GRADUATE GROUP IN ARCHITECTURE
HANDBOOK OF POLICIES AND PROCEDURES
2023-2024

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INTRODUCTION_____

This Handbook of policies and procedures sets out requirements and procedures that must be satisfied to earn both the Master of Science and/or the Doctor of Philosophy degrees in Architecture. It supplements the official description of the degree programs and general University rules established by the Graduate Council of Faculties, *Graduate Rules and Policies*:

> https://catalog.upenn.edu/pennbook/academic-rules-phd/
> https://catalog.upenn.edu/pennbook/academic-rules-research-masters/

Students should also consult the:
- The *Weitzman School of Design Student Handbook* that covers school-specific issues: https://www.design.upenn.edu/student-handbook
- The *Handbook for Students, Ethics and Original Research* https://www.design.upenn.edu/sites/default/files/Ethics-Original_Research_Handbook_0.pdf

All students should familiarize themselves with the rules and regulations contained in these texts and on these web sites. Any exceptions to the rules contained herein must be requested by the student in writing to the Chair of the Graduate Group in Architecture.

The Ph.D. Program in Architecture, created in 1964, is the oldest in the country and is widely regarded as preeminent in the fields of theory and history, and most recently, technology. Its goal is to produce a body of graduates critically engaged in their respective fields, able to engage in and reflect on architecture and its related subject areas as these pursuits relate to a wide range of professional, historical, social, ecological, material, and political developments in the field.

The Doctor of Philosophy in Architecture is for those who wish to make significant scholarly contributions to the discipline, discourse, and research of architecture. The Program trains individuals for productive academic careers in the teaching of architecture as well as with educational institutions, research centers,

cultural and governmental organizations, and professional practices engaged in research that seek to benefit from advanced scholarship and creative research.

The Doctoral Program and the Master of Science (Research) Program are the responsibility of the Graduate Group in Architecture whose standing faculty in the Department of Architecture have an earned a PhD and qualified to work with scholars-in-training. Graduate Group faculty are assisted by colleagues in the Weitzman School of Design—including from Departments of Landscape Architecture and Historic Preservation—and numerous faculty members from other university departments who research architecture or architecture-related subjects. The Graduate Group in Architecture represents accomplished scholars with research areas in Theory and History, and Technology, and all of whom are focused on preparing students for research in Architecture and adjacent fields. Current members of the Graduate Group in Architecture are listed as an appendix to this Handbook. The Graduate Group in Architecture is distinct from the Department of Architecture. It is led by the Chair of the Graduate Group, who works in conjunction with the Chair of the Architecture Department, the Dean of the Weitzman School of Design, and the Vice Provost for Graduate Education.

The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

THE ACADEMIC PROGRAMS_____

The Doctor of Philosophy (PhD) in Architecture is a terminal academic degree. It involves training in research methods and writing practices intended for those who aim

to make a significant scholarly contribution to the discipline of architecture. The PhD typically takes four or more years of full-time study.

The Master of Science (MS) in Architecture is a post-professional, research-oriented degree. It is intended for individuals with an undergraduate or master's professional degree in architecture who wish to pursue a self-directed program of study at the advanced level, and normally takes one year of study.

Sub-Fields of Study

Students in the M.S. and Ph.D. Program undertake research in one or more of the following sub-fields of study:

- Theory and History of Architecture
- Building Technology
    - Structures and Computation
    - Environmental Design
    - Thermal Architecture
    - Bio- Materials

Curriculum overview

Both degree programs consist of:

    1) required and elective courses,

    2) required examinations, and

    3) written texts that conclude course work, examinations and which are used to present a student's research work and acquired writing skills.

Ph.D. students must complete a minimum of 20 course units, pass a Qualifying examination, a Candidacy examination, two Language examinations, complete two Teaching Fellow requirements, and complete and defend a Dissertation.

M.S. students must complete a minimum of 10 course units, pass a Qualification examination, and write a Research Report.

Ph.D. Curriculum

Year - Semester	Course #	Course name	Course Units
Year 1 - Fall	ARCH 8110	Architectural Theory and Techniques*	1
		Elective I	1
		Elective II	1
		Elective III	1
Spring	ARCH 8120	Architectural Research Methods	1
	ARCH 8130	Qualifying Research	1
		Elective IV	1
		Elective V	1
Qualifying Exam	**is taken at the**	**End of the 1st year**	
Year 2 – Fall	ARCH 8510	Field Bibliography	1
	ARCH 8520	Dissertation Proposal	1
		Elective VI	1
		Elective VII	1
Spring		Elective VIII	1
		Elective IX	1
		Elective X	1
		Elective XI	1
Year 3 – Fall		Elective XII	1
		Elective XIII	1
		Elective XIV	1
		Elective XV	1
Candidacy Exam	**is taken after**	**completion of course**	**work**
Spring	ARCH 9950	Dissertation	0
Total Course Units			**20**

*The name of this course will be updated in syllabi for Fall 2024

Course selection

Course selection must be approved by the Graduate Group Chair or, after the first year, the student's principal academic advisor. Students are encouraged to enroll in courses offered by faculty in the Graduate Group in Architecture, as well as in those offered by graduate programs at the Weitzman School of Design and throughout the University.

Undergraduate courses cannot be credited toward the Ph.D. or M.S. degree; exceptionally, PhD students can arrange an Independent Study in relationship to an existing undergraduate course. This must be approved by the Graduate Group Chair. See the section below on Transfer Credits for important exceptions to the general curriculum presented above.

During the first year of course work, all Ph.D. students are required to enroll in the following courses:

- ARCH 8110: Architectural Theory and Techniques is a course that explores the current state of architectural scholarship, with an emphasis on primary materials in architectural theory and history, and technology.
- ARCH 8120: Architectural Research Methods explores research methods across historical, technological, and design discourse as they relate to advanced projects in the field.
- ARCH 8130: Qualifying Research is a 'designated elective' whereby the student pursues a graduate course, or Independent Study in ARCH or across the university, that relates to or expands on their specific subject matter. The course that will 'count' for 8130 is chosen in consultation with the Chair of the Graduate Group or the student's advisor, if already chosen.

During the second year of course work, students are required to take the following courses:

- ARCH 8510: Field Bibliography consists of an Independent Study course with a chosen faculty member of the Graduate Group (the student's advisor, future committee member, or approved faculty member), focused on the preparation of the student's Field Bibliography in the context of the Candidacy Exam (see below).
- ARCH 8520: Dissertation Proposal consists of an Independent Study course with a chosen faculty member of the Graduate Group (the student's advisor, future committee member, or approved faculty member), focused on the completion of the student's Dissertation Proposal, in preparation for the Candidacy Exam (see below).

The remaining courses are electives. These electives must be graduate level courses and primarily research-oriented seminars, though some may be lecture courses

or independent reading courses. The selection of these courses should follow a study plan worked out between the student and the Chair of the Graduate Group, or the student's supervisor/principal advisor.

While completing course work, students are expected to make satisfactory progress towards graduation. Satisfactory progress is defined as maintaining an average grade point average (GPA) above a "B" average or a 3.0 on a 4-point scale. Students found to be making unsatisfactory progress in any semester will be placed on academic probation and will not be permitted to sit for examinations. These students are then monitored until satisfactory progress has been demonstrated. In addition, students on academic probation may be required to reduce their course load in one semester and may be required to take additional courses in another. A student whose grade point average falls below a 3.0 for more than one semester shall be required to withdraw from the program.

Course load

The typical course load for a Ph.D. student is 3 or 4 course units (CU) per semester. A fifth course may be audited, without charge, during a semester in which a student is enrolled for four course units. Students should aim to complete a minimum of 8 CUs after their second semester. Any student whose record contains more than one incomplete may be required to reduce their course load in the subsequent term by the number of uncompleted credits, excluding the first incomplete. International students must maintain a 3 CU course load, except for the final semester of course work when less than 3 CUs is acceptable.

Independent study

Independent study courses allow a student to pursue an individually tailored course of reading, writing, and lab work under the direction of a faculty member in the Graduate Group (or another faculty member in the University approved by the Graduate Group Chair). The principal advantage of this type of course is that it allows students to work on topics that are not covered in existing courses. Before registering for an Independent Study course (ARCH 9990), the student must first present an extensive proposal to the faculty member with whom they want to study and to the Chair of the Graduate Group. This proposal should include a summary of the work proposed, a weekly anticipated schedule of topics and readings, an anticipated schedule of

meetings between the student and professor, and anticipated final paper or project. In short, the student should write a schematic syllabus for the course. The proposal must be signed by both the faculty member and the Chair. A copy of the signed proposal must then be given to the program administrator for the student's file who will communicate instructions for enrolling in the course. *Students may not enroll in more than one Independent Study with the same professor during a semester*.

Transfer Credits

When students are admitted into the program having completed a master's degree in architecture or a related field, they can request a Transfer of Credits. Students who received such a degree from another institution are eligible for a maximum of eight (8) course units of external transfer credit; students with a master's degree from the Weitzman School of Design are eligible for a maximum of twelve (12) course units of internal transfer credit. Transfer credit is not automatic and must be approved by the Graduate Group Chair. Only graduate-level courses, which are graded a B or better and are the equivalent of one course unit (which is three semester hours), are considered for transfer credit. *No design or studio classes are acceptable* for Transfer Credits. Students are required to give the program administrator official transcripts from each institution where graduate work was completed, as well as, when possible, syllabi and/or work completed for the course and complete the Transfer Credit Request Form (see Appendix).

Transfer of credit for advanced standing toward completion of the required 20 course units *can only be granted at the end of the first semester of successful graduate work at the University of Pennsylvania*. Pending determination of transfer credit, entering students should tentatively estimate the time needed to complete required course work based on the potential for transfer credit and the requirements laid out in this Handbook.

Field Bibliography

As noted above, Ph.D. students enroll in a required course (ARCH 8510) in which they prepare their Field Bibliography, usually in their third semester. The list of books, publications, and sources that are the deliverable for the Field Bibliography are used for faculty and Dissertation Committee Members to generate questions for the student's Candidacy Examination. Students should select a member of their intended

Dissertation Committee to guide them through this course. The bibliography that results is significantly broader in intent and scope than the dissertation bibliography: it is intended to encompass a *field*, bounded by subject, geography, and period, that will serve as the student's area of research for the first stage of their scholarly career. Insofar as it includes texts that any scholar in the student's field would be familiar with, it is typically a lengthy list, ranging from 100 to 125 texts. The Field Bibliography should be introduced by a clear explanation and rationale, and should be subdivided into several categories pertinent to the field; such as historical periods, theoretical topics, geographical location, experimental methodologies, or previous technologies. On average, 30 % of the bibliography should be annotated while another 10 % should be written into a Literature Review. Committee members and the designated instructor of Arch 8510 guide the student in determining the scope of the list, and work with the student as they review and analyze the texts to adjust, refine, and clarify the field and relevant topics.

Dissertation Proposal

Also noted above, Ph.D. students enroll in a required course (ARCH 8520) to write their Dissertation Proposal, usually in the third or fourth semester of their studies. This work is directed by one of the faculty members who will serve on the student's Dissertation Committee, often the student's Dissertation Supervisor/Principal Advisor. The course must be completed, and the Proposal accepted before the student sits the Candidacy Exam, wherein the Proposal will be formally examined. Although the Proposal is chiefly addressed to the Committee, it should be a document that is informative for external readers such as grant-giving agencies.

The content and format of the Dissertation Proposal are set out in the Appendix to this Handbook. Samples of Field Bibliographies and Dissertation Proposals can be obtained, upon request, from the Graduate Group Chair, or from other PhD students further along in the program.

Program Duration

Students with a master's degree are assessed for Transfer Credits, which if granted allows them to complete their course work within their first three semesters and take their Candidacy exam in the fourth semester (end of the second year). The Qualifying Exam is normally taken at the end of the second semester or the beginning of the third.

The Candidacy Exam is normally completed by the end of the second year, after which the period of research and dissertation writing begins. The Program is structured for students to complete the dissertation four years after the time of matriculation, the number of years covered by the typical funding arrangements. Competitive funding sources may allow for the student to extend the writing time for a total of five years from matriculation. Securing fifth year funding is the student's responsibility.

Five consecutive years are the maximum amount of time allotted for students to complete their course work, their language examinations, as well as the Qualifying and Candidacy examinations. Failure to complete the Candidacy Exam (and thereby reach ABD status) within five consecutive years will result in dismissal from the program.

In some cases, if a student changes their research field or topic substantively during the program, the student may be required to complete additional course work before proceeding to dissertation status, at the discretion of the Graduate Group in Architecture.

Ph.D. Candidates do not automatically receive an M.S. degree as a milestone along the way to graduation. However, individual students may arrange with the program administrator and the Weitzman Registrar to attain one by applying to Provost's office using this Checklist:

https://provost.upenn.edu/sites/default/files/users/user3179/Research%20Masters%20Degree%20Checklist_0.pdf.

PhD Students who wish to receive the M.S. degree also need to complete "Add Masters for PhD Student Form" accessed via the above Checklist. PhD students who wish to receive the M.S. degree should apply in the term in which they complete their requirements. Because students need to complete their ARCH8510 Dissertation Bibliography and ARCH8520 students will apply for the M.S. degree thereafter. This application to graduate will not impact the candidate's status as a Ph.D. student.

Scholarly preparation: Teaching Fellows and Research Assistants

To properly prepare for an academic career, each Ph.D. student is required to serve at least two semesters as a Teaching Fellow (TF) in a course taught by a member of the Graduate Group (or other designated faculty member). This takes place in the second year of the program (with some exceptions, earlier). Typically, Teaching Fellows assistant in required courses in the M. Arch curriculum that the student is likely to teach later in their career. Service as a TF will involve up to ten hours a week of work. It is compensated according to a schedule and renumeration determined by the

Department of Architecture. Students must attend the course, read the texts assigned by the professor, run a discussion seminar or lab for masters or undergraduate students, and advise a small group on their work for the class. Students are also expected to assist in the organization of course logistics, including distributing materials and taking attendance, and to participate in grading. At the end of the course, TFs may be evaluated in two ways: by students who have taken the course (on the standard course evaluation forms), and by the course professor.

Ph.D. students can also serve as a Research Assistant (RA) for a member of the Standing Faculty in Architecture (usually also a member of the Graduate Group). An RA is normally supervised by a faculty member whose research interests coincide with the student's. This work can involve bibliographic research, content analysis of texts, image or permissions research, the development of analytical drawings, and similar research efforts. This work shall not exceed ten hours per week and will be compensated at a rate determined by the Department of Architecture.

M.S. Curriculum

The Master of Science (M.S.) degree in Research represents the successful completion of at least one full year of graduate work. The program of study is academic (as distinguished from the Weitzman School's professional master's degrees) and typically involves study in lecture and seminar courses, as well as independent study towards the development of a research report.

Year - Semester	Course #	Course name	Course Units
Fall	ARCH 8110	Architectural Theory and Techniques* Elective I Elective II Elective III	1 1 1 1
Spring	ARCH 8120	Architectural Research Methods Elective IV Elective V Elective VI	1 1 1 1
Summer	ARCH 8150	Research Report	2
Total Course Units			**10**

*The name of this course will be updated in syllabi for Fall 2024

Degree requirements

A minimum of ten course units is required for the M.S. degree as follows: two required course units, six elective course units in a subject area, and two course units of Research Report. Of the eight courses taken prior to the Research Report, two are required courses, one in Architectural Theory and Techniques (ARCH 8110) and one is Architectural Research Methods (8120). The remaining six are electives, as appropriate for the subject of study. The selection of these courses follows a study plan worked out between the student and the Chair of the Graduate Group (or principal advisor). Independent courses may be arranged with individual professors, pending the approval of the Chair of the Graduate Group (or principal advisor). The Research Report (ARCH 8150) is a two-course unit independent study course that allows students to develop and write their research report over the course of the summer, under the supervision of a member of the Graduate Group or other faculty member in the School approved by the Chair.

Normally students take four courses per semester. Any student registered for four course units per semester may register for one additional course as an auditor or for credit. No course may be counted toward degree requirements if it has been used toward the requirements for more than one other degree. Additional work may be prescribed in individual cases that are not graduate level classes. MS students should be enrolled in 6000 level classes or higher.

Subject areas

As noted above, the subjects of study in the M.S. degree program are theory and history (architecture, landscape architecture or historic preservation), and building technology (structures and computation, environmental design, thermal architecture, and bio-materials). A prospective candidate for the M.S. degree must complete at least four course units in a chosen subject of study. In many cases, courses offered by faculty in other departments are pertinent to a student's program of study in a particular subject area.

Examination

M.S. students are required to take the Qualifying Examination. This is explained below, in the Examinations section of this Handbook.

Research requirements

The candidate for the M.S. degree will also prepare a Research Report in his or her subject of study. The topic of this report must be approved by the Graduate Group Chair (or the candidate's principal advisor). The Report is developed in the ARCH 8150 Research Report independent study course, undertaken after eight units of course work is complete, normally in the summer semester of the first year.

Program Duration

M.S. students must complete eight units of course work within two consecutive semesters. An additional year will be allowed for the completion of the research report. The Graduate Group in Architecture does not allow transfer of credit for the M.S. degree.

Assistantships for M.S. students

M.S. students may be invited to serve as Teaching Assistants (TA) or Research Assistants (RA) during their program of study. Work as a Teaching Assistant will give the student an opportunity to test and articulate ideas developed in their research. It is expected that service as a TA will involve up to ten hours a week of work. Students must attend the course, read the texts assigned by the professor, run a discussion seminar, and advise a small group of students on their work for the class. A RA is normally supervised by a faculty member whose research interests coincide with the student's. This work can involve bibliographic research, content analysis of texts, picture research, the development of analytical drawings, and similar research efforts. This work shall not exceed ten hours per week and will be compensated at a standard rate.

Graduation Checklist

It is recommended that all MS (Research) students who have completed all of the requirements for the degree visit this Provost website to review the Research Master's Graduation Checklist :

https://provost.upenn.edu/sites/default/files/users/user3179/Research%20Masters%20Degree%20Checklist_0.pdf

GRADING_____

Grade point average

Students must take all required courses for letter grades. The minimum standard grade for satisfactory work is a "B" average (3.0 grade points) in each academic year. A student whose record falls below a "B" average over the course of an academic year (two semester) shall be required by the Chair of the Graduate Group to withdraw from the program. It is also necessary to maintain a "B" average to remain eligible for financial aid. Students found to be making unsatisfactory progress at the end of a semester will be placed on academic probation. Students are admitted to the University with the expectation that they will succeed.

Grade of "I"

The Graduate Group in Architecture follows the Weitzman School's policy on Incompletes ("I"). If a student does not complete a course within one year of the due date for its completion, the Incomplete will automatically be changed to an "F." A "GR" (no grade reported by instructor) will automatically be changed to an "F". Any course with an "I," "NR," or "GR" cannot be credited after one year towards a degree. Such a course must either be repeated, or another course approved by the student's academic advisor and Chair must be taken in its place. *Students are not permitted to register for dissertation with an "I," "NR," or "GR" on their record*. The University requires that all course work be completed before proceeding to dissertation. Incomplete grades will prevent students from receiving certain types of financial aid, grants, and loans and will delay completion of the program.

Grade of "S"

The mark of "S" is used to indicate satisfactory "progress". It is a temporary grade for all courses. It may not be used as a permanent grade, even in classes taken outside of the Weitzman School of Design.

Change of Grade

Once a student has been given a grade for a course and a new grade is given in place of the original, the instructor must change the grade via Courses @ Penn.

EXAMINATIONS_____

Language examinations

Ph.D. students are required to pass *two "foreign" language examinations*. The first of these is often in French, German, Italian, Latin, or Ancient Greek, or other language in which the student is proficient that is not English. The pass assessment should be completed during the first year of study. Passing an exam can take place in one of three ways; by passing the exam in a designated language class, by indicating that the student has been educated in the language in high school or during a post-secondary degree, or by taking an exam administered by the PhD Program in Architecture. In the event a student does not pass the examination, one year is allowed to retake said examination.

The second language examination must be taken by the end of the second year. If the student fails, they have one year to take it again. The second language exam must be approved by the Chair and the student's dissertation supervisor to be sure that it is a language pertinent to the student's research. When appropriate (as agreed to by Graduate Group Chair), mathematical or computer languages may be used as a second language. Students may substitute the second exam with proof of fluency in their native language if use of the language is directly and substantively pertinent to their research.

With non-computer languages, if the examination is administered by the PhD Program in Architecture, the student has two hours to translate two passages with the aid of a dictionary, either print or online. The first shall be a literal translation of a shorter passage into well-rendered English. The second passage consists of a summary of a longer, designated passage to demonstrate comprehension.

Students may enroll in special language courses (French, German, Italian, Latin, or Greek) offered by the University for Ph.D. students during the first summer session. For details regarding the offerings and registration process please contact the program administrator and the Graduate Group Chair in February of the spring term. Courses taken to prepare for the language examination or for computer/mathematics examinations are not credited toward the degree.

M.S. students are not required to pass foreign language exams.

Qualifying Examination (QE): Written

Upon completion of eight course units all Ph.D. students must sit the Qualifying Examination, which is directly related to the coursework for ARCH 8110, ARCH 8120,

and ARCH 8130, and elective courses taken in the first year. The examination is administered in the summer of the first year, or the fall term of the second year. For the student to proceed towards the Ph.D. degree, the Qualifying Examination must be passed by the end of the student's second year of full-time study. M.S. students are also required to take the Qualifying Examination, for which required courses are ARCH 8110, 8120, 8150 and electives.

The material studied in these courses provides a disciplinary foundation for graduate students. For many it will also serve as a foundation for teaching. The purpose of the general examination is to test the candidate's knowledge of the discipline in its broader aspects.

The procedure for this examination is as follows:

- A month before the exam, students contact the Graduate Group Chair and program administrator to schedule the exam date.
- Two weeks before sitting for the exam, students submit to the Cahir for approval their *exam bibliography* which consists of 15 to 20 texts that are seen to be essential texts in the field, known to most peers, and texts aligned with the work undertaken by the student in previous classes. This is *not* the Field Bibliography,
- At this time, copies of essays written for all classes taken in the previous year (especially, ARCH 8110, 8120, and 8130 (or 8150)) are submitted to the Graduate Group Chair and program administrator.
- Upon receiving the exam bibliography and previous essays, the Chair of the Graduate Group will consult appropriate Graduate Group colleagues on the suitability of the bibliography for the student and their exam. Approval of the bibliography will be granted by the Chair. Once approved it becomes part of the student's academic file.

The examination consists of three questions prepared by the Chair in coordination with subject area aligned Graduate Group faculty members, of which the student selects to answer one in an essay format. The exam is two-part. To begin the exam the student chooses one of the three questions to answer. Within a one-hour period the student writes a one-page outline in response to the chosen question. *Reference books may not be used for this part of the examination*. After the outline has been written, the student gives it to the program administrator. This outline serves as the basis for a 3,000-word essay, which the student then writes over the next three days.

Reference books and class notes may be used when writing the essay. The paper should be typed, double-spaced, and contain proper references in Chicago style (or Style Sheet appropriate to the student's research area). The student shall submit the essay to the program administrator by email.

The result of the examination is one of the following: an overall pass, an overall fail, a low pass which requires retaking the exam the following semester, or a low pass which requires a remedial examination component which is up to the discretion of the Graduate Group. The remedial component may require the student to write additional essays and/or sit for the examination again. Alternatively, ARCH 8110, 8120, or 8130 may have to be retaken in addition to the examination. Ph.D. students who fail the examination a second time will only be eligible for an M.S. degree.

Candidacy Examination (CE): Written and Oral

The Candidacy Examination (CE) is a two-part examination, with a written component and an oral component. The CE examines the Ph.D. student's knowledge of the literature of the field (as developed in ARCH 8510: Field Bibliography) and of the student's proposal for dissertation research (as developed in ARCH 8520: Dissertation Proposal). The examination committee for the Candidacy Examination is typically the student's dissertation committee, the members of which must be decided before planning for the CE can begin. In consultation with the Chair, the student chooses the committee which often occurs when selecting faculty for Field Bibliography and Dissertation Proposal courses.

Planning for the CE involves coordinating the following activities:

- Two to three months prior to writing the exam, students contact the Graduate Group Chair and program administrator to schedule the exam date (s).
- Six weeks before sitting for the written part of the exam, students submit to the Graduate Group Chair and program administrator the final version of their Field Bibliography and Dissertation Proposal.

The Candidacy Examination is typically taken during the third or fourth semester of study, but it is taken after students have successfully completed both ARCH 8510 and 8520. It must, however, be taken by the end of the student's second semester of dissertation registration (ARCH 9950).

Written Part of the Candidacy Examination

This part of the Candidacy Examination consists of three questions prepared by the Examination committee in reference to the Field Bibliography and Dissertation Proposal. These questions address the literature of the wider Field alongside the subject matter of the Dissertation Proposal. However, students whose responses to the questions remain within the narrow purview of the proposed dissertation will likely not pass the exam. As with the Qualifying Exam, this exam has two steps. It begins with a two-hour session in which the student writes a one-page outline, this time responding to *each of the three questions*. Reference books may not be used for this part of the examination. After the outline has been written, the student gives it to the program administrator. This outline serves as the basis for *three* 3,000-word essays, which are to be written over the next five days. If the CE begins on a Monday, the essays are due on Friday. Consultation of texts is permitted (and expected) for this part of the exam.

The paper should be typed, double-spaced, and contain proper references in Chicago style (or Style Sheet appropriate to the student's research area). The student will email the essays to the program administrator by an agreed upon due date and time.

Oral Part of the Candidacy Examination

The oral examination is the second part in the Candidacy Examination. This is typically taken two weeks after the written part, but optimally not more than one month later. It usually lasts two hours. The oral examination is based on both the student's written examination, as described above, and on the submitted Dissertation Proposal.

The oral exam also contains two parts: The first part involves a discussion, led by the examiners, about the responses to the exam questions and their relationship to the field, as represented by the Field Bibliography. The second part of the oral exam addresses the Dissertation Proposal: the clarity of the proposal, its originality and relevance to the field, the student's ability to accomplish the research, and so on. The purpose of this part of the exam is to determine the student's ability to proceed with the dissertation research, on both intellectual and organizational terms.

The same possible assessments of the exam (as in the Qualifying Examination) are used for the Candidacy Examination. A student who receives a low passing or failing grade could be asked to write additional research papers or may be re-examined. Upon passing the Candidacy Examination, the evaluation is communicated to the program administrato by the Chair of the Graduate Group.

Dissertation Defense and Deposit

The final examination is an oral defense of the written dissertation, with both private and public components. The private component consists of an examination given by the student's Dissertation Committee members, termed the Defense. The public component, termed the Public Defense, can be attended by individuals other than the candidate and the committee, and often consists of a presentation to the Graduate Group and students in the program. Public Defenses are typically scheduled during the PhD Talks series held on Friday afternoons.

When a student's dissertation supervisor/principal advisor and other committee members believe that the dissertation is complete, the committee chair convenes the student's dissertation committee for the private Defense. When all parties have agreed on a date, the program administrator is notified of the date on which the defense is scheduled. Each member of the committee must have been given a copy of the completed dissertation *one month in advance of the examination date*. Effective August 2011, at least three members of the dissertation committee must participate in the defense. The Defense can take place via video or in person, the latter being preferred if physically feasible.

Committee members who are not faculty of the University are eligible to receive a Limited Engagement fee (LE). The Architecture Department cannot book travel or provide reimbursements; it can ONLY provide a lump fee for their participation. All committee members' information is required well in advance so they can fill out the necessary paperwork and obtain the necessary central university approvals to receive their fee. Advanced notice of pending guests must be provided to the Architecture Department whether they will appear in person or via an on-line platform. When students are ready to Defend their dissertation, they must visit this site for the PhD Graduation Checklist:

- https://provost.upenn.edu/sites/default/files/users/user3179/PhD%20Candidate%20Graduation%20Checklist_0.pdf

Upon passing the Defense, the Graduate Group Chair (or the Chair of the Dissertation Committee) communicates the outcome to the program administrator for processing with the Weitzman Registrar and the Provost office. During the Defense, the candidate may be asked to execute revisions or updates to the text of the dissertation. Candidates should budget the time for possible text revisions in their schedule to "Deposit" the dissertation.

Once the text of the dissertation is accepted by all committee members, the dissertation supervisor/principal advisor, and the Graduate Group Chair, the dissertation is 'deposited' electronically by the candidate with the Provost's Office.

For exact dissertation formatting rules, and all other instructions regarding the Deposit of the dissertation, please see the University's PhD Dissertation Formatting Guide, and Templates located here:

- https://provost.upenn.edu/graduate-degrees,
- https://provost.upenn.edu/dissertation-deposit.

To help you further navigate this Dissertation Deposit process, please refer to the resources below:

- o Graduate Degree Calendar with dates for 23-24 terms
- o Graduation Information for PhD and Research's Master's students, including
    - ▪ Checklist with step-by-step instructions for PhD Students
    - ▪ Checklist with step-by-step instructions for Research Master's students
    - ▪ Checklist with step-by-step instructions for Graduate Group Coordinators, including what forms are required to submit via Penn Graduate Forms
    - ▪ Graduation FAQs
- o Dissertation Formatting Information
    - ▪ Checklist for formatting dissertations
    - ▪ FAQs for dissertation formatting
    - ▪ Note: new Doctoral Dissertation manual will be released soon, for now please continue to refer to the Library version.
- o Additional FAQs and links to systems (Degree Application, Penn Graduate Forms, ETD Administrator, etc.) are also available.
- o New link for scheduling a deposit appointment: https://calendly.com/penngraddegree/deposit

THE DISSERTATION_____

The dissertation is the centerpiece and focus of the student's work in the doctoral program. It embodies the results of original and independent research and represents a significant contribution to architecture and/or related fields. A dissertation topic should be chosen with great care, relative to its feasibility, the student's interest, and its value to the field.

Process

It is essential that supervisors and students have a shared set of expectations about the dissertation, the research, and all pertinent aspects of student-professor collaboration. Preliminary discussions and agreements about the research and writing should address the following topics: establishment and membership of the dissertation committee, frequency of contact, preferred communication method, timelines for each stage of the work, frequency of submissions, type of feedback given and expected, reporting of progress, need for travel for research (including funding sources), publication possibilities and expectations, and any intellectual property issues.

Common obstacles

The most common obstacles in writing the dissertation have to do with self-criticism or with the committee's dissatisfaction with the writing. If one or more members of the committee is unhappy with a draft, the student should revise the relevant material. At times, it occurs that the candidate feels that they would be more successful under the guidance of an altered committee. In this instance, students may request that one or more members be replaced. More about changing committee members is explained below, in the section on the Dissertation Committee.

Sometimes self-criticism becomes an obstacle. If this occurs, keep the following in mind: the first chapter of the dissertation is likely to be the most difficult to write and the most frequently revised. In some cases, one cannot be sure of just how to phrase issues until subsequent chapters have been drafted. One solution is to try to distinguish between two very different difficulties: either the subject is undefined and thus the student needs to do some hard thinking, or the problem lies with a preoccupation with small distinctions that can wait for subsequent revision. Revision of the introduction is easier once the body of the text is drafted. In fact, the first and last chapters are often the last ones written. Having written the body of the dissertation, the student will

thereafter be able to set forth clearly and persuasively the structure of the dissertation and the major findings.

As noted above, the University of Pennsylvania PhD Dissertation Formatting Guide that outlines the style and format of the submitted dissertation and the Formatting Templates can be found here: <u>Checklist for formatting dissertations</u> and <u>FAQs for dissertation formatting.</u>

In addition to these guidelines, please note that the Graduate Group in Architecture requires an Index for the dissertation included at the end of the dissertation.

ADVISING_____

The Chair

The Graduate Group Chair is the administrative advisor for all students. Questions pertaining to rules, regulations and procedures within the University, the Weitzman School of Design, or the Ph.D. and M.S. Programs in Architecture may be directed to them, as well as to the program administrator.

The Chair is responsible for all matters affecting graduate students in the Ph.D. and M.S. Programs in Architecture. The Chair alone is authorized to sign the various forms submitted to approve student's program of study, to recommend Candidacy for higher degrees, to authorize the dropping and/or adding of courses, and to speak for the Graduate Group in Architecture on matters concerning the progress and standing of individual graduate students. In all these matters, the Chair must judge whether the student's request or proposed action is in the best interest of the student and the program, and if it is feasible under existing regulations.

Academic advising

First year MS and PhD students are advised by the Chair. Second year Ph.D. students select their academic advisors from within the Graduate Group in Architecture. The advisor will counsel the student throughout the duration of their course work (and often becomes the dissertation supervisor/principal advisor).

For M.S. students, the academic advisor is the Graduate Group Chair in collaboration with other Graduate Group faculty if required or desired by the student,

given their field of interest. New advisors, other than the Chair, should be identified at the end of the student's first semester.

Dissertation Committee

Students should review the following rules for the Dissertation Committee selection, see https://catalog.upenn.edu/pennbook/academic-rules-phd/#text. The process of establishing the dissertation committee begins with the selection of a dissertation supervisor/principal advisor and a committee chair, who are often the same person. They may not be the same person in the rare case that the supervisor is not a member of the standing faculty or Architecture Graduate Group. Both must be declared by the beginning of the term in which the student is registered for Dissertation Proposal (ARCH 8520). At least two members of the committee must be members of the standing faculty and Graduate Group.

The role of the dissertation supervisor/principal advisor is solely academic, the main task is guiding and overseeing the research. The committee chair oversees all administrative aspects pertaining to the candidacy examination, the dissertation, and the final examination. The committee chair must be a member of the standing faculty of the University and of the Graduate Group in Architecture. As noted in the Academic Rules for PhD Programs, "The dissertation committee chair is responsible for convening committee meetings, advising the student on graduate group and university expectations, and assuring the graduate group chair that the group's requirements have been met."

The student must also identify additional committee members, normally two, whose function, like the dissertation supervisor, is academic. And as noted in Academic Rules for PhD Programs, "Faculty who are not members of the graduate group may serve only with the written approval of the graduate group."

The guiding principle for the selection of the committee is to make sure that members have a common and thorough understanding of the nature of the proposed research. Dissertation committee members guide the student's research, serve as readers, and pass judgment on the merits of the dissertation. They also administer the Candidacy examination in the student's field. All members of a dissertation committee must be approved by the Graduate Group Chair in writing. A majority of the committee members must be members of the Graduate Group in Architecture at the time of appointment to the committee.

A change in the student's dissertation committee must be approved in writing by the dissertation supervisor, committee chair, and Graduate Group Chair. The change

of a committee member is a step that should not be taken lightly and should be preceded by consultation with the committee members. A change will often be necessary when one of the faculty on the student's committee leaves the University or acquires the status of Emeritus. The Graduate Group Chair (or the Dean, if the Chair is a member to be replaced) has the authority to appoint the new committee members. The Chair's choice of replacements does not require the student's assent.

REGISTRATION_____

Enrollment

All students must be continually enrolled until obtaining the M.S. or Ph.D. degree. If not registered for classes, students must be on leave or will be considered as withdrawn from the University. Ph.D. students who have completed their required course work must be continuously registered under dissertation registration (ARCH 9950) until graduation.

- Students register and change their schedule via Path@Penn: https://srfs.upenn.edu/path-at-penn

- Advance Registration is the first opportunity to register for classes. After Advance Registration, modifications can be made during the Drop-Add Period.

- Dates and deadlines for a specific semester can be found on the University Three-Year Academic Calendar: http://www.upenn.edu/almanac/3yearcal.html,

- and The Weitzman School of Design Academic Calendar: https://www.design.upenn.edu/weitzman-academic-calendar

After these dates, changes can only be made for reasons beyond the student's control and then only with the approval of the Chair and the Dean. Teaching Fellows, research assistants, and fellowship holders may lose part or all their funding if they fall below the minimum number of units necessary to hold such a position or fellowship. Students registered for three or four course units in a term are considered full-time. Due to the extensive amount of work, some students take three courses per semester

rather than four. Students registered for one or two course units in a semester are considered part-time, unless only one or two courses are necessary to complete the degree requirements, in which case the full-time classification applies. Students on University Fellowship must enroll for four course units per term until dissertation. Students holding a research or teaching assistantship often reduce their course load to three per semester for a grade, a fourth may be audited.

Worksheet on Path@Penn

Students and advisors can monitor the student's progress through the students' on-line worksheet. The Worksheet records courses taken, exams taken, language requirements, and teaching requirements completed. The student accesses their worksheet in Path@Penn. The advisor accesses the worksheet through Advising @Penn. The Weitzman Registrar and program administrator use this worksheet as the means to determine if a student has completed all requirements for the program. The path to access one's Worksheet is:

Path@Penn

Degree Planning and Audit

Degree Audit and Advising

Degree Audit -- Worksheet

Residency

Ph.D. students must spend a minimum of one academic year in residence at the University of Pennsylvania. Time in residence beyond the first year depends on the amount of course work a student must complete. It is highly recommended students remain in residence until the completion of their Candidacy Exam and are identified in All but Dissertation (ABD) Status.

Dissertation Course Status and ABD

Dissertation course status signifies that the student has completed all required course work, the Qualifying examination, language examinations, and is conducting research in support of completing their Candidacy Exam and/or writing their dissertation. Upon completion of a minimum of 20 course units, the student must register for dissertation (ARCH 9950), even if the student has not completed their Candidacy Exam. While on

dissertation, the student is considered full-time by the University. It is important during this period that the student keep the Chair informed of work progress and projected completion date. The student must also update the administrator with current mailing and email addresses and phone numbers. Once registration is established, registration for ARCH 9950 is automatic. However, if a student changes dissertation supervisors, they must register for a new section number.

PhD Students enrolled in ARCH 9950: Dissertation who are planning to conduct research abroad for one semester or one academic year should seek approval from the Chair. If country-specific, in-person research is required for the dissertation, the Chair may approve the student's request to complete one or two semesters of research abroad. Students should submit description justifying the reason, resources, and benefit of conducting research abroad. If approved, notice will be communicated to program administrator and Weitzman Registrar. The candidate's dissertation enrollment will be changed to ARCH 9960: Dissertation Work Abroad. For changes to Tuition rates, see below.

ABD (All but Dissertation) typically identifies the student has completed their Candidacy Exams and has had their Dissertation Proposal accepted. Once on ABD, annually in Fall, the candidate is required to turn in a dissertation progress report, which must be signed by both the student and dissertation supervisor/principal advisor and turned in to the Graduate Group Chair. Program administrators will furnish the form to Ph.D. students in late summer that is due in the first week of September.

Additionally, students are required, once per academic year, to convene a full meeting of their committee.

M.S. Research Registration
M.S. students completing scholarly research may register for Master's Research (ARCH 9900) for a maximum of two terms. This is a full-time research registration, and the student is charged a reduced tuition fee. The Chair will need to approve this Registration, which once approved, it will be necessary to see the program administrator for coordinating the section numbers of the registration.

Ph.D. Time limits
As of 2010-2011, the University's maximum time limit for completion of a PhD program is ten years after matriculation. Graduate students who have been dropped after ten

years may petition the Graduate Group to return as a student for a maximum of one year to achieve recertification and defend the dissertation. Faculty members have no obligation to continue working with a student who has been dropped, nor is there any presumption that a Graduate Group will respond favorably to a petition for re-admission. If the Graduate Group wishes to recommend re-admission, it must present to the Dean a list of faculty members willing to serve as a dissertation committee and a detailed, realistic plan of how the student will, within one year of reenrollment, achieve recertification, pass the dissertation examination, and submit the final copy of the dissertation. If re-admission is approved by the Dean, the student must pay Reduced Tuition for two semesters, unless all requirements are completed within one semester. A student may petition for readmission at the time they are dropped from the program, or at a later date. The student should be fully ready and committed to completing within a one-year timeframe; enrollment will not be extended beyond that final year, and no further petition for readmission will be considered by the University.

Recertification
A Ph.D. student who is re-enrolled after expiration of the time limit must satisfy the recertification criteria designed by the Graduate Group and approved by the Graduate Council of the Faculties (or retake and pass the Candidacy Examination). The new deadline for completion of all requirements for the Ph.D., including recertification, shall be within one year.

Tuition fees
There are two types of tuition categories for doctoral students:

- *Full Tuition:* tuition for full-time PhD students will be charged at a "Full-Tuition Flat Rate" for the first three years (six terms, excluding summers) of enrollment. Full tuition applies whether the student takes three, four, or five courses in a semester or is on dissertation status. (The fifth course can only be taken as an audit.)
- *Reduced Tuition:* doctoral students are eligible for reduced tuition in year four if coursework has been completed. If it has, the student will be charged reduced tuition until the degree is awarded or for a maximum of five (5) additional years from the semester the student goes on reduced tuition status.

- ***Tuition Waiver***: doctoral students who defend early in the semester, by the "tuition waiver-defend by date" set by the Office of the Provost, qualify for a tuition waiver (in the form of a refund) for that final term. Because students are charged tuition at the start of the term regardless of the anticipated tuition defense date, it is the student's responsibility to reach out to the Weitzman Registrar to request a tuition refund in instances where the early defense deadline has been met.

In addition to tuition, doctoral students pay a full or reduced general fee depending on their ARCH9950 or ARCH9960 status.

If a candidate is approved for a one or two semester Dissertation Work Abroad status, a different tuition rate applies. Weitzman's Dissertation Abroad policies and billing follow the University's Academic Rules for PhD programs with regard to Research Abroad and as such, the only change to billing status is that students are charged a reduced general fee instead of a full general fee in the term(s) in which they are registered for Dissertation Work Abroad, regardless of year in the program. Note: students may choose to live outside of Philadelphia (elsewhere in the U.S. or abroad) while on dissertation status even if there is not a research reason for doing so. In these cases, students will simply be registered for ARCH 9950 and regular billing will apply.

A reduced general fee is charged for students on Dissertation Research Abroad regardless of their year.

Leave of absence

During the semesters in which a student is registered for courses, they may request a leave of absence from the Dean for either personal or academic reasons. Students on dissertation may be granted a leave of absence only in the cases of maternity or other medical need, or military service. More information about the Family Leave of Absence Policy can be found on the provost's website: https://provost.upenn.edu/resources-phd-students#LOAPolicy. Appropriate documentation must accompany the student's letter to the Dean requesting leave.

Leave is granted by the Dean for up to one year. In exceptional cases, an additional year of leave may be granted. No language or other degree examinations may be taken while on leave of absence. Neither tuition nor fees are billed during a leave of absence, nor will they be charged retroactively upon the student's return.

A leave of absence does not mean an automatic adjustment to the time limit rule. An extension of time for either course work or writing of the dissertation must be requested and approved in writing by the Graduate Group Chair and the Dean.

To request a leave of absence, the student and Graduate Group Chair must submit a formal recommendation to the Dean. If the Dean approves the leave, they will communicate the decision to the Weitzman Registrar. Upon returning from leave of absence, the program administrator must be notified by the student so the student can officially be taken off leave by the Registrar's Office.

Students going on leave should contact the program administrator and the Weitzman Registrar. For more information, please read the document at the following link: https://provost.upenn.edu/resources-phd-students#LOAPolicy

New Parent Accommodation and Family Leave

A student in a Ph.D. program at Penn is eligible for time off in the amount of eight weeks for the birth or adoption of a child. The student must notify the Graduate Group Chair and Supervisor/Principal Advisor by completing the online "New Parent Accommodation/Family Leave Request Form," at an early date, of their plans to initiate a parent accommodation or family leave period, so that appropriate arrangements can be made to cover any teaching/research responsibilities. For more information about this, see the provost's website:

https://catalog.upenn.edu/pennbook/family-friendly-policies-phd-students/

For information on special funding opportunities for Ph.D. students with children, please, see the provost's website on Family Grants.

Withdrawal

A student may withdraw from the program even if they cannot take a leave of absence. Provided that it is the student's intention to return, it is recommended they withdraw only if in good academic and financial standing. Re-admittance to the program is not automatic. Because it is University policy that students remain continuously enrolled while on dissertation, upon returning from withdrawal, the student will be billed retroactively for dissertation tuition for each semester missed, and for the current term. The student is required to pay all tuition money up front before they can register.

A letter requesting withdrawal must be sent to the Chair. A brief explanation stating whether the student plans to request re-admission to the program must be included with the letter. If the student plans on requesting re-admission, the letter

should include a timetable for such a request. A copy of that letter should also be given to the program administrator so they can fill out the appropriate form for the Registrar's Office and put one in the student's file. Prior to the semester in which the student wishes to return, they must write to the Chair asking them to petition the Graduate Group in Architecture to re-enter. A copy of this letter must be sent to the program administrator.

ADVANCING SCHOLARSHIP OPPORTUNITIES_____

The PhD program in Architecture affords its students a series of activities in service to advancing student research and scholarship.

PhD TALKS
The PhD Talks have been a part of the program for more than two decades, offering students an opportunity to share in each other's scholarship. This bi-weekly seminar and conversation session is the meeting place for ideas, research, and fellowship. Students are invited to workshop papers, hone presentation skills, and learn about research that is taking place within and beyond the Weitzman PhD community. All students are invited every year to present parts of their candidacy exam, upcoming conference papers, or journal papers in preparation. Faculty and external scholars are also invited, and professional development session are also scheduled during the TALKS. Students are asked to offer a title and a 100-word description of their talk when applying, and all PhD students are strongly encouraged to present their work at least every fourth semester. Talks take place on Friday afternoons and all registered students are expected to attend.

Social Media and Website
- The PhD Program in Architecture, with the support of a Research Assistant maintains the Weitzman PhD Architecture website: https://www.design.upenn.edu/architecture/phd/about
  Incoming students will be invited to share information in support of a PEOPLE page. All students are encouraged to communicate with the designated RA and the Chair NEWS and WORK updates that they would like to have posted to the Website.

- The PhD program also maintains the following social media sites. Please join us on these sites and offer us information you would like for us to post, by emailing the designated RA and Chair:
  - Facebook: UPENN PhD Program in Architecture (UPPPA) & Alumni https://www.facebook.com/groups/98094951834
  - Instagram: penn_weitzman_phd_architecture https://www.instagram.com/penn_weitzman_phd_architecture/
  - Linked in: Penn PhD Architecture _Weitzman Design https://www.linkedin.com/groups/14292372/

Conferences, Archives, and Publications

Students are encouraged to attend field specific conferences, visit archives, and attend allied professional activities. Students are also encouraged to publish their work in advance of graduation. Funding, albeit limited, is available for students to pursue such activities (see details in later section of the Handbook). When requesting funds for such activities, students are asked to offer the following information for review:

For Conferences
- Identify the name of the Conference, location, and date.
- Identify the title of paper, whether the paper or the abstract has been peer – reviewed or not.
- Identify confirmed papers versus projected papers.
- Identify additional sources of funding that you will count on to defray the costs.

For Visiting Archives
- Identify the site, location, and date.
- Identify the content of the archives and its relationship to your work.

For Publications
- Identify the name of the Journal.
- Identify the title of paper.
- Identify whether the paper or the abstract has been peer – reviewed or not.
- What is the cost item for the publication?

Teaching Independent Course

At the discretion of the Chair of the M. Arch Program, the PhD program in Architecture invites ABD, post Candidacy exam students to propose an elective seminar they are interested in teaching. This PhD/M.Arch Teaching Fellowship allows advanced students who are near to completing their dissertation an opportunity to share their research (and knowledge of its larger field) with M. Arch students at Penn. The course can take place in the Spring or Fall. If you are interested and would like to propose a seminar, please submit a complete syllabus by the previous March or September of the semester you wish to teach:

- Course Description
- Course Objectives
- Course Methods
- Readings and Bibliography
- Detailed Weekly Schedule
- Student Deliverables and Requirements
- Grading/Evaluation

Once Syllabi submitted to the Graduate Group Chair, they are evaluated by the Graduate Group and Chair of the Architecture Program. This is a great opportunity if you are advanced in your research and able to take on a teaching assignment of this intensity. Students should assume the teaching of the course will involve a minimum of 10 hours a week during the semester and a month of preparation before the semester.

USEFUL INFORMATION, GUIDELINES, AND RULES_____

Student/Candidate Identifiers

When an MS or PhD student is matriculated in their respective programs, students can self-identify in course work, conferences, published papers and social media as "PhD Student" prior to the Candidacy Exam, and "PhD Candidate" after having passed the Candidacy exam. All other titles and identifiers are not to be used.

Financial aid

The School of Design awards a limited number of University Fellowships, to incoming PhD. students, which cover the cost of tuition and provide a living stipend for the academic year. University Fellowships are renewable for up to four years. A limited number of teaching fellowships (TF) and research assistantships (RA) are available through the Department of Architecture. These may be available to first-year M.S. students and to Ph.D. students who have completed their first year in the program. Renewal of these positions is not guaranteed and should not be expected. TFs and RAs receive a set stipend per semester in return for a designated number of work hours per week. Some positions are for one term, while others are for the academic year. TFs and RAs may not be shared by faculty, and may not be enrolled for more than three course units.

As of December 8, 2010, a Weitzman Design Ph.D. student on full stipend may accept a compensation, *not to exceed 10 hours per week*, directly from faculty to assist with teaching, research, or other projects during an academic year, pending approval in writing from their Graduate Group Chair and the Chair of the Dissertation Committee. This assistance must be in the form of *ad hoc*, limited-term work and does not extend to TF and RA-ships.

Funds for Scholarly Travel

Each year a limited amount of funding is available for Ph.D. students to cover travel expenses and fees for participation in academic conferences. Candidates for the dissertation are given preference, and the Chair's prior approval is necessary. Application for funds requires completion of the Conference Expense Reimbursement Form (see Appendix) and submission to the Graduate Group Chair. Approved requests receive reimbursement in standard amounts, less for travel within North America, and more for travel abroad. Students whose amounts have been approved must submit all original, itemized receipts, hotel, airline, bus and train tickets via the Concur system in collaboration with the PhD Architecture program financial administrator. Rarely is more than one travel grant per academic year permitted. The exact amount of funds students will be reimbursed is contingent on yearly budgets and number of students travelling in any one year. Students are required to apply for GSAC funds in advance of receiving Graduate Group funds.

Student council funds

The UPENN graduate student council has representatives at the Weitzman School of Design. Each graduate program is entitled to funds for use by its students. Contact the School's student council representatives for updated information.

GSAC funds

GSAC provides travel reimbursement funds and sponsors various graduate student events, provided that two representatives from the particular graduate program attend GSAC meetings regularly.

Recommendation letters

Requests for recommendations, along with related materials, should be submitted at least two full weeks before the student expects to have them post-marked. Do not approach faculty just before a deadline.

The Ph.D. Architecture office

The mailing address for the Ph.D. Program in Architecture is:

210 South 34th Street,
212 Meyerson Hall,
Philadelphia, PA
19104-6311
Phone: 215/898-5728
Fax: 215/573-2192

The Ph.D. Architecture office and the Weitzman Admissions office maintains (digital) student files, including the following documents:

> 1) materials submitted at the time of application
>   (previous transcripts, departmental application),
> 2) any correspondence between the program office and the student,
> 3) copies of examinations taken.

General notices and information of interest to students are communicated via email by the program administer and Graduate Group Chair. Students are offered an email list of all active students and invited to participate on social media platforms. Addresses and telephone numbers of fellow students are given out, upon request, only to fellow students and faculty members. Contact the program office with any questions and problems at (215) 898-5728.

Ph.D. Study room

The Architecture office will issue a keypad entry code for access to the PhD study room (417 Duhring, located in the Furness/Fisher Fine Arts Library) to all PhD students.

Confidentiality of student records

Pursuant to the Family Educational Rights and Privacy Act of 1974 as amended, in general, personally identifiable information can be disclosed to persons outside the University only with the written consent of the student or alumnus involved.

Joint authorship

The Graduate Group in Architecture has specific policy on the development and publication of scholarly work jointly authored by faculty and students:

1. In the Graduate Group in Architecture all students and faculty are expected to produce individual scholarship and to cite all contributions to their work in conformity with customary scholarly practices.

2. All student work for the fulfillment of degree requirements is student work and the property of the student. It must have due citation and acknowledgment of contributions from others.

3. Students have the right to publish their work before the completion of their degree requirements.

4. Any joint project will be presented as such from the outset and the collaborators will agree from the beginning that their joint efforts will be presented publicly under both names.

5. If there is any dispute as to propriety in the development or publication of joint work, the matter should be brought to the attention of the Graduate Group Chair, by either the student or the faculty member, and then handled within the Graduate Group with appropriate consultation with other members of the Graduate Group.

6. Definitions:

   I. Qualifications for authorship:

   Each author should have participated sufficiently in the work to take public responsibility for its content. Authorship credit should be based on substantial contributions to each of the following areas: conception and design of the project; drafting the text or revising it critically for intellectual context; and final

approval of the text and illustrations to be published. All these conditions should be met for authorship to be assigned. Participation solely in the acquisition of funding, or the collection of data and/or illustrations does not justify the assignment of authorship. Appropriate credit for the contributions of other individuals should be made as an acknowledgment. Any part of an article critical to its main conclusions must be the responsibility of an author. If that author is a student, the faculty member must acknowledge that person as a co-author.

II. The order of authors:

The first author is the person who has contributed most to the work. The sequence of author listing is determined by the relative contributions to the work. Decisions about the order in which authors names will appear in publications should be made as early as possible, preferably at the outset.

Style sheet

The Ph.D. Program in Architecture uses *The Chicago Manual of Style: for Authors, Editors, and Copyrights* as a standard. This is available in condensed form as: Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. This format is required for papers, responses to the written examinations, and the dissertation. This requirement can be superseded by alternate Style guides if a request to do so is made by a M.S. or Ph.D. student.

Submission of papers

Title pages of all papers must contain the following information:
- Student's name
- Student's last four digits of Penn identification number
- Paper title
- Date
- Instructor's name
- Course title
- Course and section number
- Academic Term in which course was taken

Transcripts

Students should review their transcripts at the end of each term to be sure that grades and completed examinations are properly recorded. Students may check their transcripts on-line through Penn@PATH.

Official transcripts should be ordered from the Office of the University Registrar, https://srfs.upenn.edu/registrar. Student Registration & Financial Services at 3451 Walnut Street, phone: 215.898.6636, fax: 215.573.2076, registrar@upenn.edu.

APPENDICES_____

1. Graduate Group in Architecture Faculty

Akbarzadeh, Masoud	Technology
Aviv, Dorit	Technology
Braham, William	Technology/ Theory and History
Fabricius, Daniela	Theory and History
Grossman, Vanessa	Theory and History
Lara, Fernando Luis	Theory and History
Mogas-Soldevilla, Laia	Technology
Trubiano, Franca	Technology/ Theory and History
Leatherbarrow, David	(Emeritus)

2. Graduate Group in Architecture Current Students

Akbari, Mostafa	akbariae@design.upenn.edu
Alajmi, Sarah	salajmi@design.upenn.edu
Almutawa, Wadha	wadham@design.upenn.edu
Alsahli, Shaikhah	salsahli@design.upenn.edu
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3. Graduate Group Chair and Administrator

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4. Dissertation Proposal Description and Format

Description

Students enroll in an independent study course, Arch 8520, to write the Dissertation Proposal. This work is directed by one of the faculty members who will serve on the student's Dissertation Committee, often the student's Dissertation Supervisor/Principal Advisor. The course must be completed, and the Proposal accepted before the student sits the Candidacy Exam, when the Proposal will be formally examined. Although the Proposal is chiefly addressed to the Committee, it should be a document that is informative for external readers such as grant-giving agencies.

The Dissertation Proposal is a statement of:
1) the argument to be made in the Dissertation,
2) the contribution of that argument to the literature of the field, and
3) the methods, means, and schedule by which the research and writing of the Dissertation will be completed.

The three parts of the Proposal – its argument, contribution, and methodology – are equally important and should be given equal attention. The *argument* should be set forth in the form of an abstract, describing the proposition being made. It should also include a preliminary table of contents of the Dissertation, noting relative length or proportion of each section. The proposition must be set in the context of existing studies of related topics, thus showing the Dissertation's *contribution* to the field. Existing studies should be reviewed to show how the research being proposed will be original and relevant. The Proposal should also include a plan of the Dissertation research and a description of the research *methodology*. This includes a schedule that describes the steps the research will take and the estimated duration of each. This part of the Proposal should indicate the need for any extramural work, such as travel to sites, libraries, and archives. Funding needs and possible sources should be indicated.

The Proposal must have a title and be dated. It must also list the members of the Dissertation Committee, indicating the Supervisor. It should be concise, compelling, and clear.

Format
1. Cover page must include: Title, Committee Members (identify supervisor), Date, Student's Name. The Proposal is to be 3000-3500 words in length. It should

include a Proposed Research Plan section that gives a timeline for research and a list of places to conduct research or of lab work to be completed.

2. Proposal should include a list of contents that incorporates as much of the following as possible: the approximate length of dissertation in age numbers / or number of chapters, a short description of material covered in each chapter.

5. Penn Links

- Penn Provost**: https://provost.upenn.edu/graduate-degrees**

- Penn Portal: http://medley.isc-seo.upenn.edu/penn_portal/view.php

- Career Services: http://www.vpul.upenn.edu/careerservices/
  - View information on career resources
  - View information on funding

- Path@Path: https://srfs.upenn.edu/path-at-penn

- PennBook: https://catalog.upenn.edu/pennbook/

- Center For Teaching and Learning (CLT): http://www.ctl.sas.upenn.edu/

6. Standard Forms

       Conference Expense Reimbursement
       Independent Study Form
       Dissertation Progress Form
       Transfer Credit Request Form

UNIVERSITY OF PENNSYLVANIA
Weitzman School of Design
DEPARTMENT OF ARCHITECTURE
Graduate Group: Architecture — MS & PhD   August 2022 (FT)

Reimbursement for Conference Participation (REQUEST by PhD students)

Student Information
Full Name (LAST, first):   _____
Email Address: _____
Residence Location: _____
Principle Supervisor: _____
Status: US Citizen/ US Permanent Resident

                               Foreign National   Visa Status: _____

Conference Event Information
Conference/Event Name: _____

Event Location: _____   Date(s) of Event: _____

 Role: Paper Presenter   Poster Presenter   Other: _____

Expenses:
        Conference Registration   _____
        Travel   _____
        Accommodations   _____

                        TOTAL _____

- Have you applied for Research Travel Grant funding from GAPSA?   YES   NO
  https://www.gapsa.upenn.edu/individual-grants, gapsa.research@gapsa.upenn.edu

- Have you applied for other external funding?   YES   NO

  If yes, from whom? _____

- Is this conference funded by research grants that you been awarded or that your main supervisor has received?   YES   NO

If approved by GG Chair, submit all original itemized receipts to the Financial Coordinator Nadine Beauharnois with a signed copy of this form for reimbursement.

Student Signature _____ Date _____

Graduate Group Chair Signature_____ Date _____

Amount of Approved Funds: $ _____

Independent Study - MS/PhD (Architecture)

When seeking to complete an Independent study, in the pursuit of a PhD or MS degree, students are asked to meet with their intended professor to elaborate a course of study, a bibliography, a method of research as well as a set of deliverables. Students shall attach a separate statement to this PDF detailing this content.

Student Information

Full Name (LAST, first):

Penn ID:

Email Address:

Degree/Level: **MS**   **PhD**

Course Information

Semester & Year: **Course Units:**

Course NUMBER: **Course Auditing** (if applicable)

       ARCH 999 - Independent Study

       ARCH 813 - Qualifying Research

       ARCH 815 - Research Report

       ARCH 851 - Bibliography

       ARCH 852 - Dissertation Proposal

Student Signature   Date

Instructor Name (please print)   Date

Instructor Signature   Date

Graduate Group Chair Signature   Date

Return to the Graduate Group Chair (Architecture)

Annual Dissertation Progress Report 2023 (Fall)

Name of Student (print last name, first name):

Semester and year Dissertation (ABD) status granted:

Dissertation Title:

Principal Advisor:

(This must be a standing faculty member of the Architecture GG at the Weitzman School of Design)

Committee Member:

Affiliation:

Committee Member:

Affiliation:

Committee Member:

Affiliation:

Estimate semester and year you will Defend your Dissertation?

Writing Progress

TABLE OF CONTENTS

Chapter Number and Title	Draft completed (yes or no)	Most recent date submitted and reviewed by Committee members

STATEMENT of PROGRESS

1. Outline in 200 words the work which completed over the past year to progress your dissertation including archives visited, trips taken, chapters completed, discussions with committee members etc.

2. Outline your Calendar for Completion

3. Identify your meeting history with committee members since Fall 2022

4. Identify conferences attended in which your work was presented

5. Identify publications in which your work was published

Student Signature & Date

Dissertation Principal Advisor Signature & Date

GG Architecture Chair

Complete this form, circulate to your Dissertation Principal Advisor for signature.
Return to Megan Schmitt by email: cmegan@design.upenn.edu

3

REQUEST FOR APPROVAL OF TRANSFER CREDIT

Student Information (please type or print clearly)

Penn ID:	Date:
Last Name:	First Name:
Program:	Degree:

Courses taken: ☐ Less than ten years before admission to the School of Design

☐ Ten years or more before admission into the School of Design

PhD and MS students Should refer to the graduate catalog for policies governing the transfer of credit (http://www.upenn.edu/provost/academic_rules). Professional Master's degree students are normally not permitted to transfer courses into their programs. Please confer with your advisor regarding your request for transfer credit and the policies pertaining to it. Complete this form and return to the Office of records and Registration, 110 Meyerson Hall.

You must attach a copy of the relevant transcript(s) to this form.

Course Number	Course Title	Institution	Term and Year Completed	Course Units Transferred	Grade
Total CU's Transferred					

_____Date:_____
Student Signature

☐ Approved
☐ Not Approved

_____Date:_____
Department Chair/Graduate Group Chair