  
Lawrence, KS 66045-7614  
785.864.3167  
[archku@ku.edu](mailto:archku@ku.edu)

### **Vita or Resume**

The vita or resume is to be a maximum of 5 pages. The format is determined by the applicant and should include background information about the applicant's education, professional/work experience, professional certification or licensure, professional affiliations, and evidence of significant accomplishments such as grants received, publications, presentations, awards, competitions and/or other activities deemed significant by the applicant.

### **Statement of Purpose**

The Statement of Purpose is one of the most important components in the application package. As a personal expression of interest, this statement distinguishes applicants from each other and clarifies the relationship between each applicant's interests and the scholarship occurring among KU faculty. The Statement of Purpose should elaborate upon information provided in the transcripts and vita/resume and deliver a concise description of the applicant's objectives, including research interests. This information is critical and, for that reason, the Statement of Purpose should reflect a clear rationale for pursuing the MA/PhD in Architecture.

The statement should:

- Describe the research that you anticipate pursuing if admitted to the program. The ideas should be clear, well stated, and specific.
- Describe your qualifications to undertake this research and reference your own or others related work if appropriate.
- Describe how your interests are compatible with our faculty interests.
- Describe the applicant's career goals and how attainment of the MA/PhD will contribute to those goals.

The admissions committee needs a clear understanding of each applicant's objectives and interests in order to ensure compatibility with the faculty interests.

The statement of purpose is a maximum of 1500 words (Times Roman, 10-point font, single spaced, double space between paragraphs).

## **IMPORTANT PEOPLE TO KNOW IN THE ARCHITECTURE GRADUATE PROGRAM**

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### **Mike Swann, PhD**

Interim Chair, Architecture Department  
Associate Dean  
School of Architecture and Design

Dr. Swann is the administrative and operating head of the Department of Architecture. He establishes enrollment and advising procedures for the department in consultation with the faculty. As the Chair of the Department, Dr. Swann schedules teaching assignments for the Graduate Teaching Assistantships (GTAs) in the Department.

1465 Jayhawk Blvd., Room 205  
Lawrence, KS 66045  
785.864.3180  
[mmswann@ku.edu](mailto:mmswann@ku.edu)

### **Mahbub Rashid, PhD, RA**

Director, PhD & MA Programs in Architecture  
Interim Chair, Design Department  
Associate Dean for Research and Graduate Studies  
School of Architecture and Design

Dr. Rashid is responsible for the academic and administrative issues associated with the MA & PhD Programs. He is also responsible for the overall administration, operation, and development of all the graduate programs in the school. Additionally, Dr. Rashid is responsible for the hiring of GRAs, GTAs, and GAs of the departments in the school.

1465 Jayhawk Blvd., Room 405D  
Lawrence, KS 66045  
785.864.4405  
[mrashid@ku.edu](mailto:mrashid@ku.edu)

### **Joan C Weaver**

*Admissions Coordinator*  
School of Architecture and Design

Ms. Weaver is responsible for the administration of the admissions process. She is the primary contact for information on forms, processes, and deadlines to ensure adherence to the rules and regulations

established by the School of Architecture and Design, the KU Office of Graduate Studies and The University of Kansas for admittance into the MA and PhD in Architecture degree programs.

1465 Jayhawk Blvd., Room 205  
University of Kansas  
Lawrence, KS 66045  
(785) 864-3167  
jweaver@ku.edu

Barb Seba  
Student Services Coordinator  
Architecture and Graduate Design Programs

Ms. Seba is responsible for enrollment, student records, and graduation requirements.

1465 Jayhawk Blvd., Room 205  
University of Kansas  
Lawrence, KS 66045  
[bseba@ku.edu](mailto:bseba@ku.edu)

Assignments are based on matching individual students' skills to specific tasks needed by the Department in teaching, research, and administration. Students assigned with assistantships are usually offered a stipend and/or a tuition waiver (depending on availability of funds) in return for a set amount of hours of work per week (10-20 depending on award). As employees, they are expected to meet the obligations assigned, whether they involve teaching, research, or other support work.

## **FINANCING YOUR EDUCATION**

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### **Financial Aid**

Current information about tuition, fees, and estimated expenses are located on the KU website:

<http://www.registrar.ku.edu/fees/index.shtml>

Federal loan information is located on the following website:

<http://www.fafsa.ed.gov/>

Need based financial aid information is available through the university's Office of Student Financial Aid: <http://financialaid.ku.edu/>

### **Graduate Assistantships**

Graduate assistantships, which include GTAs, GRAs and GAs, are awarded each year based on merit to new and returning graduate students who have either applied for, or been nominated for assistantship by the PhD Program committee of the Department.

Students receiving assistantships usually have grade point averages at 3.5 or above and strong references.

Graduate assistants serve as student employees of the university while continuing their studies. Designated tasks are assigned by the Department and are overseen by specific faculty members. Some positions are assigned for an entire academic year, while others rotate from task to task.

# Appendix

Name: \_\_\_\_\_

KUID: \_\_\_\_\_

## MA in Architecture: Progress to Degree Form

### Program of Study

Date of Acceptance: \_\_\_\_\_  
(Semester & Year entered the program)

#### 1. Foundation (12 hrs.)

	Sem/yr	Grade
Arch 931 Theories of Arch.	_____	_____
Arch 951 Methods Inquiry	_____	_____

Two graduate level courses from any two of the following five areas of concentrations:

Health & Wellness \_\_\_\_\_

History/Theory \_\_\_\_\_

Public Interest \_\_\_\_\_

Technology/Practice \_\_\_\_\_

Urban/Social Issues \_\_\_\_\_

#### 2. Major Area of Study (12 hrs.)

Area of Concentration: \_\_\_\_\_

Advising Professor: \_\_\_\_\_

#### Courses:

	Sem/yr	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### 3. Arch 899 (6 hrs.) – Preparation for Comprehensive Oral Examination

*Comprehensive Oral Examination*

Date Submitted: \_\_\_\_\_

Date Completed: \_\_\_\_\_

\*Comprehensive Exam Committee:

\_\_\_\_\_ (Chair)

\_\_\_\_\_

\_\_\_\_\_

#### 4. Arch 899 (6 hrs.) – MA Thesis or Project

Date Thesis/Project Proposal Accepted: \_\_\_\_\_

Thesis/Project Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Thesis/Project Committee:

\_\_\_\_\_ (Chair)

\_\_\_\_\_

\_\_\_\_\_

*Final Thesis/Project Defense*

Date Scheduled: \_\_\_\_\_

Date Completed: \_\_\_\_\_

(\* Refer to the University Graduate Studies Policy Library for information on committee composition.)

Name: \_\_\_\_\_

KUID: \_\_\_\_\_

## MA/Ph.D. in Architecture: Progress to Degree Form

### Program of Study

Date of Acceptance: \_\_\_\_\_  
(Semester & Year entered the program)

#### 1. Foundation

	Sem/yr	Grade
Arch 930 Doctoral Seminar	_____	_____
	_____	_____
Arch 931 Theories of Arch.	_____	_____
Arch 951 Methods Inquiry	_____	_____
Research Skills:		
_____	_____	_____
Arch 958 Practicum Prep	_____	_____
Arch 959 Res. Practicum	_____	_____
Advanced Methods:		
_____	_____	_____

#### 2. Major Area of Study: \_\_\_\_\_

Major Professor: \_\_\_\_\_

#### Major Courses:

#### 3. Minor Area of Study: \_\_\_\_\_

Minor Professor: \_\_\_\_\_

#### Minor Courses:

#### 4. Comprehensive Oral Examination

*4a. Student submits dissertation proposal to the Comprehensive Oral Exam (COE) Committee and the PhD Program Chair*

Date Dissertation

Proposal Submitted: \_\_\_\_\_

*4b. Student requests for a Comprehensive Oral Examination*

Date COE request

Submitted: \_\_\_\_\_

Comp Exam Committee:

\_\_\_\_\_ (Chair)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Graduate

representative)

Date COE passed and Dissertation

Proposal Accepted: \_\_\_\_\_

**Student receives MA & gains PhD candidate status**

#### 5. Dissertation

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Request for a Final Dissertation Oral Examination*

Date Submitted: \_\_\_\_\_

Date Scheduled: \_\_\_\_\_

Dissertation Committee:

\_\_\_\_\_ (Chair)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Graduate

representative)

(Go to the next page)



**Department of Architecture**  
**Graduate Learner Outcomes**  
**Dissertation Rubric**

Name of the Candidate:

Evaluated by:

Date of Evaluation:

Components being Evaluated	Outcome Quality Levels			
	Outstanding - 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
<b>Introduction/ Statement of the Problem</b>	Exceptionally well written Compelling; clear statement of the problem Important, significant, innovative problem Places problem in context	Well written Sufficient breadth, depth, & insight Poses a good question or problem that drives discovery Explains importance/ significance of problem	Adequately written / organized Makes a case for a small problem Adequately explains importance/ significance of problem	Poorly written & poorly organized Problem is not stated, is poorly understood, or trivial
<b>Grounding in the Literature</b>	Comprehensive and up to date Show critical and analytical thinking; integrates literature from other fields	Comprehensive but not up to date Provides a thoughtful critique of the literature	Adequate Demonstrates understanding of literature, but provides only adequate synthesis	Incomplete or inadequate Inadequate sources; sources misinterpreted or misunderstood
<b>Methodology/ Approach</b>	Meets the expectations of "Very Good" plus one of the following: Original, creative, innovative Well-conceived, internally & logically consistent, coherent Advances the field	Complete & correct Uses existing theory well Informed by the research question Identifies where it works and where it does not work	Understands theory Uses theory and methods appropriately Does not specify or analyze the underlying assumptions of theories and methods	Theory is absent, omitted, or wrong Does not understand theory Does not use theory and methods appropriately
<b>Results/ Analysis</b>	Original / insightful Sophisticated analysis Results are usable, meaningful, & unambiguous Provides plausible interpretations	Thorough, appropriate & correct Uses standard methods Produces high-quality data Links results to question & theory; Provides plausible arguments & explanations	Analysis is objective, routine, & correct Aligns with question & theory Results are correct but not robust Interpretation is too simplistic	Analysis is wrong, inappropriate, or incompetent Data are wrong, insufficient Cannot explain results Interpretation is not objective or correct
<b>Discussion/ Conclusion</b>	Meets the expectations of "Very Good" plus one of the following: Clear & concise; insightful implications for practice Underscores & explains major points & findings Places work in wider context	Provides a good summary States contributions Identifies possible implications for practice Identifies some future research directions Discusses limitations	Summarizes what has been accomplished Repeats major points Does not address significance or implications Does not place the work in context	Inadequate or missing Does not understand the results Claims to have proven things that have not been proven Does not draw conclusions
<b>Overall</b>	Original & significant; innovative; ethically conducted	Solid; well written & organized; ethically conducted	Workmanlike; demonstrates competence; ethically conducted	Poorly written; does not understand basic concepts; may not be ethically conducted

**Notes:**

1. Each committee member including the Graduate Representative must complete the evaluation.
2. Evaluators should circle the cell most appropriate for each of the components being evaluated.
3. The rubric must be completed and submitted before dissertation defense.