Ph.D. in Architecture

CITIES. BUILDINGS. MATERIALS: THE ART AND SCIENCE OF **SUSTAINABLE DESIGN**

Ph.D. HANDBOOK

UNIVERSITY OF OREGON

School of Architecture & Environment

PhD

THE UNIVERSITY OF OREGON
DEPARTMENT OF ARCHITECTURE
PhD PROGRAM HANDBOOK

TABLE OF CONTENTS

24 September 2024
Subject to Change as Needed

1

INTRODUCTION

THE GUIDE

This PhD Handbook is designed to guide students through the program, to be a resource for faculty, and to inform prospective students about the details of our program. The guide is meant to be a living document that can be modified as needed.

Following this introduction and a description of Roles and Responsibilities (Chapter 2), this Guide is structured around the four main steps in a doctoral program: 1) Admissions; 2) Coursework; 3) Examinations; and 4) Dissertation. The Guide ends with a synopsis of key aspects regarding program management.

Being admitted into the program is an accomplishment in its own right. But that is only the beginning. Coursework sets the foundation for doctoral education. Required courses in theory and research teach students how to conduct quantitative and qualitative research. Coursework also prepares students to take and, ideally pass, the comprehensive examinations. These exams are intended to be an indicator that the student has the foundational knowledge in the chosen field. The dissertation is intended to be an original project that significantly advances knowledge in the chosen field.

OUR VISION

The profession of architecture is at a crossroads as society faces the urgent need to address the environmental impact of buildings. In the United States, buildings consume over 70% of all electricity produced and over 40% of all energy. The construction, use, and demolition of buildings plays a large part in the production, handling, and conservation of materials, waste and water. As the market begins to recognize the need for sustainable buildings and communities, there is a corresponding need for research and education that allows the field to progress as the demand for sustainable buildings and cities increases. Architecture is a complex subject that spans multiple scales. It includes the development of building parts such as the envelope, the structure, the mechanical systems, and interior components. The whole building is the result of a design process that integrates the physical components and systems of the building with decisions that shape building form in response to human needs and contextual conditions. Architecture is also concerned with the interactions of building groups and infrastructures that form urban and suburban districts. It is a field with a high level of interdisciplinary interaction that overlaps many other areas of inquiry including landscape architecture, planning, engineering and building science, business, fine arts, humanities, and social sciences. The University of Oregon's professional degree programs in architecture provide a breadth of understanding that encompasses all of the major influences on the design of the built environment. The Department of

Architecture currently offers professional as well as post-professional master of architecture programs and graduate certificate programs in ecological design and teaching technical subjects in architecture. The PhD program provides a depth of understanding that focuses on sustainable design and examines how we will design the built environment to deal with environmental degradation.

The vision of the PhD program in sustainable design is to develop new knowledge through inquiry into the performance of sustainable buildings and communities. The knowledge generated will lead to a more appropriate ecological design of buildings and communities. The doctoral program prepares graduates to take leadership roles in sustainable design research and education in architecture and related fields and to serve in leadership positions in public and private sector settings. In its exclusive focus on sustainable design, this program is unique in the United States and allows the University of Oregon to lead in the advanced education of individuals who will develop new knowledge pertaining to the sustainability of buildings and the built environment. Our program is designed for individuals with professional experience in architectural practice who have an interest in developing research expertise that will prepare them for careers at universities and other entities engaged in research related to sustainable architectural design, including national research laboratories, industries concerned with building product and systems development, innovative design practices, as well as public agencies and non-government organizations.

A primary educational goal of the doctorate in architecture is to link professional degree training in the field to more rigorous and advanced approaches to scholarship through research. Successful completion of the doctoral program will require the demonstration of excellence in the student's area of concentration through original contributions to the field of architecture. The fundamental indicator of a doctoral student's achievements will be the successful completion of the oral and written comprehensive exams, and the development of a dissertation project that substantially advances knowledge in their chosen field.

Because the profession is large and diverse in its activities, architecture PhD graduates should know and be able to handle a variety of topics and skills depending on the career they wish to pursue, whether in teaching or research in a university, consulting, or research leadership in practice. What they all must have in common is robust development and maturation of academic, analytical, creative, and integrative capabilities that will continue to flourish throughout their careers. Accordingly, we expect that all graduate students will achieve advanced expertise and understanding in a focused topic. We expect that our PhD graduates will have the ability to:

- form integrative conceptual models of architectural issues, problems, and solutions with regard to the area of concentration;
- critically analyze gaps in knowledge in the field and identify needs for new, original knowledge;
- form and answer researchable questions that can be addressed through a range of research methods and techniques;
- independently design and execute a complete, intensive research project;
- comprehensively document a research project with quality writing and illustrations;
- carry forth the institutional mission and philosophy of the University of Oregon.

A career as a faculty member in design education is a goal for many doctoral students. Given the substantial course requirements of professional design programs, and the integrative nature of architectural design as both a science and an art, the development of innovative models and methods for design education has become a key area of design scholarship and research. Accordingly, our doctoral program also emphasizes opportunities for students to develop their skills as innovative educators through working with faculty as graduate teaching assistants, and by cultivating students to teach their own courses with faculty supervision.

An understanding of the close and supportive relationships among research and scholarship, professional growth, artistic achievement, and teaching is one of the key qualities we will attempt to imbue in graduates of our doctoral program. There are many paths to excellence in design education, research and practice, and scholars rarely follow a pre-set route. Our program includes clear core requirements, high standards of excellence, and substantial flexibility to tailor a student's program of study to their individual needs.

REVISIONS TO THE HANDBOOK

Substantive or policy revisions will be reviewed and approved by the PhD Working Group during the year; and if appropriate, incorporated into an updated Handbook that will be available to current and incoming students at the start of the Fall term. Edits to this Handbook can be submitted to the PhD Director prior to June 1st.

2

ROLES AND RESPONSIBILITIES

The PhD is the highest degree awarded to students in the United States. It is an indicator of one's educational achievements, research expertise, and, simply put, one's ability to accomplish an impressive feat despite the inevitable hurdles. But the degree is not earned in isolation. A cast of teachers, colleagues, and administrators who can help facilitate the process supports every PhD student. Given this, it is important to understand the roles and responsibilities of the following key players in the PhD program.

THE STUDENT

According to the aims and intentions stated in their applications of admission to the PhD program, students will carry out a program of advanced study and individualized research. There are three steps to successfully completing a PhD in Architecture at the University of Oregon: 1) fulfilling the preliminary course requirements; 2) taking and successfully passing a comprehensive examination, which qualifies the student as a "PhD candidate"; and 3) completing the dissertation, which is based on independent research and original investigation. It is expected that PhD students will participate in the life of the department through Graduate Employee assignments (GE), which are paid positions involving teaching or research assignments. GE assignments are made by the department based on teaching and research needs and the qualification of GE applicants. PhD students may receive GE position appointments in accordance with the department's General Duties and Responsibilities Statement available at the UO Division of Graduate Studies website. During the tenth week of fall, winter, and spring academic terms, architecture and landscape architecture classes do not meet so that studio classes, graduate projects, theses, and dissertations can be scheduled for final reviews. This is an important tradition in the College of Design because it gives all students and faculty the opportunity to view and discuss creative and scholarly work completed during the term. PhD students holding GE positions will be assigned to participate in studio reviews; PhD students without GE positions may be invited by the department to participate in the studio culture.

The time spent with a Faculty Advisor is arranged by mutual agreement between the student and the advisor. The student is expected to take the initiative in arranging such meetings as they requires them. However, the Faculty Advisor also may request meetings with the student. The student-Faculty Advisor relationship is viewed as confidential so that both parties can feel free to be honest and candid in their discussions. Every student must keep their Faculty Advisor informed about matters concerning the student's academic progress. If personal matters such as finances, health problems, etc. are interfering with academic work, students may want to inform their advisor. Advisors may act as advocates for

advisees should it become necessary. Each academic year the student, in consultation with their Faculty Advisor, submits an annual progress report, which will be used by the department to assess and guide student progress. The report will be used as part of a broader process to determine whether the student is making sufficient progress toward their degree. At the end of the process, a copy of the student's progress report and the PhD Working Group's progress evaluation will be placed in the student's academic file.

THE FACULTY ADVISOR

The PhD Program Director will assign a Faculty Advisor to assist the student as appropriate with matters pertaining to coursework, degree requirements, selection of the dissertation chair, and completion of annual progress reports on student progress. The Faculty Advisor will be a member of the Architecture PhD Working Group. The Faculty Advisor can serve as either the chair of the examination Committee or as dissertation chair but not both. If at any point a student feels another faculty member from the department's PhD faculty would better serve as their Faculty Advisor, they may make that switch, contingent upon the agreement of that faculty member and the approval of the department head. The role of the Faculty Advisor continues until the formal designation of the dissertation chair once the student has advanced to candidacy. At that point, the dissertation chair replaces the Faculty Advisor. The faculty member best suited to assume the role of dissertation chair depends on the student's proposed dissertation subject area in relation to a faculty member's expertise, time availability, and the potential for a successful student-teacher relationship that will advance the academic and professional goals of the student. While in many cases the Faculty Advisor may continue as the student's dissertation chair, in others it may turn out that the most appropriate person for that role shifts as the student refines their dissertation ideas and gets experience working with individual faculty. If a student has concerns about the working relationship with a Faculty Advisor, they should bring this up with the PhD Program Director, the department head, or another department faculty member.

THE PH.D. PROGRAM DIRECTOR AND CO-DIRECTOR

The Director and if applicable the Co-Director of the PhD Program oversee the PhD program in the Department of Architecture, chair the PhD Working Group and work closely with the Department Head. These positions are not compensated. The Department Head appoints the Program Director who serves in a three-year renewable role.

The Program Director's roles include:

- providing additional counsel on matters pertaining to coursework, degree requirements, and the selection of the dissertation chair
- coordinating and approving comprehensive examination and dissertation Committees; and facilitating documentation between the department and Division of Graduate Studies
- recommending students' advancement to candidacy considering their petitions to add or change areas of concentration
- signing petitions for withdrawal or readmission; and speaking for the department on matters concerning the progress and standing of individual PhD students
- appointing a Co-Director if needed to share responsibilities
- chairing the PhD Working Group and working with the Working Group to:
    - coordinate curriculum and policy issues
    - coordinate admissions reviews, selections, and interviews and supervision
    - monitor the progress of each PhD student
- Maintaining liaison relationships with the:
    - Division of Graduate Studies and Graduate Council
    - Graduate Studies Committee
    - Landscape Architecture PhD Committee

- Working with department staff to:
    - respond to content inquiries from prospective students
    - organize and run the orientation sessions for new PhD students, typically with the MS students (Friday of zero week)
    - recommend recruitment scholarships for PhD students
    - initiate and supervise updates and production of the PhD Handbook (summer)
    - update admissions application information (summer, July 1)

THE DEPARTMENT PH.D. WORKING GROUP

The PhD Working Group is composed of selected faculty who are eligible to chair PhD Committees. This Working Group directs the Architecture PhD program and coordinates graduate curriculum development with the department graduate studies Committee. The PhD Working Group is responsible for the following actions:

- admissions (review, select, and invite finalists)
- maintain program procedures
- review and approve comprehensive examination Committees
- review and approve dissertation chair and Committees
- define the scope of the PhD program
- maintain the program's overall standards, policies, and procedures;
- conduct annual-year-end reviews of all PhD students' academic progress and standing, and end-of-the term GE evaluations;
- examine petitions for withdrawal and readmission; and
- make recommendations for fellowships, scholarships, and GE awards.

As we all manage our busy schedules, we must remember that program decisions will need to be made on a regular basis. Some decisions are not profound and can be made easily while other decisions may impact the structure and content of the program. Some decisions can wait for a meeting and others will require immediate action. There are roughly four types of decisions that may need to be made that require an approved process: 1) Working Group decision; 2) Working Group decision with input from the Chair; 3) Chair decision with input from the Working Group; and 4) faculty decision with input from the Working Group/Chair. To manage the decision-making process, the PhD Working Group meets regularly and operates first on a consensus decision-making model and, if needed, on a democratic decision-making model where a majority present at the meeting carry the vote and those who did not vote in support of the decision commit to supporting the will of the majority. Members of the Working Group are:

Christina Bollo, PhD, NCARB, CPHC Assistant Professor of Architecture
Professor Bollo is the director of the Housing Specialization, with an integrated teaching and research agenda that focuses on ecological housing design for social justice. She is a social scientist who uses qualitative and quantitative methods to investigate the influence of housing policy on housing design, and the relationships between housing design and human wellbeing. Her work has been published in the *PLAN Journal, Housing and Society, Journal of Interior Design, Buildings, Research and Information, International Journal of Architectural Research,* and *Journal of Property Management*. Previous to her appointment at the University of Oregon, she was an assistant professor at the University of Illinois Urbana-Champaign School of Architecture and a post-doctoral fellow at the University of British Columbia. Her research has been funded by the AIA Housing and Community Development Knowledge Community and Blue Cross Blue Shield of Michigan. Christina has a Ph.D. in Sustainable Architecture from the University of Oregon; an M.Arch from the University of Oregon; and a B.A. in English Literature from the University of North Carolina at Chapel Hill. She is a registered architect in Washington State and Illinois.

Howard Davis, Professor of Architecture
Professor Davis's work on sustainable cities deals with relationships between urban form, buildings and the emergence of new, post-industrial forms of the urban economy. The first stage of this research is described in *Living Over the Store,* a cross-cultural account of buildings that combine commercial and residential uses. With new work in Portland, China, London and Tokyo, Davis examines resilient urban morphologies, asking "How can buildings and urban form accommodate needs of migrant and low-income groups, and of people engaged in contemporary, regenerative businesses, in sustainable ways?" Professor Davis's book *The Culture of Building* explains how cities are produced by a coordinated system that includes builders, clients, materials suppliers, bankers, developers and many others--as well as architects. Davis worked with Christopher Alexander in Berkeley and is co-author of *The Production of Houses*. He has worked on settlement planning and housing in Mexico and India, emphasizing participatory design and construction.

Ihab Elzeyadi, PhD, RA, FEIA, LEED^{AP}, Professor of Architecture
Professor Elzeyadi is the director of High Performance Environments Lab and Façade Integrated Technologies testing facility at the University of Oregon. Professor Elzeyadi has been engaged in the design, construction, and research of high-performance buildings for more than 20 years. Professor Elzeyadi has conducted grant-supported research on the relationship between people and buildings including daylighting systems effects on health, productivity, and other outcomes as they relate to sustainable design strategies. His studies produced evidence-based design guidelines and design-assistance services on various commercial projects with an emphasis on energy and resource effective design. He is currently working on a number of research projects investigating cost and financial benefits of green and LEED schools, the Green Classroom Retrofit Toolbox Project for energy retrofits of existing schools, as well as RD&D projects on facade integrated green products and technologies for active envelopes, including innovative prototypes of solar awning and daylighting harvesting systems. Professor Elzeyadi is a registered architect in Egypt.

Mark Fretz, DDS Assistant Professor of Architecture
Mark Fretz is Interim Director of the Institute for Health in the Built Environment in the College of Design and Assistant Professor in the Department of Architecture at the University of Oregon. He directs the Institute's industry research consortium, *Build Health*, which leverages design thinking and transdisciplinary science collaboration to develop and apply innovative design solutions for built environments that simultaneously promote healthier individuals, communities and planet. His research and teaching focus on exploring the unseen experiential design elements in the built environment that impact transspecies health across multiple scales ranging from microbes and molecules to energy and carbon.

Prior to architecture, Mark was a Lieutenant Commander in the U.S. Public Health Service Commissioned Corps serving in the Indian Health Service. As a designer, Mark has worked on commercial, governmental, and residential projects ranging from healthcare, embassies, mixed-use development, multi-family housing, to district master planning.

Mark Gillem, PhD, RA, FAIA, FAICP, Professor of Architecture and Landscape Architecture
Professor Gillem is the Director of the PhD Program and the University of Oregon's Urban Design Lab. He is also the President of the International Association for the Study of Traditional Environments. His teaching and research focus is on sustainable urbanism, which is an ecological approach to building that integrates architectural and landscape design with socio-cultural and environmental needs. He conducts post-occupancy evaluations of buildings and urban spaces using qualitative and quantitative methods. He is the author of *America Town: Building the Outposts of Empire.* The book, which examines the socio-spatial practices of the United States military. The book

received the 2008 Book Award from the Environmental Design Research Association. He is a licensed architect, a certified planner, and a Fellow of the American Institute of Architects and a Fellow of the American Institute of Certified Planners. He is also the Principal of The Urban Collaborative, an award-winning urban design firm that prepares plans and urban design policies for clients worldwide. Professor Gillem is a registered architect in Oregon, California, Maryland, and Florida.

Solmaz Kive, PhD, Assistant Professor of Interior Architecture
Professor Kive's research interests are in the history and theory of architecture. She teaches course in architecture and interior architecture. Professor Kive holds a PhD in the History of Architecture, Landscape and Urban Design from the university of Colorado, Denver. She also holds an M.Arch in Architectural History and Theory from McGill University and an M.Arch from Shahid Beheshti University in Tehran.

Alison Kwok, PhD, RA, FAIA, FASES, LEED^{AP}, CPHC, Professor of Architecture
Professor Kwok is co-chair of the PhD Working Group, Director of the NetZED Laboratory and the Technical Teaching Certificate program. Her teaching and research focus is on adaptive and mitigation strategies for climate change, comfort/health in schools, building performance, curricular innovation and mentoring the next generation of students through research, design, and professional training. She is co-author of the *Green Studio Handbook*, *Mechanical and Electrical Equipment for Buildings,* and *Passive House Details: Solutions for High Performance Design* all substantial resources that provide in-depth information, strategies, and case studies on sustainable design. She a Fellow of the American Institute of Architects and the American Solar Energy Society and ACSA Distinguished Professor. She advises the student branch of ASHRAE. She has conducted charrettes, workshops, and presentations in China, U.K, Hawaii, Hong Kong, Japan, Korea, and Singapore. Professor Kwok is a registered architect in California and Oregon.

Hajo Neis, PhD, Associate Professor Emeritus of Architecture
Professor Neis is the director of the Portland Urban Architecture Research Laboratory and he teaches and researches urban architecture and urban theory with emphasis on urban structure formation and integration, the art of building, and urban sustainability. His main interest in research focuses on the two critical issues of 1. quality and value in architecture and urban structure and, 2. process and processes, which create and generate quality in buildings and the urban fabric. He is a practicing and licensed architect and planner for over 25 years with projects in Europe, the US, and Japan. He is also a member of the renowned Center for Environmental Structure, CES, where he was in charge of the internationally recognized Eishin Campus in Japan. Dr. Neis is a co-author of several books: 'A New Theory of Urban Design,' Oxford, NY 1987; 'Schule des Sehens,' Fachhochschulverlag, Frankfurt 2000; and 'Battle for the Life and Beauty of the Earth,' Oxford, NY.

Alexandra Rempel, PhD, Associate Professor of Environmental Studies
Professor Rempel's research and teaching investigate climate-related resources for passive heating, passive cooling, and natural ventilation, particularly in climates where they have been previously overlooked; her research group also develops new control strategies to capture and deliver these resources more effectively than has previously been possible. By combining field work with energy modeling, her students also study the lessons that existing buildings and vernacular design practices hold for contemporary climate-responsive design, with an emphasis on the thermal and hygroscopic behavior of earth materials. Prof. Rempel's work has been funded most recently by the National Science Foundation and the U.S. Department of Energy, and her group's work has been published most recently in *Building and Environment*, *Renewable Energy*, and *Geoscience of the Built Environment*, as well as conference proceedings of the *International Society of Building Physics*, *Passive and Low-Energy Architecture*, and *Simulation in Architecture and Urban*

Design. Through her Passive Heating seminar, she works regularly with the Sustainable City Year Program to bring passive heating to communities around Oregon, and she is a member and past Secretary and Treasurer of the Society for Building Science Educators. She previously taught in the School of Architecture at Rensselaer Polytechnic Institute, and she holds a Ph.D. from the Massachusetts Institute of Technology and an M.Arch. from the University of Oregon.

Siobhan Rockcastle, PhD, Associate Professor of Architecture
Professor Rockcastle's research interests include sustainable architecture, high performance buildings, occupant well-being, space perception, and environmental dynamics. She is the Co-Director of the PhD program. Her research, design, and teaching activities are centered around the belief that building science is about more than energy-efficient and carbon-neutral architecture. These factors are undeniably important, but they only address a part of the contemporary challenge facing present-day building construction and occupation. Over the past decade, human beings living between 41 and 45 degrees N. spent an average of 25% less time outdoors than they did only 10 years before. In pre-industrial times, we spent a significant amount of time outdoors, where productive activities required daylight for visual acuity. With the advent of energy efficient and inexpensive electrical and mechanical systems, we have enabled our species to occupy indoor environments for increasingly longer periods, resulting in just under 2 hours of time spent outdoors on average each day. It's safe to say that we are rapidly transforming our habitation patterns, impacting the amount of exposure our biology has to dynamic natural systems: sky light, fresh air, and variable climatic factors. With this shift, comes a host of potentially negative impacts on our emotional, physiological, and perceived well-being. Her work seeks to build bridges beyond architecture, to improve the health and well-being of contemporary buildings and urban environments. She has a PhD from the LIPID Lab, École polytechnique fédérale de Lausanne, an SMArchS from the Building Technology Lab, Massachusetts Institute of Technology, and a BArch from Cornell University. She also serves as the Frederik Charles Baker Chair in Design, Director of the Baker Lighting Lab at the University of Oregon.

Jim Tice, RA, Professor Emeritus of Architecture
Professor Tice views architecture as a humanist discipline that opens an understanding of the world to generate positive change. In addition to teaching studios at every level of the curriculum he teaches a foundational course in spatial composition, and seminars on the façade, Frank Lloyd Wright, the Italian Palazzo, Le Corbusier, and the architecture and urbanism of Rome. Professor Tice's scholarship is based on his belief that making connections between theory and practice, and idea and form, should be central to the mission of every architect. His interest in the legibility of urban form focused on the first accurate map of Rome, produced in 1748 by Giambattista Nolli. This investigation led Tice to create interactive tools that facilitate the study of Rome using a seamless digitization of the historic map. Tice developed the Interactive Nolli Map Website in collaboration with Erik Steiner of the UO InfoGraphics Lab and Alan Ceen of Studium Urbis in Rome attracted attention from the Christian Science Monitor, the London Times and Corriere delle Sera, the Italian newspaper published in Milan. The Nolli Map Website received awards from the online planning and development network Planetizen for giving universal access to a discovery of the evolution of the city through primary source material and the Northwest Academic Computing Consortium. He holds an Master of Architecture (Urban Design) University and a Bachelor of Architecture from Cornell University. He is a registered architect in California.

Dylan Wood, Dr.-Eng, Assistant Professor of Architecture
Professor Wood's research focus is on ecological material intelligence in computational design and fabrication. His team at the University of Oregon centers on advanced manufacturing and design research and is highly interdisciplinary, collaborating with teams in wood science, structural engineering, robotics, biomedical engineering and data science. The team's simple goal is to develop novel construction methods to effectively utilize natural resources in the built environment. These

methods explore how novel technologies enable simple, material effective construction though performative geometries and functionality. Wood is the co-founder of hylo tech, a spin off developing design technology in wood manufacturing. He completed his doctoral research at the University of Stuttgart's Institute for Computational Design and Construction where he led the Material Programming Research Group and build demonstrator projects including the Urbach Tower, Wangen Tower, HygroShell, and the LivMats Biomimetic Shell. His research has been funded by the Swiss Innovation Agency, the German Federal Environmental foundation, and the USDA's Agricultural Research Services. His work across design, engineering, and science has resulted in over 30 peer-reviewed publications and international recognition.

Role of the Architecture PhD Working Group Doctoral Candidate Representative

The Doctoral Candidate Representative participates in the Architecture PhD Working Group meetings and works closely with the Architecture PhD Program Chair. The Doctoral Candidate Representative is not compensated for this role. The Doctoral Candidate is nominated by the prior Doctoral Candidate Representative and approved by the working group. The Doctoral Candidate Representative must have advanced to Candidacy to fill this position. Typically, this position is given to the most senior PhD Candidate in the program who is not expected to graduate prior to the term completion of 1 academic year. Responsibilities include:

- Providing additional counsel on matters pertaining to the doctoral students and candidates;
- Drafting notes during working group meetings and providing the draft copy to the Architecture PhD Program Director for approval and distribution;
- Updating the PhD Students and Candidates about working group business
- Representing concerns and opportunities voiced by the PhD Students and Candidates to working group as appropriate;
- Providing counsel on incoming PhD Student applications but not voting on applications; and
- Supporting the revision and updates of the Architecture PhD Program Handbook

THE UNIVERSITY OF OREGON Division of Graduate Studies

The Division of Graduate Studies sets university-wide policies for graduate programs. The Division of Graduate Studies oversees compliance with institutional graduate degree policies and the Graduate Teaching Fellows Federation collective bargaining agreement. Additionally, the Division of Graduate Studies provides a variety of resources for professional development and funding for graduate study and research.

OTHER STUDENTS

Student colleagues in the department, the College of Design, and the university can, and should, be part of a collegial support network. Students are expected to take an interest in the design research of their peers; take part in constructive and supportive critiques of each other's work in and outside of class, and become a part of the design community through engaging dialogue during design reviews, lectures, and activities of the Architecture Department, the School of Architecture & Environment, and the College of Design.

3

ADMISSIONS

ABOUT THE DEPARTMENT

The Department of Architecture is part of the College of Design, which also includes programs in Landscape Architecture; Planning, Public Policy and Management; Art; Art History; Historic Preservation; Interior Architecture; Arts and Administration; and Product Design. In addition to facilities on the UO campus in Eugene, the College of Design has an educational facility through which it offers programs and research opportunities in Portland, Oregon. The University of Oregon has offered professional education in architecture since 1914. In its association with the College of Design, the Department of Architecture offers a broad education in environmental design, with opportunities to study historic preservation, landscape architecture, planning, fine and applied arts, and arts administration. More than 35 alumni of the University of Oregon teach environmental technology with emphasis in sustainable practice, in architecture programs nationally and internationally, and it is our intention for the PhD program to help continue this leadership role.

ADMISSION REQUIREMENTS

We seek PhD candidates who are keenly interested and prepared to investigate a number of topics that may include investigations of the energy efficiency of buildings, such as passive and low energy design strategies that reduce the need for fossil fuels or methods for forecasting energy use and efficiency in buildings and cities. Topics related to building design and construction may address sustainable building material and system applications, strategies for achieving net-zero energy buildings or the sustainable re-use of existing buildings. At the sustainable cities and communities scale students can investigate environmental impacts of urban districts or design methods for producing high-performing eco-districts and zero-energy urban development.

PhD candidates are required to present a specific, well-conceived research proposal and career goals. Students are selected on the excellence of their proposal and available advisorship by a faculty member. The student's intent must be matched and supported by departmental resources. The selection of students is central to the educational mission of the Department of Architecture and the continued quality of its graduate programs. With respect to both students and faculty, we seek a community of inquiring designers who are committed to solving multi-faceted problems and furthering knowledge by researching issues and processes that give form to the environment.

Academic and Research Capability

It is expected that all applicants have excelled in their previous academic work and creative accomplishment, specifically in the following areas: (1) promise of productive scholarship; (2) strength of academic record; (3) breadth of general knowledge. The research ideas and topic of interest will be evaluated from the Statement of Intent and portfolio submissions for critical issues, writing skills, organization, research methodology, and critical thinking,

Professional Experience

Applicants must demonstrate substantial skill for the creative process, visual language tools, the design of buildings and proximate environments, and the potential to conduct research. Evidence for accomplishments will be evaluated from the design portfolio and the letters of recommendations.

Potential Program Contribution

The department seeks individuals whose interests and capabilities will provide a significant contribution to the research knowledge base and to the education of others. These contributions may be evidenced by previous experience, involvements and commitments and accomplishments. Value is placed on a student body that is culturally and geographically diverse. The University of Oregon is an equal opportunity/affirmative action institution.

Students admitted to the program must already hold either a master's degree in architecture from an accredited program or have an accredited professional degree in architecture and a master's degree in a related field. A current architectural license and design practice may be applied in lieu of a professional degree in architecture; however, a master's degree in a related field would still be required in this scenario.

The admissions process will be overseen by the PhD Program Director in collaboration with the director of graduate studies. Faculty on the PhD Working Group will review applications to determine appropriate fit of the applicants' interests in sustainable design to available faculty expertise. We anticipate each faculty member serving as dissertation chair to no more than three doctoral students at any given time.

APPLICATION PROCESS

Please refer to the online application material.

4

COURSEWORK

The first primary task of the newly admitted student is to complete the required coursework. At the University of Oregon, the doctoral program in architecture offers opportunities for advanced study and scholarship. Students must complete a series of common core requirements that develop a knowledge base and skills for conducting original research within an area of concentration. Requirements for the area of concentration courses are designed to provide both depth and breadth of knowledge in an area of study relevant to sustainable design, and to draw on the frameworks and methodologies of related disciplines that support the student's dissertation research. The curriculum is designed to provide a foundation in the discipline of sustainable design research, as well as flexibility for students to pursue advanced studies in a focus area of their choosing related to sustainable design. The curriculum also requires an outside focus with courses selected from departments outside of architecture that complement the student's intended focus area. The curriculum also requires exposure to supervised teaching in regular courses and in a colloquium. The curriculum leads students through a series of steps that integrate common foundations in literature and scholarship with development of specialized interests, experience in research proposal writing, one-on-one experience working with faculty on current research, integration of subject matter into teaching design, and subsequently into advanced scholarship that supports their dissertation. A student's course of study is developed with the Faculty Advisor and at times, the PhD Program Director. An underlying intention of the program is to prepare students to understand and apply appropriate methods of inquiry, and to deepen their understanding of the nature and role of rigorous scholarly inquiry in sustainable design. Through a series of required core courses in architecture theory, research, and investigation, doctoral students learn how to conduct both qualitative and quantitative studies of the built environment and the processes that shape buildings and places. After completing these common core classes, advanced studies in methodology are required, but students tailor their methodological preparation to suit their career intentions. Broadly considered, advanced methodological preparation occurs in two categories: 1) Quantitative research and prescription: e.g., hypothesis testing, spatial and material analysis, and environment-behavior observation; and 2) Qualitative research and prescription: e.g., case studies, design criticism, content analysis, evaluation of physical places, and their historical interpretation. Over the course of at least three years, the minimum credit requirement is 66 credits, which includes 41 credits in the core requirement and an additional 25 credits of coursework to support research, primary or secondary focus areas, and/or supervised college teaching prior to advancement to candidacy. **After completing at least 66 credits, then passing their exams, students may advance to candidacy, then they shall take at least 18 of dissertation credits and complete their dissertation in order to graduate (totaling a minimum of 84 graduate-level credits).** Note that the eight (8) credits for the

Comprehensive Exam (ARCH 605) are not included in the 84 credits. At the department's discretion, some credit requirements may be waived or satisfied through transfer credits. No more than 15 credits may be transferred. Requests for waiver or transfer will be evaluated on a case-by-case basis. Decisions will be based on consideration of a student's background and qualifications in relation to their proposed program of study and the requirements for a PhD. Students may take additional credits as desired, or as needed to meet full-time status. The minimum residency requirement is two years. The exact sequence of courses taken will depend on the program of study by each student, course availability, and teaching commitments. Graduate students holding GE appointments must be enrolled at a minimum of 9 credits during the term of appointment. The table below shows one way to meet the minimum credit requirements in order to take the exams in the spring term of the second year, but other ways exist. This sequence serves as a guide for how a student might progress toward candidacy over a two-year period. The actual pathway should be developed with the Faculty Advisor.

Year 1 – Fall (12 credits)	Year 1 – Winter (12)	Year 1 – Spring (12)
ARCH 620 (4) – Cat. 1 Research Methods	Elective (4) – Cat. 2 Inside Focus Area	ARCH 678 (4) – Cat. 1 Advanced Research Methods
Elective (4) – Cat. 2 Inside Focus Area	Elective (4) – Cat. 2 Inside Focus Area	ARCH 695 (4) – Cat. 1 Proposal Development
ARCH 601 (4) – Other Independent Research	Elective (4) – Cat. 2 Inside Focus Area	Elective (4) – Cat. 3 Outside Focus Area
Year 2 – Fall (15)	Year 2 – Winter (15)	Year 2 – Spring (10)
ARCH 601 (4) – Other Independent Research	Elective (4) – Cat. 3 Outside Focus Area	ARCH 605 (8) - Other Reading (Comprehensive Exams)
Elective (4) – Cat. 3 Outside Focus Area	Elective (4) – Cat. 3 Outside Focus Area	ARCH 608 (2) – Other Workshop (colloquium)
Elective (4) – Cat. 3 Outside Focus Area	Elective (3) – Cat. 3 Outside Focus Area	
Elective (3) – Cat. 3 Outside Focus Area	ARCH 605 (4) – Other Reading (prospectus and comp prep)	
ABSTRACT DUE	**PROSPECTUS DUE**	**ADVANCE TO CANDIDACY**
Year 3 - Fall	Year 3 - Winter	Year 3 - Spring
ARCH 603 Dissertation **PROPOSAL DUE**	ARCH 603 Dissertation	ARCH 603 Dissertation

Year 4 -- Fall	Year 4 - Winter	Year 4 - Spring
ARCH 603 Dissertation	ARCH 603 Dissertation	ARCH 603 Dissertation

Year 5 -- Fall	Year 5 - Winter	Year 5 - Spring
ARCH 603 Dissertation	ARCH 603 Dissertation	ARCH 603 Dissertation

Year 6 -- Fall	Year 6 - Winter	Year 6 - Spring
ARCH 603 Dissertation	ARCH 603 Dissertation	ARCH 603 Dissertation

The doctoral program has three categories of coursework that all students must complete: 1) Research and Investigation courses provide all students with a broad foundation in sustainable design research and investigation; 2) a primary focus area comprised of course offerings within the Department of Architecture; 3) a secondary focus area where courses are taken in a second discipline outside of the Department of Architecture; and "Other" courses which include Independent Study: ARCH 601 Research; ARCH 605 Special Problems [topic]; ARCH 608 Workshop.

COURSES: CATEGORY 1
Research and Investigation (minimum 12 credits)

To prepare students for performing rigorous and original research, a series of core courses provide a foundation in the culture and conduct of research. Below are schematic descriptions of the courses in the PhD program. The primary difference between master's and doctoral methods courses is that the courses are open to advanced master's students for fewer credits. Master's students would receive an introduction to a broad application of qualitative research and quantitative methods with assignments geared toward an "understanding" level. For PhD students, courses include analysis and evaluation for collecting data (phenomenology, case study research, critical reasoning), critical considerations on measurement, evaluation, and feedback loops, with assignments geared toward an "ability" level.

Arch 620 Research Methods in Sustainable Design (4)
The first course in research methods focuses on research issues and an overview of methods common to environmental design. Assignments relate to the framing of researchable questions.

Arch 678 Advanced Research Methods in Sustainable Design (4)
This course focuses on qualitative and quantitative methods applicable to the design of sustainable buildings and communities. This course emphasizes more specific qualitative and quantitative methodologies, while students continue to explore a topic and frame a researchable problem through literature reviews and proposal development. The supervising faculty member will spend one to two extra hours per week with the doctoral students. The course also incorporates further assignments that deepen the doctoral student's knowledge of targeted research topics through comprehensive reviews of, a) the literature, and b) research methods, respectively, related to their topic or question of interest.

Arch 695 Proposal Development (4)
This course focuses on the preparation and presentation of a research program and dissertation proposal. Building on initial courses in research methods and content, this course has as its object the writing and revision of a dissertation proposal that meets departmental formats and requirements.

COURSES: CATEGORY 2
Primary (Inside) Focus Area (minimum 16 credits)

Students will select courses within the College of Design aligned with their research interests. Students may focus on sustainable building design, preservation and sustainability, sustainable communities, or other related areas.

ARCH 500-600 Electives (16+ credits)
The Department offers a number of courses related to sustainable design that can fulfill this requirement. Electives in the Inside Focus Area are intended to provide both breadth and depth of knowledge. Students will develop a specific program of study in consultation with their Faculty Advisors. Below is a list of advanced courses currently offered that may satisfy this requirement. Our faculty members currently distinguish between undergraduate and graduate students in many of these courses so they are accustomed to making modifications based on appropriate levels of learning.

Modifications of these courses for PhD students will include one or more of the following: additional readings; end-of-term paper requirements; research presentations; and/or additional time with the instructor.

ARCH 507 Seminar [Sustainable Urbanism] (pending ARCH 534)
ARCH 510 Natural Building Systems (pending ARCH 572)
ARCH 510 Simulation & Visualization (pending ARCH 547)
ARCH 525 Building Information Modeling
ARCH 535 Principles of Urban Design
ARCH 537 Theory of Urban Design
ARCH 538 Housing Prototypes
ARCH 539 Minimal Dwelling
ARCH 573 Advanced Mass Timber Design
ARCH 574 Design the Unseen
ARCH 576 Residential Construction
ARCH 593M Passive Cooling
ARCH 594M Passive Heating
ARCH 595 Daylighting
ARCH 596 Passive House Design
ARCH 598 High Performance Buildings
ARCH 633 Fundamentals of Sustainable Design

COURSES: CATEGORY 3
Secondary (Outside) Focus Area (minimum 26 graduate credits)

These courses will be selected in consultation with the Faculty Advisor to provide sufficient depth in the student's area of research. The courses are taken outside of architecture and are intended to develop knowledge of a second discipline that supports the student's research. Coursework in the outside focus area can be from multiple departments provided they are integrated into a coherent program. Examples of Outside Focus Areas include 500 and 600-level selected courses in other departments:

Anthropology
Architectural History
Biology
Business
Ecology
Economics
Environmental Studies
Historic Preservation
Landscape Architecture
Planning
Planning Theory
Urban Design
Urban Geography
Urban Sociology

Other Potential Courses
ARCH 601 Research; 605 Special Problems [Topic]; 608 Workshop

Statistics applicable to their topic such as PPPM 656 Quantitative Methods for Planning, Public Policy and Management (4) or PSY 302 Statistical Meth Psych; EDUC 614 Educational Statistics; EDUC 642 Multiple Regression in Educational Research; ENVS 355 Environmental Data Analysis and Modeling; GEOL 418/518 Earth and Environmental Data Analysis; MATH 425/525, 426/526 Statistical Methods I, II; PS 445/545 Methods for Politics and Policy Analysis I; SOC 312 Quantitative Methods in Sociology.

The required minimum (inclusive of dissertation credits) credits are distributed as follows:

Category 1: Research and Investigation	**12 credits minimum**
Research Methods in Sustainable Design (ARCH 620)	4
Advanced Research Methods in Sustainable Design (ARCH 678)	4
Advanced Dissertation Proposal Development (ARCH 695)	4
Category 2: Primary (Inside) Focus Area	**16 credits minimum**
Advanced electives (500-level and above)	
Other Core (Cat 1 and 2) Courses	**12 credits minimum**
Category 3: Secondary (Outside) Focus Area	**26 credits minimum**
Advisory courses where applicable	
Total Credits to Advance to Candidacy	**66 credits minimum**
Dissertation Credits	**18 credits minimum**
Dissertation (ARCH 603)	
Total Credits to Graduate	**84 credits minimum**

5

THE DISSERTATION PROSPECTUS AND COMPREHENSIVE EXAMINATIONS

Following completion of the required coursework with a **minimum of 66 credits** and before embarking on the dissertation, the student must take and pass the comprehensive examinations and receive approval on a Dissertation Prospectus. The comprehensive examinations consist of two elements: 1) written examination and 2) oral examination. The department views the comprehensive examinations as an opportunity for the student to demonstrate (1) that they can craft analytical questions and formulate concise, focused answers using well-conceived arguments and critical thinking, (2) that they have competency in general knowledge of the field, breadth across the discipline, and core knowledge in their chosen area of concentration, (3) that they are aware of major theoretical and methodological issues in their major research and teaching areas, and (4) that they have a sense of where those theories and methods stand in relation to major themes in contemporary scholarship.

The goal of the comprehensive examination process is achieved not so much when someone passes their examinations, but when someone "knows the field." Successful preparation for the comprehensive exams should enable the student to identify potential questions for a dissertation, have an understanding of available theories and cases for answering those questions, and have a sense of compelling and convincing arguments in the field. Answers to comprehensive examination questions should not be simple literature reviews. Instead, students should develop a point-of-view or perspective in their answers that is articulated in the context of the relevant literature.

Students must have completed their required Program of Study coursework by the time they finish the comprehensive examinations and should work with their Faculty Advisor to ensure this will occur. For many students, the comprehensive examinations will be taken in Spring term of the student's second year in the doctoral program. The specific schedule and procedures described below are based on this time-frame. Students wishing to take their exams at another time must develop an equivalent timeline in consultation with their Faculty Advisor and submit it to the Architecture PhD Working Group for approval.

THE EXAMINATION COMMITTEE

At the time the program of study is approved, the student, in consultation with the PhD Program Director, nominates an examination Committee, which must be approved by the PhD Working Group. The

Examination Committee will administer both the written and oral examinations. After completion of coursework, each student will prepare and submit a written comprehensive examination. The written comprehensive examination will consist of questions in the area of concentration that are developed by the Examination Committee.

For students intending to complete the comprehensive examinations in their second year, the process leading to the examinations, and subsequently to the adoption of a dissertation proposal and Committee, formally begins during Fall term of the second year. At that time, the student, in consultation with their Faculty Advisor, nominates an Examination Committee, which must be approved by the PhD Working Group. To the extent feasible, students should include on the Examination Committee faculty whom they wish to serve on their Dissertation Committee. The list of nominated faculty must be submitted in writing to the PhD Working Group, via the PhD Director by Monday of week 10 of Fall term.

The Committee must have a **minimum of four members**, including the chair. The majority of the Committee is comprised of faculty members from the Department of Architecture; one member must be a part of the department's PhD Working Group and one member must be an "outside member" or tenure-related faculty member at the University of Oregon outside the Department of Architecture. The chair of the Comprehensive Exam Committee cannot be the Dissertation Chair. Committee members should be regular faculty with appointments as professor, associate professor, or assistant professor at the University of Oregon. With permission of the PhD Working Group, a person who is not a regular faculty member may be appointed as a member of an Examination Committee, but there may be only one such person on a Committee, and they may not serve as the "outside" member as noted above. Once the student has passed the comprehensive examination and is recognized by the Division of Graduate Studies as having done so, the student will be known as a "PhD candidate."

THE DISSERTATION PROSPECTUS

The Doctoral Dissertation is a project of the highest academic standard presenting independent work that contributes explicitly to the development and testing of theory in Architecture as well as to the overall body of knowledge in the field. The focal topic of the dissertation may be selected from a wide range of issues related to sustainable design but should be considered carefully and in consultation with faculty during a student's initial years in the PhD program. To facilitate this choice, the PhD curriculum requires a sequence of increasingly detailed descriptions of a student's dissertation intentions. For students planning to take their comprehensive examinations in their second year in the PhD program, the first of these is a Prospectus Abstract that cannot exceed 350 words submitted in late Fall term of the student's second year in the PhD program, followed by the **Dissertation Prospectus, a 10-15 page document** submitted in Winter term. Following successful completion of the comprehensive examinations, the Dissertation Proposal is then typically submitted in Fall term of the student's third year.

Purposes, Expectations and Uses of the Dissertation Prospectus

The dissertation prospectus is intended first and foremost to further the student's progress in conceiving, delimiting, and focusing their evolving dissertation ideas. Prior to preparing a prospectus, the student will have completed the doctoral program common core courses in theory, research, and investigation, received approval of their planned program of study, completed a substantial body of their PhD coursework, and nominated a comprehensive examination Committee. The dissertation prospectus is also a way for the student to inform their comprehensive examination Committee of the general direction of their dissertation intentions so that examination questions may be best formulated to serve those ends. Finally, the dissertation prospectus serves the student as a conceptual and organizational stepping-stone to the full Dissertation Proposal. Doctoral students need time to choose a dissertation topic. Once a topic is chosen, they need even more time to specify, in the Dissertation Proposal, what will be involved in carrying out the dissertation work, and then still more time to conduct the work, write the final dissertation and prepare the oral presentation that summarizes and defends it. The dissertation prospectus serves the student by providing a preliminary characterization of their thinking about the dissertation

relatively early in this sequence. What follows is an outline of the minimum contents of the Dissertation Prospectus. Students may choose to elaborate on this, but all items listed should be included.

Dissertation Prospectus Contents

1) A clear, focused description of the topic of interest with a brief summary of the key theoretical foundations of seminal work on the topic, cited appropriately (4-5 pages).
2) A preliminary statement of the problem the project will address within this larger topic and the researchable question(s) it will answer in doing so (1-2 pages).
3) A summary description with useful figures of relevant methodological approaches under consideration, including the opportunities and constraints each is likely to impose on the dissertation progress (3-5 pages).
4) An annotated summary bibliography of additional relevant work on the chosen topic and problem statement that was not referenced in items 1-3 above (2-3 pages).
5) A list of potential dissertation Committee members and the term planned to complete and defend the dissertation.
6) Two questions for potential use in the written comprehensive examination.
7) A proposed date and time for the oral examination in week 8 of Spring term, and a list of all other times available during that week.

Submittal process and timing

Students intending to take their comprehensive examinations in Spring term of their second year in the PhD program are required to submit a 1-page abstract of the prospectus by Monday of week 10 of the Fall term of their second year to their major advisor for approval. This abstract is a step-along-the-way to the dissertation prospectus. The abstract will briefly address the topic of interest, a preliminary problem statement and anticipated mode of inquiry. Students are encouraged to submit in-progress drafts of the abstract, and later the prospectus to their Faculty Advisor for comment. Once the dissertation prospectus is finalized, the student should submit electronic and hard copies of it to their Faculty Advisor who will then circulate it to the full PhD Working Group and the student's comprehensive exam Committee for review. The final dissertation prospectus should be submitted no later than the end of week 5 of Winter term, or as determined in consultation with the student's Faculty Advisor based on the student's progress.

THE WRITTEN EXAMINATION

Following receipt of the Dissertation Prospectus, the examination Committee will prepare for the student a written comprehensive examination, which will be given to the student the first week of Spring term. The Committee will specify **up to four questions** to be answered by the student. In general, two of the examination questions will be directly related to the student's prospectus and two others will be more broadly directed to knowledge in the field of architecture as it relates to sustainable design. The questions directed toward the student's prospectus may address (a) important theoretical or conceptual issues, (b) methodological knowledge and application, and (c) synthetic themes examining the relation of the student's dissertation topic to other areas of architecture, or to an outside supporting field. The other questions should include issues of theory and methodology that demonstrate breadth and depth of understanding in the field. They may require answers that address relevant disciplinary areas of architecture, cut across the different areas of architecture, or that address connections with related disciplines.

Students will be given **two weeks** to develop and submit answers to the written examination questions. This will be done "open book" with access to all relevant sources that the student may need to develop thorough answers. The Committee may specify the required maximum length of answers for different questions, but the length for any question will not exceed 30 double-spaced pages and the maximum written examination response length shall not exceed **60 double-spaced pages**. All answers should include references to published works and should be accompanied by a bibliography, which is not counted towards the page limit. Maps, figures, illustrations and tables should be included where

appropriate without counting toward the page limit. The examination Committee may take special allowances for non-native speakers or individuals with disabilities, especially with regard to time allotted for completion of the written examination.

The written comprehensive exam is typically administered during the first week of Spring term (or the scheduled term) but may be administered earlier than the first week by student request to both the Comprehensive Committee Chair and PhD Program Director. The student must be enrolled for that term for a minimum of five ARCH 605 Reading credits. The request is contingent upon availability of the Committee Chair or other representative to administer the exam questions.

THE ORAL EXAMINATION

When the written part of the examination is completed and has been read by each of the Committee members, the student will be given an oral examination (typically one to two weeks following completion of the written examination) in which they respond to questions posed by the Committee members. The oral examination will consist primarily of further exploration of the questions and answers in the written part of the examination, and normally will take **two hours**. The student may be asked to discuss the general character of their answers, clarify or amplify points they made, justify the approach they took, address relevant issues they did not include in their answers and/or respond to arguments that oppose the positions they adopted. Oral examinations may be completed between terms with approval from the PhD Director and the Committee members. During the term, the deadline for the Oral Defense is Friday of Week 9.

After the oral examination, the Committee will meet in closed session to evaluate the student's performance in both the oral and written examinations. There are three possible outcomes of the Committee's deliberations**: pass, fail, and deferred decision**. In the case of a deferred decision, students will be given one week to redo unsatisfactory responses. At the end of the rewrite period, the Committee will review the revised answers and will decide whether or not a second oral examination is necessary. If the Committee is not satisfied with the revised answers, the student will be failed and be given another opportunity to retake the examination the following term (not including summer).

If the student fails the examinations outright, they will also be given an opportunity to retake the examination the following term (not including summer). Even if they pass the examination, the Committee may determine that there are some deficiencies that need to be addressed by additional coursework or reading. Under these circumstances, advancement to candidacy will be delayed until the additional requirement has been met. If a student cannot successfully complete the examinations, then the examination Committee will recommend to the Division of Graduate Studies that the student be dismissed from the program.

Students who are not making satisfactory progress are ineligible for GE appointments, and can have those appointments cancelled. Not making satisfactory progress is defined as failing the oral examination. Students who have a deferred decision may still be eligible for GE appointments at the discretion of the Department. If students fail the exam and plan to retake the exam the following term, then they can become eligible for GE appointments the term following successful completion of the oral exam. Ordinarily, three months must elapse before a second examination is given and the Committee must, if at all possible, be the same as for the original examination. A third examination is not permitted. Failure to complete the comprehensive examinations to the Committee's satisfaction will result in a recommendation to the Division of Graduate Studies that the student be dismissed from the program.

Once students have passed their comprehensive examinations, they will be formally advanced to candidacy in the program.

DETAILED COMPREHENSIVE EXAMINATIONS TIMELINE

The example schedule below shows the timelines for students who plan to take their comprehensive examinations in Spring term of their second year in the doctoral program. The department employs these timelines to help the process go as smoothly as possible.

Fall Term (2nd year in PhD Program)

1) The student, in consultation with their Faculty Advisor, nominates an Examination Committee, and submits this list to the PhD Working Group in writing for approval by the Architecture PhD Working Group by Monday of Week 10. The student should indicate the Architecture faculty member that will serve as the chair of the exams. The PhD Working Group will review the list and accept it or request changes within five working days. The PhD director will then send a formal request to each proposed Committee member, including a description of the comprehensive examination process, and a proposed meeting time for the first Examination Committee meeting during week 7 of Winter term.
2) The student submits a Prospectus Abstract to their Faculty Advisor for approval by Monday of Week 10. The Faculty Advisor will send a memo to the student and to the PhD Director within one week to the effect that they recommend:

    - Abstract Approved: The abstract suggests that a good proposal can be developed in this area.
    - Modify Approach: The abstract suggests that the student can present a proposal in this area; however, the student may wish to consider the following comments (these will be spelled out).
    - Revise Abstract: The abstract suggests that a high-quality proposal would be difficult to develop. The student should develop a new proposal topic or a new approach to the same topic.

Winter Term (2nd year in PhD Program)

Most students will devote significant time to preparing for the comprehensive examinations prior to actually taking them in Spring term. It is recommended that students register for ARCH 605 Reading and Conference with their Faculty Advisor and meet with faculty who will serve on their comprehensive examination Committee. During the preparation period, students should consult the examination Committee members for appropriate readings and read the literature strategically and critically. Students also may wish to consult faculty regarding strategies to help them prepare for the examinations, especially in light of the directions implied in their dissertation prospectus. Students may seek faculty input on the examination questions they propose in their prospectus — their scope, content, and form — prior to commencement of the examinations, but the responsibility for producing the final draft of the questions is the student's alone.

Week 5. The student submits an electronic and hard copy of the dissertation prospectus by Monday of week 5 to the Faculty Advisor who circulates it to the full PhD Working Group and the comprehensive exam Committee for review. PhD Working Group faculty who are not on the examination Committee and who wish to submit comments on the prospectus to the examination Committee must do so in writing to the PhD Program Director prior to the first examination Committee meeting in week 7.

Week 7. The Examination Committee meets to review the prospectus and determine examination questions, and to review examination procedures and timelines, including the date and time for the oral examinations.

Spring Term
Week 1. The student is given examination questions on Monday and has **two calendar weeks** to submit their answers.

Week 3. The student submits an electronic and hard copy of their examination questions and answers as a single document to the examination Committee chair by Monday 5:00 PM for distribution to the Committee.

Week 5 to 9. The student meets with the examination Committee for oral exams. Following the question and answer period, the Committee meets in closed session to evaluate the student's performance on the entire comprehensive examinations (prospectus, written exam, oral exam). Once they have reached a decision, the student is invited back to the room to be informed of the outcome.

The examination Committee chair must submit a formal decision in writing to the student and the PhD Program Director within one calendar week, including any specifications for revisions, additional readings or coursework.

The Oral Exam must be completed by Friday of Week 9.

Week 10 (assuming successful completion of the exams). Students advance to candidacy when they have successfully completed the comprehensive examinations. At that point, students should meet with the PhD director to a) provide a copy of the written questions and answers for the student file, and b) prepare the forms required by the university for the advancement to candidacy. Within two weeks of passing the examinations, the PhD director must submit a report to the Division of Graduate Studies recommending advancement to candidacy. The student and her/his Faculty Advisor should ensure that the necessary paperwork is completed. Advancement typically takes effect in the first regular academic term following completion of the comprehensive examinations. Students must be registered for a minimum number of credits at the University of Oregon in the term in which they advance to candidacy.

6

THE DISSERTATION

All candidates must submit a dissertation based on independent and original research. The dissertation must contribute significantly to knowledge, show a mastery of the literature of the subject, be written in acceptable literary style, and conform to the standards outlined in the *University of Oregon Style and Policy Manual for Theses and Dissertations*. Upon successful completion of the qualifying examinations, the PhD student is advanced to candidacy and becomes a PhD candidate. This is a major milestone that marks a significant point of transition. The focus now is on completion of the research and writing that will culminate in an approved dissertation.

The dissertation topic is pursued within the intellectual context of one of the department's areas of concentration. The department's Architecture and Interior Architecture Programs support areas of concentration in design theory, design methods, building technology, housing, interior design, urban design and urban architecture as well as settlement and small town design. These areas represent particular strengths of the Department of Architecture, each with faculty members active in research and publication. Within each of these areas, faculty members and students examine critical issues of sustainability, so that most faculty in the department, even those not serving on dissertation Committees, will be in a position to support the PhD program. The types of research topics that will be undertaken by PhD candidates may include investigations of the energy efficiency of buildings such as passive and low energy design strategies that reduce the need for fossil fuels or methods for forecasting energy use and efficiency in buildings. Topics related to building design and construction may address sustainable building material and system applications, strategies for achieving net-zero energy buildings or the sustainable re-use of existing and historic buildings. At the sustainable cities and communities scale students can investigate environmental impacts of urban districts or design methods for producing high-performing eco-districts and zero-energy urban development. Students will address these topics through integrated research design that typically encompasses an array of spatial, environmental, historical, social, political, technical, and economic factors. In addition to a rigorous understanding of building performance in the context of community development and broader social processes and policies, each student will also be expected to demonstrate an understanding of the literature, theory, and research in a related focus area within the larger discipline.

WHEN TO BEGIN THE DISSERTATION?

The dissertation phase of the program officially begins after passage of the comprehensive examinations

and advancement to candidacy. Students are expected to submit a dissertation proposal during the term following passage of the examinations and must submit the proposal within three regular terms of the examinations. Prior to proposal submission, the student formally selects a dissertation Committee (see below). All dissertation Committee members must approve dissertation proposals in writing. Students must submit a complete draft of the proposal to their Committee two weeks prior to its public presentation. Committee members have one week following the presentation to approve the proposal or specify desired revisions.

DISSERTATION COMMITTEE

The student's first step upon advancement to candidacy is normally to nominate a dissertation Committee. Once the student nominates a dissertation Committee and the PhD Working Group accepts the list, the department submits the proposed committee to the Division of Graduate Studies for approval. For composition of the dissertation Committee see Roles and Responsibilities above. The Committee should be proposed to the Division of Graduate Studies no later than six months prior to the final dissertation defense. At the time they nominate the Committee, the student also recommends a dissertation Committee chair, typically the Faculty Advisor. The chair must be a member of the Architecture PhD Working Group. The establishment of the Committee should be done within one term of advancement to candidacy. If the recommended members are approved, the Division of Graduate Studies then sends each member a formal notice of appointment.

The Committee consists of at **least four members**: the chair, one institutional representative, and two core members. All Committee members must be members of the Graduate Faculty. The dissertation chair shall not act as the chairperson of the comprehensive examination Committee for the same candidate. It is possible to have more members as long as the student receives permission from the PhD Working Group and the Division of Graduate Studies. The Committee will guide the student's research and pass judgment on the merits of the dissertation. The dissertation chair and the majority of the Committee members will be architecture faculty who are members of the department's PhD faculty. Students are expected to consult with the PhD Program Director and Advisor about potential dissertation Committee members to determine their eligibility in accordance with UO Division of Graduate Studies requirements.

Committee Composition

Membership of the Committee should include faculty whose teaching and research specializations are closest to the student's intended research focus, and faculty with expertise in the research skills and methods appropriate for that research focus. Faculty members may decline invitations to join dissertation Committees if they feel they cannot adequately advise the student on the intended research focus, or if their schedule does not allow them to participate fully. The membership of the Committee may change at any subsequent time to fit changes in the student's research focus.

The Dissertation Chair

A Dissertation Committee chair is typically the Faculty Advisor. The Chair must be a member of the Architecture PhD Working Group. Students should select a dissertation chair during the second year of study and should work with the dissertation chair on the development of the prospectus and dissertation. The primary roles of the chair are to guide the candidate at all stages of the project, including formulating the proposal, carrying out the research, and writing the dissertation. The dissertation chair also helps monitor the student's progress, ensures that all Committee members have reviewed the dissertation, and that substantive objections are resolved prior to the defense. The student should select a dissertation chair in consultation with the PhD Director and the Faculty Advisor. The PhD Working Group must approve the Dissertation Chair. The student and dissertation chair should set up a plan for meetings to discuss progress on research and review of dissertation drafts. It is the student's responsibility to maintain regular communication with the dissertation chair, even during periods when the faculty member may be on leave from the university. A change of dissertation chair requires the review and approval of the PhD Working Group. The Dissertation Chair must be a member of the UO Graduate Faculty with authorization to chair, a faculty member in

the department of architecture, and hold a PhD or be on the approved list of faculty for architecture PhD Working Groups. We anticipate a faculty member will serve as Dissertation Chair to no more than three doctoral students at any given time.

The Institutional Representative. The Institutional Representative serves in the role of impartial, "outside" Committee member who ensures that all rules and standard practices governing Committee procedures are followed. The Institutional Representative typically also offers substantive expertise related to the dissertation, although this is not required, The Institutional Representative must be a tenure-related member of the Graduate Faculty and from a University of Oregon department *other* than the Department of Architecture.

Core Members. At least one of the two core members must be a member of the Graduate Faculty from the Department of Architecture. The remaining member may be from the Department of Architecture, from another UO department, a faculty member from another college or university (see detailed UO Graduate Policy on "Procedure for Appointment of Committee Members who are not on the UO Graduate Faculty"), or a qualified practicing professional or community member with demonstrated expertise related to the dissertation topic (see detailed UO Graduate Policy "Procedure for Appointment of Committee Members who are not on the UO Graduate Faculty"). Requests by students for core members from outside the department must be submitted in writing to the Architecture PhD Working Group for approval. Additional core members from outside the department may be members of another UO department or as noted below. Approval will be based on the goodness-of-fit of the faculty member's expertise with the student's proposed research in light of the following four criteria:

- PhD or departmental affiliation in a strongly related field
- Specific architecture focus of their research
- Familiarity with architecture as a discipline and with UO architecture and its traditions of scholarship
- Expertise and/or scholarship in relation to sustainable design at a scale central to the student's dissertation.

Optional Members. A dissertation Committee may include core members beyond the two basic members if they are from the Department of Architecture or another UO department, or, if approved by the Division of Graduate Studies, a UO non-tenure track faculty member, a faculty member from another college or university, or a qualified practicing professional or community member with demonstrated expertise related to the dissertation topic. It is the student's responsibility to keep the Committee informed of progress and ensure timeliness of necessary reviews.

DISSERTATION PROPOSAL

The student is expected to submit a dissertation proposal during the term following passage of the comprehensive examinations and must submit the proposal within three regular terms of the exams. Each member of the dissertation Committee must approve the student's formal written dissertation proposal following a scheduled public proposal presentation before the student undertakes the dissertation.

What is a Dissertation Proposal?

The dissertation proposal sets the foundation for the dissertation, demonstrates that the project is executable, and shows the candidate's familiarity with the field. It should generally be between 15 and 20 pages of text (double-spaced and with page numbers) and include a preliminary bibliography. The bibliography is not counted when considering the total number of pages. The proposal should take the form of a grant-funding proposal appropriate for the project. Although each project and proposal format will have its own unique requirements, a typical proposal will include the following components:

Cover Page
The cover page must include the working title of the dissertation, the student's name, the names of all Committee members and their respective departments. Allow room for Committee member signatures. Also provide the date of submission.

Abstract
The abstract must follow University of Oregon guidelines to include a brief statement of the problem, purpose, significance, and methodology. It cannot exceed 350 words.

Purpose
A proposal must include a clear statement of the purpose of the research. This may include descriptions of the questions under investigation, hypotheses being tested, discourses being studied, etc. This section should begin with a one-sentence statement of the research problem. If it takes more than one sentence, students are probably unclear about the nature of the problem. This is one of the most difficult aspects of research because it must be of personal interest, acceptable to the advisor, meaningful to a broader audience of scholars and professionals, and accomplishable given available material and intellectual resources. The statement of purpose may be integrated with the project significance and literature review described below.

Significance
The importance of the research problem to architecture as a discipline must be made clear. This may involve citation of relevant literature (see below). The proposal should offer a clear rationale for why this research is significant. How will it contribute to the field's body of knowledge? How does it constitute an original contribution to the field?

Literature Review
Briefly summarize what is already known about the major problems, questions, claims, or discourses under investigation. What scholarship will the dissertation build on and connect with? Candidates need to situate their own study in the larger scholarly context and indicate where their work will follow existing scholarship and where it will break new ground. In this section, candidates are convincing readers that they know the relevant literature and that the project is distinctive. Candidates may incorporate all or part of the literature review within related areas of the proposal rather than as a stand-alone section.

Methodology
In this section, candidates should show how they plan to proceed with the research. What methodology or conceptual tools will the candidate use to investigate the subject and why are these appropriate? A distinguishing feature of academic research is the care given to the research design and process of information collection. The description of the proposed methods should provide sufficient detail that the Committee can see that the student will be able to answer the questions posed and must be detailed to the level specified by the dissertation Committee. The appropriateness of the research methods depends directly on the conceptual framework and related research question. Information collection and analysis should be tied directly to the research problem. This section may also include:

- the unit of analysis/observation;
- the information collection instruments and/or data sources;
- description of proposed case study sites, if applicable;
- sampling strategy, if appropriate; and
- the analytical and evaluative techniques used to process the information, including statistical techniques if appropriate.

Dissertation Outline
Candidates should present provisional thinking about the structure of the dissertation, potentially offering an overview of the chapters that indicates what each will cover. If the dissertation requires approval from the University of Oregon Committee for the Protection for Human Subjects via Research Compliance Services students must include the appropriate correspondence indicating approval, or discuss how they expect to meet human subjects guidelines and when they intend to obtain approval

Schedule
Provide a succinct schedule that demonstrates a timeline for completion of the project. This should include entries for approvals, fieldwork, writing, editing, and review. Include the expected dissertation completion date.

References
The references section should not be excessively long. The purpose is to identify those works that are central to the problem. Students may list items that are not included as citations in the text of the proposal. The final dissertation, however, normally includes only reference items that are actually cited in the body of the work.

WHAT IS A DISSERTATION?

According to the Division of Graduate Studies at the University of Oregon, "a dissertation is a substantial document presenting independent research which makes a contribution to the current body of knowledge in a scholarly field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A dissertation adheres to a standard format, generally including five basic chapters or divisions: an introduction and statement of the problem, a review of the literature pertinent to the problem, an explanation of the materials and methods used to solve the problem, a discussion of results, and a conclusion. A formal bibliography of references cited in the dissertation is also required."

The dissertation is both a product and the result of a detailed process. As a written product, the dissertation must conform to the *University of Oregon Style and Policy Manual of Theses and Dissertations*. Please refer to the University of Oregon Division of Graduate Studies website for these and other specific dissertation guidelines.

Dissertation as a Product

The dissertation may take the traditional thesis format that reads as a single document from beginning to end, or it may be organized in paper format where each main chapter takes the form of a stand-alone journal article. In the latter case, the overarching intellectual theme that connects the chapters is described in brief Introduction and Conclusion chapters that bracket the main body of the work.

The dissertation format should be in accordance with the nature and content of the dissertation and must follow university guidelines. The organization of the dissertation can follow different formats, but the contents listed below are generally included in some way. The required preliminary pages are specified in the *Style and Policy Manual.* The organization of the body of the dissertation is more flexible, but generally follows the example below for either the dissertation as a whole (traditional thesis format) or each main chapter (journal format).

Preliminary Pages
- Title Page
- Copyright Page
- Abstract
- Curriculum Vitae
- Acknowledgements
- Dedication (optional)
- Table of Contents

- List of Tables
- List of Figures
- Abbreviations (optional)

Introduction
- Statement of the problem: Introduction of the problem and theoretical context
- Purpose of the study
- Objective of the study: Delineation of theory and theoretical propositions to be tested or used; research or design questions and/or hypotheses
- Significance of the study: Explanation of problem's significance and justification of need for research
- Assumptions/Hypotheses/Researchable Questions
- Scope and limitations
- Definition of terms

Literature Review
- Historical background of problem area
- Analysis and summary of current knowledge and theory relevant to problem
- Relation of literature and theory to the study
- Expected contribution of proposed study to literature and/or relationship of research or creative activity to existing knowledge and theory
- Rationale for the study

Methodology
- Development of information collection instrument, sampling plan, and data analysis
- Specification of experimentation, manipulation, and/or test administration methods
- Pilot testing, validity and reliability tests

Results/Discussion
- Summarize and interpret findings and place them in context

Conclusion
- Recommendations concerning methodology or focus of future studies and/or application of results
- Limitations, e.g., validity issues, measurement issues, statistical problems
- Implications of current outcomes
- Implications for future research

References

Appendices
- Copies of research instrument(s) utilized
- Specific materials relevant to the dissertation (cover letters, floor plans, survey instruments, programming code, etc.)
- Detailed data or results not included in body of dissertation
- Additional discussion of hypotheses/objectives

Dissertation as a Process

Although the typical dissertation process does not always follow a standardized sequence, it generally progresses through the following steps: conceptualization, literature review, fieldwork, analysis and evaluation of information, writing, editing, and rewriting. For example, during the fieldwork phase, new literature, revisions to the conceptualization, and preliminary writing may occur simultaneously.

Researching and writing the dissertation takes a minimum of a calendar year, and usually substantially longer. Normally, the candidate provides the dissertation Committee chair and other Committee members copies of the dissertation in draft form as the work progresses. Students should consult with their Committee chair and with each member of the Committee to determine when and in what order each member prefers to read dissertation chapters. Each dissertation chapter will require multiple drafts followed by revisions to craft the next draft. At appropriate stages, several of these in-progress drafts typically are provided to the Committee chair and to selected Committee members based on their area of expertise for comments and suggestions for further revision. Students are also encouraged to consult individually with Committee members on issues related to their specific expertise.

DISSERTATION DEFENSE AND TIMELINE

Upon completion of the written dissertation, but before final approval by the Dissertation Committee, all candidates must publicly present and defend their research. Students are expected to graduate during the term of the oral defense. The Division of Graduate Studies requires a formal, public presentation of the dissertation on campus. It is in the student's interest to schedule their defense and fill all required forms as far in advance as is possible to ensure that both the oral defense and the final dissertation can be completed on time. Failure to do so will require an additional term to graduate, even if the defense was successful and the dissertation was accepted. Tentative approval of the dissertation by the Committee is recommended prior to scheduling the formal defense. Students should consult the Division of Graduate Studies' online Doctoral Degree Policies & Procedures for current information on forms and deadlines for their application for the oral defense of their dissertation. Students must register for a minimum of 3 credits of ARCH 603 Dissertation in the term of the defense.

Two to Three Months Before the Defense

The candidate arranges a date and time for their defense with their dissertation Committee chair and Committee members. All members of the dissertation Committee should be present at the defense. Ordinarily, no dissertations will be read during summer quarter. The dissertation should be complete before applying for the degree. Only preparation of the final copy for presentation at the defense should remain during the term in which the student has applied for the degree.

Because faculty schedules can be difficult to coordinate, students are strongly encouraged to check Committee member availability at least 2-3 months prior to their anticipated defense and to schedule their defense at that time. It is also advisable to check with the architecture office coordinator for the availability of a room suitable for public presentation at that time and to reserve that room. The Division of Graduate Studies *Application for Advanced Degree* is due Friday of week 2 in the term of graduation; the *Application for Oral Defense* is due no later than two weeks prior to the defense date.

Once the student has filed the *Application for Oral Defense*, an email will be sent to each Committee member requesting their *Confirmation to Attend the Final Oral Defense*. After the student receives an email that states all Committee members have confirmed their attendance, the department office coordinator will submit departmental approval in GradWeb no later than 2 weeks before the final defense (see below).

When the time and location for the defense are confirmed, the student must notify the architecture office coordinator so that a notice can be posted prominently.

Three Weeks Before the Defense

A copy of the final draft of the dissertation is submitted to each dissertation Committee member for review, and another copy is put in the Department of Architecture office for review by other faculty and students. After the Committee has read the manuscript, some final revisions are usually required. If major revisions are required, the Committee can request the defense be postponed until a future time. Committee members may provide written or oral suggestions for revision of the defense draft either before or at the dissertation defense. Failure to give the Committee the manuscript at least three weeks prior to the public defense may result in a postponement of the defense. All dissertation Committee members must approve the *Application for Oral Defense* in GradWeb no later than 2 weeks prior to the defense date.

Defense Format and Scheduling

The dissertation defense deadline (and to graduate that same term) is Friday of Week 9. The candidate presents the main objectives and findings of the dissertation in a public presentation lasting approximately 45 minutes. Following the presentation, the public is invited to ask questions, up to 15 minutes. Members of the dissertation Committee then question the candidate on the research and related topics. In total, the public session generally lasts about an hour. The dissertation Committee then meets in closed session with the candidate where it may, at the discretion of the Committee members, ask additional questions. After any final questions, the candidate is excused while the Committee meets privately to decide whether the candidate has passed. When the Committee has concluded its deliberations, the candidate returns so that the Committee can communicate its decision. The chair then certifies within one week, and no later than two weeks, that the defense was held as scheduled and whether it was successful.

Notification of the Results of the Dissertation Defense and Final Submission

Each member of the dissertation Committee must confirm via GradWeb either approval or disapproval of the final version of the dissertation and the oral defense. Approval requires a unanimous vote. In the event of a split vote, the Vice Provost for Graduate Studies determines the review procedure after consultation with the student, the Department Head (or the College of Design Dean), and the dissertation Committee. Approval from each committee member must be entered in GradWeb within two weeks following the defense. Following final approval, the student must submit a PDF of the final, approved dissertation according to the submission instructions on the Division of Graduate Studies website. If all committee members' approvals are not submitted within two weeks of the oral defense, another oral defense may be required to be scheduled to defend the dissertation. The final dissertation must be submitted to the Division of Graduate Studies no later than 2 weeks after the defense.

SELECTED REFERENCES

Bolker, Joan. 1998. *Writing Your Dissertation in Fifteen Minutes a Day.* New York: Henry Holt and Company.

Cioffi, Frank. 2005. *The Imaginative Argument: A Practical Manifesto for Writers.* Princeton, NJ: Princeton University Press.

Leedy, Paul D. 1993. *Practical Research*, 5th ed. New York: Macmillan.

Mauch, James E. 2003. *Guide to the Successful Thesis and Dissertation*, 5th ed. New York: Marcel Dekker.

Przeworski, Adam and Salomon, Frank. 1999. *The Art of Writing Proposals*. New York: Social Science Research Council.

Sternberg, David. 1981. *How to Complete and Survive a Doctoral Dissertation*. New York: St Martin's Griffin.

Strunk, William, White, E.B., and Angell, Roger. *The Elements of Style*, 4th ed., Boston: Allyn and Baker.

Turabian, Kate L. 1996. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago: University of Chicago Press.

University of Oregon, Division of Graduate Studies, *Style and Policy Manual for Theses and Dissertations*, available from http://gradschool.uoregon.edu/?page=styleManualContents

7

MANAGING THE PROGRAM

PROGRAM OVERVIEW

A PhD in Architecture at the University of Oregon requires a minimum of **at least 27 credits** completed at the University of Oregon while classified as a doctoral student in addition to other Division of Graduate Study requirements. Depending on their background and their research goals, students can expect to complete their degree in 4 to 6 years. The timeframe for the program is based on a normal course load of 12-15 credits per term. At the completion of their coursework, normally the end of the second year, each student will take a written comprehensive exam that evaluates the student's general knowledge, followed by an oral comprehensive exam that evaluates the student's preparation to pursue advanced research in an area of concentration identified by the student. Once students have passed their comprehensive examinations, they will be formally advanced to candidacy in the program. At this point, the focus is on the completion of the dissertation.

GOALS FOR YEAR 1

Although students may have just arrived at the University of Oregon, it is important that they begin planning the doctoral program thoughtfully and carefully from the start. Paying close attention to the following steps during the first year will help students complete the degree in a reasonable amount of time and with maximum success.

1. Plan 1st year coursework carefully so that the required program of study can be completed by the end of the second year if possible. This means working with the Faculty Advisor and other faculty with whom the student wishes to consult to identify potential courses in each of the required program areas. Students then need to determine the academic term and time each course is offered and whether it is available on a yearly, every other year, or irregular basis. In particular, they should check to see if each course is offered in the year that they wish to take it. Students should identify course schedule conflicts in advance in case they need to take one course in the first year and another in the second. Students should determine if there are course prerequisites and how they will meet them. Students should talk to the course instructor to find out if the course content is really what is needed, what background the student should have, and so forth. The proposed program of study must be submitted to the PhD Working Group no later than week 5 of Spring term of the first year and should take into account these needs for the sequence and timing of courses to the extent possible.

2. Explore and develop the dissertation research interests. A doctoral degree is not earned simply through coursework, but uses coursework as a foundation to advanced scholarship, which culminates in the dissertation. The 1st year research and theory course sequence is designed to help each student progress toward submittal of the dissertation prospectus in winter term of the second year. Research, and the dissertation, requires self-directed focus that includes significant preparation and self-study outside of the courses.

3. Explore or develop analytical techniques relevant to the intended research topic. For some analytical areas students may need to take beginning and advanced courses in the same subject area, which will require careful course planning.

4. Pay careful attention to departmental and university requirements as described in this handbook and the Division of Graduate Studies webpage and consult frequently with the Faculty Advisor.

5. Goals for the second and subsequent years should be developed with the Faculty Advisor.

ANNUAL REPORTS

Each academic year the student, in consultation with their Faculty Advisor, submits an annual progress report to the Department, which is used to assess and guide student progress. The content of the report, and means of evaluating progress, change substantially once a student advances to candidacy, as described below.

Prior to Advancement to Candidacy

The student's report should be submitted to the PhD Working Group by the Faculty Advisor no later than week 5 of Spring term. The report should include a brief summary of the student's goals, as applicable, for the year's coursework, research and teaching, the ways in which they were addressed, and extent to which they were fulfilled, as well as their comparable goals for the following year. The report should include:

- A list of all courses taken to date during the doctoral program on a term-by-term basis including grades received, and a calendar for completing the remainder of their PhD program of study.
- A list of this year's teaching or research appointments (GEs) presented on a term-by-term basis. For GE appointments, the report should include a brief description of the work performed and the outcomes achieved.

The student's progress report will be discussed at a PhD Working Group meeting to assess whether the student is making sufficient progress toward their degree. The Faculty Advisor will then discuss the progress with the student and a copy of the student's progress report will be placed in the student's file. Failure of the student to submit a progress report may result in the student being ineligible for continued support from university sources in the following academic year.

At the end-of-term department faculty meeting, the PhD Director may present a brief summary to the faculty.

After Advancement to Candidacy

Following the student's advancement to candidacy, the content of the student's annual progress report is expanded as described below and the student's progress is assessed within the framework of an annual progress meeting with their Dissertation Committee. Other Committee meetings may be held during the year, but one meeting must be designated to formally evaluate the student's progress. The purposes of the annual progress meeting are to ensure: that the Committee is fully informed of the student's progress to date and plans for the coming year; the Committee members share their thoughts on the student's progress

and plans, and give the student consistent and mutually compatible guidance; and the student is making appropriate progress toward their degree.

Scheduling the Annual Progress Meeting

The student, in consultation with their Dissertation Chair, is responsible for scheduling an annual progress meeting that can be attended by all dissertation Committee members. It should occur between week 5 of Winter quarter and week 5 of Spring quarter of each year after advancement to candidacy. If a Committee member is on sabbatical or unavailable for an extended period (i.e. - one month or longer), the dissertation chair may choose to hold the meeting without them. In this case, the student should send the statement of coursework and research progress to the absent member in advance, so that they can provide written input to the student and the other Committee members. Students should plan their progress meeting well in advance to avoid conflicts with shorter absences of Committee members. To avoid the absence of a Committee member, the meeting may be held earlier, or (rarely) later. Students usually are not expected to hold an annual progress meeting if they are within a term of completing the dissertation. Students planning to be on leave during the time period for annual progress meetings should consult with their major advisor to schedule a progress meeting to occur before they go on leave.

Preparation for the Meeting

Each student should prepare a short progress report and submit it to Committee members no later than one week prior to the scheduled annual progress meeting. The report will generally be 5-7 single-spaced pages in length and should include:

- A list of all courses taken to date during the doctoral program on a term-by-term basis, including grades received, and a calendar for completing the remainder of their approved PhD Program of Study coursework, or any other courses.
- A list of the year's teaching or research appointments (GEs) presented on a term-by-term basis. For GE appointments, the report should include a brief description of the work performed and the outcomes achieved.
- A summary of the past year's research activities, including any publications or research presentations.
- Planned research for the coming year.
- A proposed table of contents for the dissertation with chapter titles and a timetable for completion of the dissertation.
- A clear and concise statement of the research question(s) that is(are) being addressed, a description of the mode of inquiry and methodological approach(es) being applied, a summary of results obtained to date, and a statement of how these results bear on the question(s) posed.

Meeting Procedures

The Dissertation Committee chair (typically the Faculty Advisor) is responsible for running the meeting. Once the student and Committee have assembled, the student makes a short presentation of their progress over the past year, including their future plans and key issues or questions they wish to raise at the meeting. Following the presentation, the Committee will continue to discuss the student's progress and plans until they are satisfied that all key issues have been adequately covered. At the end of the meeting, the student will be asked to step out of the room briefly so that the Committee may discuss its recommendations for whether the student is making satisfactory progress toward their degree. The student will then be asked to return to the room to be informed of the decision. The student should leave the meeting with clear priorities for the next year – this will make their work more productive and relations with their Committee more positive.

Outcome of the Meeting
The Dissertation Committee chair will submit a written report of the annual progress meeting to the PhD Program Director that has been approved by all Committee members in which they recommend whether the student is making satisfactory progress toward their PhD degree. Evaluation of progress should be based on the student's progress report and on the oral presentation at the meeting. The student's progress report, the report of the Committee chair, and the Committee's recommendation will be placed in the student's file and will be discussed at the end-of-the-year department faculty meeting prior to a decision by the department head as described above.

Changes
In the unlikely event of student emergencies, changes in research focus, and/or initiation of a change in advisor by the student, the student should first consult with the PhD director to mediate or advise the student. If a change occurs initiated by the Faculty Advisor, the head of the department will be consulted to resolve faculty issues.

Assessment of Satisfactory Progress Toward the Degree

Doctoral students are expected to engage their coursework and scholarship at the highest cognitive, emotional, and professional levels that reflect their position as the most experienced and advanced students in the department, and to make comparable contributions to the department and field through these and other activities. *To this end, satisfactory progress for Architecture PhD students will be evaluated based on the following criteria:*

Completion of Program of Study
- Courses completed as scheduled in program of study
- Successful completion of each course, with a minimum grade of B- (or Pass, for P/NP classes) that students must earn in each course, a pattern of successful achievement across all program of study courses, and excellence in courses of greatest relevance to the student's intended area of research

Preparation for Comprehensive Exams and Dissertation Research
- On-track for taking comp exams in the second year or no later than the third year
- Demonstration of a level of scholarship necessary to likely pass comp exams
- Steady and appropriate progress in developing a well-conceived research topic and the skills necessary for successful completion
- Successful completion of the dissertation proposal with approval from the dissertation committee no later than the end of the third year
- Careful and critical use of departmental research GEs as demonstrated through appropriate development and execution of independent products and activities

Contributions to Architecture and to the Architecture Department's programs
- Contributions to the department through meaningful and impactful performance in service
- Significant contributions, as part of normal activities as a PhD student, to the department in the classroom, studio reviews, seminars, public presentations, or other departmental or professional activities that advance the life and learning of the department or field in terms of design ideas, conversation, research and scholarship
- Timely correction or remediation of previously noted weaknesses from past Annual Reports
- Demonstration of high aspirations for, and growing achievements, in analytic abilities and honesty in all work.

Failure of the student to submit a progress report, meet with their Committee, and receive departmental approval of sufficient progress toward the degree will be viewed as evidence of insufficient progress and

may mean that the student is ineligible for continued support from university sources in the following academic year.

FUNDING OPPORTUNITIES

Incoming PhD students **may** receive a combination Graduate Employee (GE) work for up to **a period of time determined upon admission and contingent upon successful progress and performance in the program and funding availability.** Graduate Employee work, which take the form of tuition and a monthly stipend for 0.25 to 0.49 FTE employment, are provided through the department, university, and individual faculty members, typically from research grants and contracts. The FTE stipend is dependent on the associated course taught. The result of this strategy has several benefits – it provides valuable skills in teaching and research as part of the program of study, it will introduce PhD students to the expected norm for faculty loads at research universities, and the collaboration with faculty will assist the department in curricular innovation and research development. During the academic year, PhD students may be expected to teach one term in a lower division studio and one term for specialized instruction in a large lecture or seminar related to the program of study, and one term for research working with a faculty member. PhD students are encouraged to seek financial opportunities with their advisors, through the Department of Architecture, the University of Oregon Division of Graduate Studies, and the UO Financial Aid Office. Selection for awards and scholarships will be made on a case-by-case basis as needed. Students are strongly encouraged to seek extramural funding from external agencies in the topical area of their study, particularly for programs of study beyond the initial guaranteed years of support offered at the time of admission.

Architecture PhD Research Fund

The intent of the Ph.D. Research Fund is to enable Ph.D. students to carry out scholarly, creative work that should lead to the pursuit of other funding sources, and/or promote the development of scholarly activities. Projects or activities funded through the Ph.D. Research Fund could include: pilot research, emerging research opportunities, research equipment, travel to conferences to present scholarly work, and new research resources. Each enrolled student in good standing is eligible for up to $500 (one-time use) to support their research. The process is as follows:

- To receive the funds, eligible students shall submit a one-page proposal to their Faculty Advisor. This shall be a MS Word or PDF document providing a clear explanation of the purpose, importance and objective of the project or activity; appropriate methodologies of the topic, and budget (limit 1 page)
- The Faculty Advisor reviews the proposal. If the Faculty Advisor approves the proposal, then the Advisor notifies the Department and a copy of the approved and signed proposal shall be placed in the student file.
- The student then works with relevant Department staff (Business Manager) to obtain the funds. Students may apply at any time during the year for approval of funds. The student should follow the University policies and regulations for travel, expenditures, and reimbursements and/or use of the index.
- All equipment, books and other supplies purchased with the Ph.D. research funds remain the property of the UO; this includes purchases, which combine funds, and applies even if the majority of funds are from another source, such as a student's personal income.

RESOURCES

Students in the Architecture Department will receive workstations in the graduate research studio.

UNIVERSITY REQUIREMENTS

Graduate students must take a high level of personal responsibility for understanding and complying with all university requirements. They should become intimately familiar with the Division of Graduate Studies and Doctoral Program requirements described on the Division of Graduate Studies webpage. In

particular, they should pay close attention to the sections on: Doctoral Degree Policies & Procedures; Enrollment and Residency Policies and Information; and Research Ethics and Compliance

These sections contain policies and procedures with which students must comply. Failure to do so may result in delays in progress, or, in the worst cases, failure to be granted a degree. Some of the most critical of these policies are the Continuous Enrollment Policy, the Doctoral Residency Requirements, the Research Ethics and Compliance policies, and the Doctoral Candidate Seven-Year Time Limit. Every PhD student should read thoroughly all policies on the official Division of Graduate Studies webpage. The following provide only the basic elements of the most time-sensitive policies:

Residency and Credit Requirements

See the above section of specific requirements. Additionally, during the period of residency, the student is expected to make progress toward the degree by completing course credits and satisfying doctoral degree requirements. If after completing the minimum credits in Eugene, and in consultation with the PhD Working Group, the student decides to complete the degree program from outside of Eugene, then GE support will not be provided.

Continuous Enrollment

Unless on-leave status has been approved, a student enrolled in a doctoral program must attend the university continuously (except summers) until all the program's requirements, including submission of the dissertation to the Division of Graduate Studies, have been met. To be continuously enrolled, the student must register for at least three graduate credits each term excluding summer sessions. Doctoral students may take up to 6 quarters of academic on-leave status (summers do not count toward this limit). Students must maintain either registration of three graduate credit hours per quarter or academic on-leave status.

Time Limit

The **seven-year time limit** for completing a doctoral degree begins with the first term of admission as a doctoral student at the University of Oregon. The residency requirement, the passing of the examinations required for advancement to candidacy, and the completion of the doctoral dissertation must all be accomplished within this seven-year period.

Leaves of Absence

The Architecture PhD program conforms to the leave policies of the UO Division of Graduate Studies, available on the Division of Graduate Studies' website. Both the Department and the Division of Graduate Studies must approve all requests. Departmental approval may include specific conditions related to the student's satisfactory progress, departmental funding, or the Faculty Advisor/advisee status as described below under Departmental policies. Students are *strongly encouraged* to discuss any potential leaves as soon as possible with their major advisor and/or the PhD Program Director.

Division of Graduate Studies Policies regarding leaves of absence

Doctoral students are limited to a total of six terms of academic on-leave status during their time in the PhD program. They must submit a request for on-leave Status online through the Division of Graduate Studies webpage in which the student must describe their planned term(s) of absence and the term they plan to return. During terms of approved on-leave status, graduate students do not register and are not allowed to make use of university services, faculty or staff time. Graduate students must register and pay fees if they will be using university facilities or faculty or staff services during any term. To ensure a place upon return, doctoral students interrupting their study program for one or more terms, excluding summer session, must submit a request for on-leave status to the Division of Graduate Studies by the last day of the term for which leave is being

requested. **Departmental approval is required before the Division of Graduate Studies can review the request for leave**. On-leave status is granted for a specified time period which may not exceed six academic terms, excluding summer session. *On-leave status does not extend the student's seven-year completion deadline,* unless the leave is being taken for the student's serious medical condition or parenting needs during the 12 months immediately following a child's birth or placement in the home.

Department of Architecture Policies regarding leaves of absence
When a PhD student requests a leave of absence, the Department's capacity to plan for their Faculty Advisor/advisee relationship, departmental service and funding support must also shift, just as the student's commitment to pursuing their PhD studies has shifted. This has implications for the Department's PhD admissions queue and both the base-level annual GE support and any doctoral dissertation development funds that a student proposing a leave of absence may require. To maximize the Department's ability to maintain the advisor/advisee and funding relationship in place when the student began the PhD program, the student taking a leave of absence must follow the process outlined below:

1) The student must notify in writing first the Department and, following departmental approval, then the Division of Graduate Studies of their intent to take a leave of absence, noting the term(s) they plan to be absent and the term of return on the on-leave form.

2) If the student's plans change and they won't be returning in the term they originally put on the on-leave form, the student must notify the Department 3 weeks prior to the start of the intended return term. The Department may consider that the student is not making sufficient progress towards the PhD and therefore may forfeit their status as a PhD student in good standing.

3) The PhD director will reply to this Notice of Intent to Return with a written acknowledgment of this notice stating the capacity of the Department to resume major advisee/advisor relationships and funding support. The student should be fully aware prior to taking a leave of absence that there is no guarantee the Department will be able to resume the arrangement originally offered to the student when they first began their studies.

Research Clearance

The Division of Graduate Studies requires that all graduate students using human or animal subjects in their research obtain permission (and a protocol number) from either **Research Compliance Services** or **Animal Welfare Services** before beginning data collection.

This is especially important because many graduate students:

- Collect data by survey or questionnaire;
- Conduct research involving interviews;
- Conduct thesis or dissertation research abroad;
- Conduct research involving live or dead vertebrate animals.

Students using human or animal subjects must receive permission (and a protocol number) from either Research Compliance Services' **Committee for the Protection of Human Subjects** or Animal Welfare Services' **Institutional Animal Care and Use Committee**.

These offices may also be contacted for protocol review schedules, information on the preparation of subjects, and a detailed explanation of procedures.

Failure to follow the procedures below may result in a recommendation to the Division of Graduate Studies that the university not accept your thesis, project, or dissertation.

1. Consult with your departmental graduate advisor concerning details of the proposed thesis/project or dissertation and formation of an appropriate committee.
2. If your research involves human subjects, obtain approval for your research protocol from the **Committee for the Protection of Human Subjects** (CPHS) before collecting data.
3. If your research involves animal subjects, obtain approval for your research protocol from the **Institutional Animal Care and Use Committee** (IACUC) before collecting data.
4. When you submit your application for graduation, you will be asked to enter your approved protocol number.

THE ARCHITECTURE PHD PROCESS

COURSEWORK

Complete all course requirements based on the student's individualized Program of Study. This typically happens during the first two years of Ph.D. study.

SELECT COMPREHENSIVE EXAM COMMITTEE AND TAKE EXAMS

Exams include questions related to the student's area of specialization and their Dissertation Prospectus, as well as core knowledge of sustainable design. Students typically complete this step in Spring term of Year 2

ADVANCE TO CANDIDACY

Students advance to candidacy after successfully completing their Comprehensive Exams.

SELECT DISSERTATION COMMITTEE AND FINALIZE DISSERTATION PROPOSAL

Students are expected to formally select a dissertation committee and to submit a dissertation proposal during the term following passage of the exams, and must submit the proposal within three regular terms of the exams. Proposals must be approved by all dissertation committee members following a public presentation.

DISSERTATION RESEARCH AND WRITING

Researching and writing the dissertation takes a minimum of a calendar year, and usually substantially longer. Students register for ARCH 603 when doing this work.

DISSERTATION DEFENSE

Students complete this step the term they graduate.
They must register for three credits of ARCH 603 during the final term.

DIPLOMA

8

APPENDICES

1. **Annual Report Form**
2. **Dissertation Abstract Form**
3. **Comprehensive Exam Committee Nomination Form**
4. **Faculty Advisor Change Form**
5. **Dissertation Committee Nomination Form**
6. **Dissertation Proposal – Committee Approval Form**
7. **Advancement to Candidacy Form**

Name

Ph.D. in Architecture Program Date

ANNUAL REPORT

Date Began Doctoral Studies:

Expected Completion:

I. Progress in the Last Nine Months:

1. *Curriculum Vitae* (attach)

2. *Program Requirements Completed*

EXAMPLE	**Fall**	**Winter**	**Spring**
Year 1 (201X-201X)	**Arch 620 (4)** *Sustainable Design: Research Methods I* ( ) Grade: **Arch 601 (4)** *Research* ( ) Grade: **Arch 633 (4)** *Fundamentals of Sustainable Design,* ( ) Grade:	**Arch 574 (4)** *Design the Unseen* **Arch 601 (4)** *Research,* ( ) Grade: **Arch 594M (4)** *Passive Heating*	**Arch 678 (4)** *Adv. Research Meth. in Sustainable Design,* ( ) Grade: **Arch 695 (4)** *Proposal Develop.* ( ) **Psy 558 (4)** *Judgment and Decision Making,* ( ) **PPPM 522 (1)** *Grant Proposal Writing,* ( )
Credits	**12**	**12**	**13**

** Indicates that the course was only offered for a P/NP grade*

EXAMPLE	Year 1 Completed	To be Completed	Total Required
Category 1: Research & Invest.	18	6	24
Category 2: Inside Focus Area	16	6	22
Category 3: Outside Focus Area	4	12	16
Supervised College Teaching	1	3	4
Total	**39***	**27**	**66**

**I also took a 1-credit PPPM Grant Writing course that does not appear to satisfy any of the specific program requirements for my degree.*

3. *Dissertation Committee*
4. *Overview of Research Progress*
5. *Overview of Teaching & Research Fellowship Activities*

6. *Overview of Professional Activities*

ll. Progress in the Next Twelve Months:

1. *Program Requirements to be Completed*

Fall	Winter	Spring
Year 2 (201X-201X)		
Year 3 (201X-201X)		
Year 4 (201X-201X)		

2. *Goals for Research/Dissertation*
3. *Publication Submissions*
4. *Professional Conferences*
5. *Funding for Next Year*
6. *Areas of Expertise/Understanding and Skills*

III. Career Goals and Progress:

1. *Two Long-term Career Goals*
2. *Next Step Toward Career Goals/Desired Position*
3. *Factors Driving Career Goals*
4. *Taking Steps to Enhance Abilities to Attain Goals*

IV. Final Discussion Points:

1. *Assistance, Resources, and Mentoring Needed*
2. *What Your Advisor Can Continue to Do to Support Your Goals*
3. *What Your Advisor Can Do Differently to Support Your Goals*
4. *What You Can Continue to Do to Achieve Goals*
5. *What You Can Do Differently to Achieve Goals*

V. Advisor Comments: to be discussed with advisee and placed in student file

Student and advisor have reviewed this annual report and a copy will be placed in the student file.

Student Signature	Date
Advisor Signature	Date

Name

Ph.D. in Architecture Program Date

DISSERTATION ABSTRACT

(1-page, due by Monday of week 10)

Fall	Winter	Spring	Fall
Dissertation Abstract	Dissertation Prospectus	Comprehensive Exam	
	Dissertation Abstract	Dissertation Prospectus	Comprehensive Exam

This abstract is a step-along-the-way to the dissertation prospectus. The abstract will briefly address the topic of interest, a preliminary problem statement and anticipated mode of inquiry. Students are encouraged to submit in-progress drafts of the abstract, to their Faculty Advisor for comment. Students intending to take their comprehensive examinations in Spring term of their second year in the PhD program are required to submit a 1-page (350 words maximum, excluding title and references) abstract of the prospectus by Monday of week 10 of the Fall term of their second year to their advisor for approval. The actual abstract may be printed and attached to this cover page.

❑ Abstract Approved ❑ Modify Approach ❑ Revise Abstract

Student Signature Date

Advisor Signature Date

The Faculty Advisor will send a memo to the student and to the PhD director within one week with their recommendation.

Name

Ph.D. in Architecture Program Date

COMPREHENSIVE EXAM COMMITTEE NOMINATION

(Submit to PhD Director by Week 10)

Fall	**Winter**	**Spring**	**Fall**	**Winter**
Dissertation Abstract	Dissertation Prospectus	Comprehensive Exam	Dissertation Proposal	
	Dissertation Abstract	Dissertation Prospectus	Comprehensive Exam	Dissertation Proposal

For students intending to complete the comprehensive examinations in their second year, the process leading to the examinations, and subsequently to the adoption of a dissertation proposal and Committee, formally begins during Fall term of the second year. After the program of study is approved, the student, in consultation with the PhD Program Director, nominates an examination Committee, which must be approved by the PhD Working Group. The examination Committee will administer both the written and oral examinations. The Faculty Advisor can serve as either the chair of the examination Committee or as dissertation chair but not both. Prior to nomination, students should secure permission to nominate Committee members. To the extent feasible, students should include on the Committee faculty whom they wish to serve on their Dissertation Committee. The list of nominated faculty must be submitted in writing to the PhD Working Group, via the PhD director by Monday of week 10 of Fall term.

Committee Nomination:

Committee Member #1 (suggested chair)	Department	email address
Committee Member #2	Department	email address
Committee Member #3	Department	email address
Committee Member #4	Department	email address
Committee Member #5	Department	email address

Student Signature Date

Faculty Advisor Signature Date

The PhD Working Group will review the list and accept it or request changes within five working days. The PhD director will then send a formal request to each proposed Committee member, including a description of the comprehensive examination process, and a proposed meeting time for the first examination Committee meeting during week 7 of Winter term.

Name

Ph.D. in Architecture Program Date

FACULTY ADVISOR CHANGE FORM

The PhD Working Group assigns an incoming Faculty Advisor to assist the student as appropriate with matters pertaining to coursework, degree requirements, selection of the dissertation chair, and completion of annual progress reports on student progress. The Faculty Advisor will be a member of the Architecture PhD Working Group. The Faculty Advisor can serve as either the chair of the examination Committee or as dissertation chair but not both. The role of the Faculty Advisor continues until the formal designation of the dissertation chair once the student has advanced to candidacy. At that point, the dissertation chair replaces the Faculty Advisor.

The faculty member best suited to assume the role of dissertation chair depends on the student's proposed dissertation subject area in relation to a faculty member's expertise, time availability, and the potential for a successful student-teacher relationship that will advance the academic and professional goals of the student. While **in many cases the Faculty Advisor may continue as the student's dissertation chair**, in others it may turn out that the most appropriate person for that role shifts as the student refines their dissertation ideas and gets experience working with individual faculty.

If at any point a student feels another faculty member from the department's PhD faculty would better serve as their Faculty Advisor, they may make that switch, contingent upon the agreement of that faculty member and the approval of the department head. If a student has concerns about the working relationship with a Faculty Advisor, they should bring this up with the PhD Program Director, the department head, or another department faculty member.

❑ **Faculty Advisor to Dissertation Chair** (after Comprehensive Exam)

_____ to _____

Faculty Advisor Name Dissertation Chair Name

❑ **Faculty Advisor to Faculty Advisor** (signature shows agreement of faculty)

_____ to _____

Current Faculty Advisor signature New Faculty Advisor signature

_____ _____

Architecture Department Head signature approval Date

Name

Ph.D. in Architecture Program Date

DISSERTATION COMMITTEE NOMINATION

The student's first step upon advancement to candidacy is normally to nominate a dissertation Committee. Prior to nomination, it is expected that students seek permission from Committee members for nomination and seek necessary approvals from the PhD Working Group and/or Division of Graduate Studies. See excerpted pages from the PhD Handbook following this form.

Once the student nominates a dissertation Committee and the PhD Working Group accepts the list, the Committee is recommended to the Division of Graduate Studies by the department (graduate coordinator or Graduate Advisor) via GradWeb.

The Committee should be proposed to the Division of Graduate Studies within one month of advancement to candidacy but in no case no later than six months prior to the final dissertation defense. After the recommended members are approved, the Division of Graduate Studies then sends each member a formal notice of appointment.

Dissertation Committee Nomination:

Committee Member #1 (Chair)	Department	email address
Committee Member #2 (Institutional (UO) Representative)	Department	email address
Committee Member #3 (Core Member)	Department	email address
Committee Member #4 (Core Member)	Department	email address
Committee Member #5 (Optional Member)	Department	email address

Student Signature Date

Faculty Advisor Signature Date

The PhD Working Group will review the list and accept it or request changes within five working days (or reasonable period of time). The PhD Director will forward this form to the Department, and the graduate secretary or graduate advisor will send the list to the Division of Graduate Studies.

Name

Ph.D. in Architecture Program Date

DISSERTATION PROPOSAL – COMMITTEE APPROVAL

The student is expected to submit a dissertation proposal during the term following the passage of the comprehensive examinations and must submit the proposal within three regular terms of the exam. Each member of the dissertation Committee must approve the student's formal written dissertation proposal following a schedule public proposal presentation before the student undertakes the dissertation

Candidate name: _____

Dissertation proposal title: _____

Proposal presentation date: _____

Dissertation Committee: signature indicates approval

Committee Member #1 (Chair) NAME	Department	email address
Committee Member #2 (Institutional (UO) Representative) NAME	Department	email address
Committee Member #3 (Core Member) NAME	Department	email address
Committee Member #4 (Core Member) NAME	Department	email address

Student Signature Date

Name/ID#

Ph.D. in Architecture Program Date

ADVANCEMENT TO CANDIDACY FORM

Return the completed form to the Department Academic Coordinator
Then apply online to Advance to Candidacy: **https://gradweb.uoregon.edu/main/mainStudent.asp**

Email: _____ Advisor: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

ADVANCEMENT REQUIREMENTS

Oral Examination

Chair: _____

Committee Members: _____ _____

_____ _____

Exam Date: _____ Date Approved: _____

The Academic Coordinator to place a copy of the Oral Exam outcome and comments the student file.

Written Comprehensive Examination

Committee Members: _____ _____

_____ _____

Exam Date: _____ Date Approved: _____

The Academic Coordinator will place a copy of the Written Comp Exam outcome and comments in the student file .

Advisor signature: _____ Date: _____