

Dalhousie University, School of Architecture

ARCH 9012.12: MArch Thesis I

Fall 2019

ARCH 9013.06: MArch Thesis II

Winter 2020

ARCH 9009.00: MArch Thesis Continuation

Summer 2020

Course Descriptions

ARCH 9012.12: M. Arch Thesis I

Within a seminar group, each student formulates a thesis and explores it through design, analytical, and interpretive studies. The student is expected to develop and demonstrate expertise in the subject area. ARCH 9012 and 9013 must be completed in consecutive terms.

ARCH 9013.06: M. Arch Thesis II

Each student develops, and completes an architectural design project that investigates the thesis question. The thesis concludes with a graphic/model presentation, an oral examination, and a formal thesis document that is submitted to the university. The entire thesis requires a minimum of two consecutive terms of residence. Prerequisite: Successful completion of ARCH 9012.

ARCH 9009.00: M. Arch Thesis Continuation

This continuation of ARCH 9013: M.Arch Thesis II is for students who have not completed the thesis in the minimum two terms. The maximum duration of a thesis is five terms.

Definition of a Thesis

Under the rubric of “research/creation,” students formulate a hypothesis for investigation. Research/creation involves the continuous and active participation of creativity in research such as case study analysis, strategy of representation, design method, and theory applied to architecture. The hypothesis involves the proposition and design of a particular building project or process that tests its relevance to the wider world of theory and practice. Despite its impressive title, a thesis does not require a major departure from your previous work in the school. It relies on the same knowledge and skills but demands greater autonomy and extends over a longer period of time.

Design/Research Methods

A design thesis involves several phases: exploring a topic, writing a thesis proposal to demonstrate that the research is applied via architectural design, devising a working method carrying a design to completion, making observations and conclusions, and finally writing the thesis document, a comprehensive, illustrated essay of about 100 pages.

A provocative idea may provide a strong starting point from which a thesis can develop. Defining a hypothesis helps ensure that the thesis maintains a critical and imaginative direction, rather than being simply a design for a program and site. A research question may be framed in different ways. Common approaches include problem solving (how can a particular design help address a specific issue?) and speculation (could a combination of a theory, site, program, technology, building type, or poetic intent lead to benefits or discoveries?). A clear thesis proposal leads to a clear thesis.

M3 and M4 Terms: Preliminary Thesis Proposal

Thesis begins with enrollment in Thesis I in the fall term. Even so, you should start working on your

thesis while you are still on your M.Arch work term. You should arrive in September familiar with the literature of your research topic and have defined a design project with a particular focus.

Readings

No thesis exists in a vacuum. Others before you have explored similar topics and their work should provide benchmarks for your own. As a graduate student doing academic research, you are expected to know the fundamental references in your topic of research. Without this theoretical context, no informed discussion of your thesis is possible throughout the year.

There is a set of class-wide readings and a reading list specific to each seminar group. Prior to the beginning of the M5 fall term, students are expected to complete the class-wide readings and to take notes and organize them into sections. Naming these sections is the first step in the research process.

Preliminary Thesis Proposal

Your preliminary thesis proposal is due a week before the term begins. Please e-mail it to your tutor before Research Week begins and bring a copy with you to work on during Research Week. It should describe the basic components of your intended thesis project:

- a) a working title,
- b) a 150-word thesis statement (what you intend to do and why),
- c) site location and base maps,
- d) program idea and basic breakdown of the population your project will serve;
- e) an annotated set of references; and
- f) an appendix with your reading notes.

This document will be reworked and augmented during Research Week and you will bring the revised version to your first seminar meeting with your tutor.

Fall Term: ARCH 9012: MArch Thesis I

Credit hours: 12

Coordinator: Sarah Bonnemaïson sarah.bonnemaïson@dal.ca office: HC8

Tutors: Ted Cavanagh ted.cavanagh@dal.ca office: HC5

Brian Lilley brian.lilley@dal.ca office: HA8

Jonathan Mandeville jonathan@passagestudio.ca office: HB9

Catherine Venart cvenart@dal.ca office: HC6

Cristina Verissimo cristina.verissimo@dal.ca office: HC7

Classes:

Mondays, 9:30 am - 12:30 pm, Room HB4/ Exh Rm: Lectures, reviews, workshops for the whole class

Wednesdays and Fridays, 9:30 am - 12:30 pm: Seminars with your tutor

C.Verissimo's group Medjuck HB1 (formerly the Planning computer lab)

C. Venart's group Medjuck HB3A (formerly the Planning seminar room)

T. Cavanagh's group Medjuck HD2D (north seminar room, next to the student lounge)

J. Mandeville's group Medjuck HD2E (middle seminar room, enclosed)

Additional Course Description

In Thesis I, you develop the theoretical and practical circumstances of your thesis through research and creation. It has three phases: framing a topic, developing a thesis and creating a proposal for an architectural design. It is conducted through lectures, workshops and seminars. The course guides you to frame and develop the thesis research project, formulate a hypothesis and investigate it through a design proposal. You will develop your ideas and test your hypothesis by shifting modes of inquiry among humanities, design and theory. Through workshops and tutorials, you will acquire techniques on how to set goals and standards that allow you to test and evaluate the progress of the research in an iterative manner throughout the term.

To develop your thesis argument, you begin with a review of the relevant literature on the research topic in each seminar group. You will then explore a specific aspect of that field of research that corresponds to your own interest. To report on your findings, you prepare an overview of the relevant literature (i.e., a 'literature review') and you analyze relevant case studies of best architectural practice. Each student draws out the lessons from their research to establish their goals for their design proposal. You are asked to articulate the design goals at three scales (large, medium and small) and these form the foundation for the design proposal.

Design goals are evaluated against the ambition set by the thesis. Do these goals drive the investigation? As you hypothesize:

- Formulate your thesis through a set of arguments.
- Build your argument through architectural means and methods.
- Integrate the research to clearly frame the thesis.
- Test the framework with design solutions.

The final illustrated essay presents a synthesis of your findings and a demonstration of how they build the argument for a design proposal. At this point the design is not developed but the method is clearly presented and all the statements (whether visual or textual) are well supported by data and references.

Mode of Interaction

The course is delivered in lectures, tutorials and workshops. The thesis faculty give lectures and run workshops, with support from staff to teach tutorials. Students remain with the same seminar tutor throughout the term. Each seminar group focuses on a research topic such as public space, landscape, building processes, adaptive reuse, and regionalism in a global world. Reading lists of fundamental references for each of these topics are provided in the M3/M4 workterm, so that each student begins their Thesis I with a foundation on which they can build.

M5 Thesis Assignments

The following components will help you to create a successful thesis proposal:

1. **Keywords.** Keywords help you to structure your research. Which issues, concerns, or approaches drive your research? Use keywords to organize your findings into relevant categories. Identify 3–5 keywords. Keywords are contested concepts. As explained by Raymond Williams, keywords are fairly specific: e.g., "building culture" or "cultural landscape" rather than just "culture" or "landscape."
2. **Framing the thesis.** To "frame" your thesis, you are asked to narrow down your topic to a question or proposition that can be explored in architectural terms. Four steps are helpful to do this: a literature review of the topic will help you build your foundation, develop your argument, and situate it in terms of other architects or theorists; an in-depth analysis of relevant architectural

precedents or case studies will do the same thing in design terms; then you propose a hypothesis; and finally, you develop a thesis statement.

- 2.1 Literature Review.** The literature review starts with the class-wide readings and any required readings specific to your seminar. Then you add readings that are relevant to your topic. Who are the essential writers and theorists who have worked on this topic before? What have they argued about the topic? What are the major debates on the subject? What questions can architects contribute to?
- 2.2 Case Studies.** Analyze relevant architectural precedents or case studies that have explored the issues you want to address in your thesis. Which concepts and theories have architects contributed through these projects? Which design methods or graphic language do they use to communicate their arguments? Include source data such as building addresses and URLs of images.
- 2.3 Hypothesis.** Your thesis argument will be based on a “hypothesis.” This word comes from the Greek work for “foundation”; it is the underpinning of an argument. According to the dictionary, it is “a supposition or proposed explanation made on the basis of limited evidence as a starting point for further investigation” which will evolve through exploration, design, analysis and writing. Working from the keywords, spell out what you want to achieve in the design project.
- 2.4 Thesis statement.** It is a summary of your thesis proposal: it explains what you want to do, why it is a relevant architectural investigation, and how you will go about it: i.e., which specific design method will translate this thesis idea into a convincing design proposition. In order to build a convincing argument in your thesis, you take the major points of the statements and develop them into a fully illustrated essay that expands on the argument and puts it in the disciplinary context. All of these contribute to your overall vision; they are components or themes of your vision. Then, begin your design explorations of critical questions and propose possible responses.

3. Designing for a thesis

- 3.1 Vision.** Break down your vision into a set of design principles. Answer the following questions: How does this location contribute to support my design principles? How do the program choices contribute to support my design principles? Which theories support my design principles?
- 3.2 Method.** Develop your own way of working, a design method that helps you investigate your hypothesis. A good design method is a plan of action where every piece builds on another. Diagrams and conceptual models describe how one piece helps the next one to come about.
- 3.3 Design Portfolio.** Over the course of the term you will develop a design portfolio. Much like a journal, you return to design as a way to think through ideas and develop your thesis argument. Workshops and tutorials will guide you on how to do this.
- 3.4 Commentary.** Develop a written running commentary on your images in the form of captions. Going back and forth between commentary and images allows the argument to build naturally. For the end of the term, plan to produce both an essay (formatted according to the School's Thesis Report Guidelines) and a summary printed as a vertical strip.

The aim of the M5 Thesis assignments is to develop an architectural design proposal that frames your research topic and makes an argument for its translation into an architectural project. This requires several stages of work: researching the topic, presenting your findings, devising a working method, and formulating an architectural design proposal.

Assignment Requirements

1. An **essay** follows the same sequence as the course. It is presented in the first week of term and

is updated and expanded for hand-in at mid-term. This essay includes a working title, a thesis statement (what you want to do and why), keywords (5), annotated reference list (10–15 items), relevant ideas and concepts drawn from your research (case studies, data, books and articles).

2. A **thesis design portfolio** contains design work done throughout the term and is continually updated, like a process portfolio. It is handed in at mid-term. This portfolio includes the results of all visual work (method workshop, research charette, augmented maps, diagrams of social data, photos of models, collages, analytical drawings and sketches).
3. An **illustrated script of your oral presentation**. This can be a revised version of your PowerPoint presentation with text and images.
4. An **oral presentation** using slides to make the argument for the validity of your thesis topic. This presentation is oriented to potential supervisors. After a successful pairing, students will meet once in the fall term with both their M5 seminar tutor and their M6 supervisor, so as to create a smooth transition into the winter term.
5. A **thesis proposal**, handed in a week before the end of term. This includes: a 150-word thesis statement, a literature review of your research topic, a 4500-word illustrated essay that makes the case for your thesis and shows how it will be demonstrated through architectural means and methods, descriptive captions, citations, and a reference list. The essay needs to be formatted according to the School's Thesis Report Guidelines, which are based on requirements from the Faculty of Graduate Studies and from Library and Archives Canada. On Brightspace you will find a thesis report template with embedded formatting shortcuts and reference samples for author-date style, following the Chicago Manual of Style. Author-date style is less complicated than Humanities style and will be used by the whole thesis class this year.

Attendance and Evaluation

Presence and participation are mandatory at seminars, workshops and lectures. If you are unable to attend an event, send a Student Declaration of Absence to your tutor and make arrangements later to catch up. Tutors are responsible for marking all the assignments and to give written feedback to their students, but the Thesis Coordinator reviews all the grades to ensure fairness across seminar groups. Without a Student Declaration of Absence, the grade for a late submission will be deducted 5% per weekday.

Grading standards for ARCH 9012 MArch Thesis I are the same as for other graduate courses. Some criteria are common: skill in design; awareness of relevant historical, theoretical, technological issues; and clarity and vividness of presentation. Other criteria depend on the framework that has been established for a particular thesis.

Grade Breakdown for Thesis I

Mid-term research outline	15%
Mid-term design portfolio	15%
Oral presentation and script (750 words and 10 images)	20%
Thesis proposal (4500 words) and end-of-term design portfolio	45%
Formatting of thesis proposal document	5%

A final grade of B and above indicates that you are prepared to proceed to Thesis II stage, having met the following expectations:

- You have established a thesis that contributes to the discipline.
- You are well-versed in the intellectual context relevant to the topic and show how your investigation can contribute to this; and
- you have synthesized them in a clear set of design goals that addresses the issues you have set out to investigate. It is important that these design goals operate at three scales.

A grade of B- shows a real concern about your ability to do well in Thesis II, since you need to be much more self-reliant in that course. Please talk to the Thesis Coordinator and/or the Graduate Coordinator about the best way to proceed.

Failing Thesis I

If your progress is not up to standard during the fall term, your ARCH 9012 tutor may advise you to discuss any challenges with the Thesis Coordinator. In graduate programs at Dalhousie, a grade below B- is a failing grade. If you receive a failing grade for ARCH 9012, you are not eligible to proceed into ARCH 9013 M.Arch Thesis II in the winter term, and therefore must drop the course. At the end of the fall term, you should meet with either the Thesis Coordinator or the Graduate Coordinator to plan the best way to complete the M.Arch program.

Fall Schedule

Week 0

Tuesday 3 – Friday 6 September 2019, HB4

Research Week (refer to schedule for details)

Research Week is an intensive set of lectures, tutorials and hands-on workshops to help you learn about research tools and apply them to your thesis topic. Look for a detailed schedule posted on the M5 bulletin board. E-mail your preliminary thesis proposal to your tutor before the week begins, and bring a copy with you to work on during the week. (See the assignment details on page 2.)

Week 1

Monday 9 September, 9:30 - 10:00 am, HB4 | Lecture

“Method for a design thesis,” Catherine Venart

10:15 am - 12:30 pm, Exhibition Room | “Method” workshop

On your own, but all working in the same room, you develop your “mind map” into a method of working. This is the first creative response to exploring the thesis topic. Please bring all the necessary materials, research and tools. Pin-up and discussion from 11:45 am to 12:30 pm.

Wednesday 11 September | Individual seminar meetings begin

For your first seminar meeting with your tutor, bring a copy of your preliminary thesis proposal that you have revised and enriched during Research Week, as well as your “mind map” and results of the “method” workshop.

Week 2

Monday 16 September | no class

Wednesday 18 September, 9:30 am - 12:30 pm | Preparation for B1 research charette

Write a 150-word description of your proposed B1 research charette activity and bring it to your seminar for discussion. Because the B1s begin their architectural studies with at least two years from

another discipline, think about how your charette might make use of their knowledge. How might you gather information about your project from someone who has expertise outside architecture?

Week 3

Monday 23 September, 9:30 - 11:45 am, HB4

"Thesis Report Formatting," Steve Parcell, 9:30 - 10:30 am, HB4 | Tutorial

Please bring a copy of the format checklist page from the Thesis Report Guidelines on Brightspace.

"Systems," Brian Lilley 10:45 am - 11:45 pm, HB4 | Lecture

Tuesday 24 September, 2:00 - 5:30 pm, Studio | B1 research charette

Week 4

Monday 30 September, 9:30 - 11:00 am, Exhibition Room

Pin-up of research findings & design portfolio

Please include in your pin-up: keywords and thesis statement; research results (site and program research, case study summaries, annotated bibliography); and creative activities (method tool, B1 charette results, augmented maps, diagrams for program, ...). The round robin review of the pin-up will be followed by faculty comments from 11:15 am to 12:30 pm.

Week 5

Monday 7 October, 10:30 am - 12:00 pm, HB4 | Tutorial

"Writing an outline to build an argument," Susanne Marshall

Friday 11 October, 2:00 - 5:30 pm, Exhibition Room | B1 Round Robin Review

M5 students are critics for the B1 class. Your presence is mandatory.

Week 6

Monday 14 October | Thanksgiving holiday

Wednesday 16 October, 9:30 - 10:00 am, Exhibition Room

Introduction to "Wish Image" assignment, Sarah Bonnemaïson

Create a collage to depict a set of activities that you hope to support with your design. The collage shows one or more persons doing something in an ideal place. Format: 11"x17" portrait.

5:00 pm | Due: Outline of thesis proposal and design portfolio

For your mid-term hand-in, develop an extended outline in point form, using a clear hierarchy with five to ten sections. This will be the backbone of your end-of-term oral presentation, which is limited to 10 slides. Include a revised thesis statement with hypothesis, and demonstrate that you are using research and creation methods. Format: 8.5" x 11" portrait. Upload to Brightspace.

Week 7

Monday 21 October, 9:30 - 12:30 pm, Exhibition Room

Pin-up and review of the “wish image” assignment

Lecture followed by workshop “Program,” Sarah Bonnemaïson

The workshop assists you to develop a program strategy to grow your wish image into a developed proposal. Bring your research (from Research Week) in micro data about the community you want to serve, in order to ground your program intentions with hard data.

Week 8

Monday 28 October, 9:30 - 12:30 pm, Room HB4 and studio

Lecture followed by a workshop on material and assembly, Brian Lilley

The workshop assists you to build on the wish image and program, so bring those along.

Week 9

Friday 8 November | Due: Script of oral presentation

Using words and images, show how you propose to demonstrate your thesis through architectural means and methods. Work at three scales. Include text, diagrams, photos of models and drawings.

The script should include: title and 150-word abstract; five keywords; 150-word thesis statement; 10 images with text for each major reference (both buildings and authors). Please also show how your project design principles are supported by:

programme development

site strategy

design goals

Format: PDF of images and text of the five-minute oral presentation. Upload on Brightspace by 5pm.

Submit supervisor suggestions

E-mail the Graduate Secretary (grad.arch@dal.ca) your top three choices for supervisor (ranked first, second, and third). For available supervisors, refer to the list on page 10. Note: If this list changes, you will be notified in advance.

Week 10

11-15 November | Study Break

Week 11

Wednesday 20 November, all day, Exhibition Room | Oral presentations

Oral and visual presentation of thesis proposal. Time limit: 5 minutes for the presentation, followed by audience questions and comments. Projection format: 10 slides. Pin-up format: a vertical strip presenting a précis of your thesis document.

Thursday 21 November, 9:30 am - 12:30 pm, Exhibition Room | Oral presentations (continued)

Overflow for the oral presentations as needed, followed by a marking session by the M5 tutors.

Week 12

Monday 25 November, 10:30 am - 12:00 pm, Exhibition Room | Writing tutorial

“Reverse outline to make sense of it all,” Susanne Marshall

Synthesis through “reverse outlining.” To practice this technique, bring a hard copy of your essay with extra-wide margins on each side.

Friday 29 November | Due: Thesis proposal

See the assignment description on page 5. The thesis proposal must be formatted according to the School's Thesis Report Guidelines. Required components: title/subtitle (8 words max.); abstract (150 words max.); keywords (5 words max.); table of contents (use numerical system 1, 1.1, 1.11, etc.); thesis statement (150 words max.); illustrated essay that includes a literature/precedent review, followed by the results of your research and creation work (4,500 words max., plus appendices); correct referencing of all cited texts and images (using author-date style); and a reference list of cited works.

Upload to Brightspace

Week 13

Wednesday 4 December, 9:30 am - 12:30 pm, Exhibition Room | Round Robin Review

This review with the M2 class is followed by an information meeting for the M2s about M.Arch Thesis I at 11:00. M5 students are required to attend the review but not the M2 meeting.

Monday 2 - Friday 6 December | Hand-over meetings

At some point during this week, please arrange a meeting with your M5 tutor and M6 thesis supervisor, with your design portfolio pinned up and a printed copy of the thesis proposal for the incoming supervisor.

Friday 6 December | Due: Design portfolio

Upload to Brightspace

References

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 2008.

This is a practical guide to mastering the art of research. Note that the third edition has:

- an expanded discussion of the early stages: finding a topic and starting a draft
- up to date information on Internet research

To find books, periodicals, articles, etc., you can start from the links on the School of Architecture website: Architecture > For Current Students > What's Outside the Building > Sexton Library. Refer to the “Virtual Private Network” section to set up free VPN service that will enable your home computer to access online resources that are available on subscription from a Dalhousie computer, including JSTOR (digitized articles on architecture). For additional resources, see the Architecture subject guide for the Sexton Library: <http://tinyurl.com/sexton-library>.

Multi-authored thesis

This year we are considering proposals for “manuscript” thesis work. One such thesis proposal will be accepted based on application prior to the beginning of Thesis II. Such a thesis would need to followed FGS regulations as described on p.1 of FGS's Thesis Format Guidelines [Thesis Format Guidelines](#):

a) **General:** A student may opt to submit some or the entire thesis as a series of related papers, or **manuscripts** intended for publication, which form a coherent body of work (see “Format” below). This requires prior consent of the supervisory committee and appropriate copyright permission. The paper(s) will normally form one or more well defined thesis chapters; details of organization and content are determined by the student and the supervisory committee. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter.

b) **Authorship: Single or multi-authored** papers may be included, provided that the student has made a substantial contribution to the work. Academic unit guidelines may specify the number and/or order of authors in accordance with discipline practice. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified either in the introduction to the thesis or at the beginning of each relevant chapter. The Student Contribution Form should be filled out by the supervisor and submitted with the thesis. (<http://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/forms.html>)

c) **Format:** Publications incorporated as thesis chapters should be in **manuscript** form in a style consistent with general FGS guidelines (section 2.1). Although manuscript chapters will normally have their own introduction and discussion sections, there should be a single general introductory chapter at the beginning of the thesis and a single comprehensive discussion chapter at the end. Linking sections between manuscripts may be included as necessary. Where publication abstracts, acknowledgements, or reference lists are included, they should appear as sections or subsections that are numbered in accordance with the rest of the chapter text.

Winter Term: ARCH 9013: MArch Thesis II

Credit hours: 6

Coordinator:	Sarah Bonnemaïson	sarah.bonnemaïson@dal.ca	office: HC8
Supervisors:	Sarah Bonnemaïson	sarah.bonnemaïson@dal.ca	office: HC8
	Diogo Burnay	diogo.burnay@dal.ca	office: HB15
	Elisa Dainese	elisa.dainese@dal.ca	office: HB16
	Susan Fitzgerald	susan.fitzgerald@dal.ca	office: HB18
	James Forren	james.forren@dal.ca	office: HB14
	Roger Mullin	roger.mullin@dal.ca	office: HB13
	Steve Parcell	parcell@dal.ca	office: HC4
	Michael Putman	michael.putman@dal.ca	office: HC2
	Niall Savage	niall.savage@dal.ca	office: HC3
	Talbot Sweetapple	talbot.sweetapple@dal.ca	office: HC1
	Catherine Venart	cvenart@dal.ca	office: HC6
	Cristina Verissimo	cristina.verissimo@dal.ca	office: HC7

By special arrangement only:

	Ted Cavanagh	ted.cavanagh@dal.ca	office: HC5
	Emanuel Jannasch	jannasch@dal.ca	office: HA31
	Brian Lilley	brian.lilley@dal.ca	office: HA8

Reserved: Room HB4, Friday, 9:30 am - 5:30 pm

No class-wide sessions are scheduled during the winter term. This room is available each week for use by thesis committees. You can also schedule meetings with your supervisor (and advisor) at another time.

Thesis Supervisor

By the end of Thesis I, students with a sufficiently clear and developed proposal are matched with a faculty supervisor.

Thesis Advisor

The thesis advisor is arranged by the student and the supervisor late in the fall term or early in the winter term. A thesis advisor is less involved than a supervisor and may provide a complementary area of expertise. S/he meets with you and your supervisor every few weeks, attends your penultimate review, reads your penultimate thesis report, attends your final thesis examination, and is involved in evaluating your thesis. An advisor may be:

- any faculty member in the School of Architecture or the School of Planning
- a part-time instructor at the School of Architecture
- a qualified individual from outside the School.

An advisor who is not a Dalhousie University faculty member must be informed of his/her responsibilities and approved by the School and the Faculty of Graduate Studies. You can download an “External Thesis Advisor” form from the Thesis Brightspace site. It describes the advisor’s responsibilities and indicates the review/exam dates. S/he also must submit a Faculty of Graduate Studies Adjunct (Scholar) application and a CV to Architecture’s Graduate Coordinator (Steve Parcell), who will forward them to the Faculty of Graduate Studies for approval.

Supervised Studio Work

During this term, you use your M5 preparatory work as a basis for your thesis project. You work closely with your thesis committee, normally meeting once a week with your supervisor and every few weeks with both your supervisor and your advisor. You present your design work at a penultimate review that anticipates the thesis examination two weeks later.

Examinations

Thesis examinations are scheduled near the end of the winter term. If any students extend into the summer term, another set of examinations will be scheduled during the summer term. Following the thesis examination, the examining committee (supervisor, advisor, and external examiner) assesses a thesis as “approved” (the design work and the thesis report are complete); “approved pending design work and/or thesis report” (the supervisor ensures that the examining committee’s concerns are addressed); “rejected with permission for re-examination” (substantial changes or developments are needed in the design work and the thesis report, so the thesis requires another examination); or “rejected outright” (a failing grade is recorded and the thesis is abandoned).

A student whose thesis is assessed as “approved pending design work and/or thesis report” must complete the remaining work and submit the approved thesis report by the due date for that term or must register for ARCH 9009: MArch Thesis Continuation in the following term. A student whose thesis is assessed as “rejected with permission for re-examination” must register for ARCH 9009 in the following term.

External Examiners

External examiners are adjunct faculty members of the School of Architecture, appointed by the Faculty of Graduate Studies for a period of five years. They review work by individual thesis students and provide longer-term observations on the directions and standards of thesis work at the school.

Winter Schedule

Monday 6 January 2020 | Term begins

6 - 10 January | Preliminary thesis project presentation

Organize a meeting with your supervisor and advisor during the first week of the term. Pin up the visual material to show how your thesis question will be answered through architectural means and methods. Bring two printed copies of your thesis document to the meeting: one for your supervisor and one for your advisor.

Monday 24 - Thursday 27 February | Penultimate reviews

The aim of this review is to determine whether your thesis is likely to be ready for examination in two weeks, and if so, what remains to be done. Please display your design work in the format you anticipate for your thesis examination, so that missing items are evident. After the review, the thesis coordinator indicates whether your committee recommends that you present your thesis for examination. If so, your supervisor advises you on what still needs to be done.

Friday 6 March | Due: penultimate thesis report (printed and PDF)

Submit a printed copy of your penultimate thesis report to the graduate secretary. At this stage, the report should be complete except for a few reproductions of the final design work. It must follow the Thesis Report Guidelines and its format will be checked by the graduate secretary, on behalf of Graduate Studies. Also, upload a PDF of your penultimate thesis report to the drop box folder you have been invited to join by the Thesis Coordinator. This PDF will be sent to your examining committee (supervisor, advisor and external examiner) to read before your examination. This is the only version the external examiner will see, so it will serve as a basis for evaluating your thesis.

Tuesday 10 March | Due: Thesis forms

Submit two forms to the graduate secretary, as described in the "Thesis Submission - April 2020" instructions on Brightspace. (NB: Once you have submitted your Master's Thesis Approval Form, your thesis title cannot be changed.)

Monday 16 - Tuesday 17 March | Thesis examinations

You present your thesis to the examining committee (supervisor, advisor, external examiner), other faculty and students. Please keep in mind this is a formal academic examination. It takes approximately fifty minutes, beginning with your fifteen-minute oral presentation addressing the thesis topic, summarizing the major points in the thesis report, and presenting the design work. Because the examining committee will have read your penultimate report, the presentation should concentrate on the design and conclusions. Following your presentation, the external examiner makes the first response to the work, then the full committee discusses the work with you. If time allows, the discussion is opened to others.

Wednesday 25 March | Due: completed thesis report (printed and PDF)

Submit one printed copy to the office for a format check, and send a PDF to your supervisor to check the content and organization of your report. At this point, the thesis report must be fully complete, including high quality reproductions of the final design work, with revisions, if any, required by the

examining committee. During the following week, you will be notified if additional corrections are needed and when the content and format of the report have been approved.

Friday 3 April, 12:00 pm | Due: approved thesis report (printed and PDF/A)

Upload a PDF/A of your approved thesis report to DalSpace by this time. For all graduate students at the university, this is a firm deadline in order to graduate in May.

Submit one printed copy of your approved thesis report to the School office. The Sexton Library will arrange for it to be bound into a hardcover book for the School's reference collection. You may also order one or more hardcover copies for yourself. Detailed instructions are provided in the "Thesis Submission - April 2020" instructions on Brightspace.

Summer Term: ARCH 9009: MArch Thesis Continuation

Credit hours: 0

Coordinator: Diogo Burnay diogo.burnay@dal.ca office: HB13

Supervisor and advisor:

Thesis Continuation is primarily independent study, but you may continue to meet with your supervisor. Your committee will convene for the penultimate review and thesis examination. Some supervisors may not be in Halifax during the summer term, so video and e-mail communication may be needed.

Summer Schedule

For details on each item, refer to the Winter Schedule.

Note: During the fall term, the Thesis Coordinator will send an e-mail with the summer term dates.

Date TBA 2020 | Due: draft thesis report

Date TBA | Penultimate reviews

Date TBA | Due: penultimate thesis report (printed and PDF)

Date TBA | Due: thesis forms

Date TBA | Thesis examinations

Date TBA | Due: completed thesis report (printed and PDF)

Date TBA | Due: approved thesis report (printed)

Friday 28 August 2020 (TBC) | Due: approved thesis report (PDF/A) to DalSpace

Regulations Affecting Thesis Students

Thesis Continuation

If your thesis is completed by the last day of a term, you are eligible for the next convocation. If not, you must register again for ARCH 9009: MArch Thesis Continuation (and REGN 9999, for thesis-only students) in the following term(s) until your thesis is presented successfully and your report is approved. No thesis activity occurs at the School between the last day of a term and the first day of the next term. Continuing students will return to the School for the next round of thesis examinations in either the winter or summer term. Additional thesis examinations will not be scheduled outside these two dates.

Research Involving Human Subjects

If your research involves human subjects, it will require prior written approval from Dalhousie University's Social Sciences and Humanities Research Ethics Board. To see if this is required, submit a one-page description of your research plans to the MArch Thesis Coordinator. Personal interviews and photographs of individuals are considered research involving human subjects. Before doing any personal research, refer to the memo "Research Involving Human Subjects" on the Thesis Brightspace site and/or check with the Thesis Coordinator to find out what is required. Failure to obtain permission in advance may disqualify your research. Refer to the Social Sciences & Humanities Research Ethics Board guidelines on the Research Services website: <http://tinyurl.com/dal-research-ethics>.

Full-time Status

A student who has completed all program requirements except Thesis can ask to be classified as a full-time student during a thesis-only term, assuming that s/he will be working full-time on the thesis. Please submit a request to the Graduate Coordinator a month before the term begins. It will be forwarded to the Faculty of Graduate Studies for approval. The incidental fees for that term will be somewhat higher (approximately \$100) but full-time status may have other benefits: e.g, the interest-free period for a government student loan.

Time Limit

All students must spend at least two terms of residence at the school (ARCH 9012 and ARCH 9013) and may continue for up to three additional terms (ARCH 9009) to a maximum of five terms. With the thesis supervisor's approval, residence may include short periods away from the school, as required by the thesis.

Leave of Absence

A leave of absence is permitted only in certain circumstances, described in the Graduate Studies regulations. A discretionary leave is not permitted. A student must maintain continuous registration until graduation from the MArch program. See: <http://tinyurl.com/dal-grad-regn>.

Awards

Graduation awards and thesis prizes are presented at convocation each May. Several students are also invited to prepare a submission for the annual Canadian Architect thesis competition. Students who complete their thesis in summer are considered for graduation awards at the May convocation in the following year.

Changes in Supervisor or Advisor

A request for a change must be submitted to the thesis coordinator and approved by the thesis faculty.

Examination Absences

Thesis exams are scheduled near the end of the winter and summer terms. If a supervisor is unable to attend in person, a video link will be arranged. If an advisor is unable to attend, s/he is expected to review the thesis work in advance and leave comments for the rest of the examining committee.

Citations and Copyright

Academic integrity and responsible research require a proper citation of sources. As you gather text, images, or other items - from publications, the Internet, or approved interviews - record complete information about the source. If you decide to include quotations, paraphrases, or images in your thesis report, this information will be required. Refer to the Thesis Report Guidelines for the types of information that are needed. Because your thesis report will become a public document, you must obtain written permission from the copyright holder if you wish to reproduce over 10% of their publication.

CACB Student Performance Criteria

The BEDS/MArch program enables students to achieve the accreditation standards set by the Canadian Architectural Certification Board. They are described at <https://tinyurl.com/cacb-spc-2017> (pages 14–17). This Dalhousie ARCH course addresses the CACB criteria and standards that are noted on the "Accreditation" page of the School of Architecture website: <https://tinyurl.com/dal-arch-spc>.

University Policies and Resources

This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate. See the School's "Academic Regulations" page (tinyurl.com/dal-arch-regulations) for links to university policies and resources:

- Academic integrity
- Accessibility
- Code of student conduct
- Diversity and inclusion; culture of respect
- Student declaration of absence
- Recognition of Mi'kmaq territory
- Work safety
- Services available to students, including writing support
- Fair dealing guidelines (copyright)
- Dalhousie University Library

Dr. Sarah Bonnemaïson
MArch Thesis Coordinator
26 Aug. 2019