

DOCTORAL STUDIES IN ARCHITECTURE GRADUATE STUDENT HANDBOOK 6.0

Taubman College of Architecture and Urban Planning
The University of Michigan—Ann Arbor

ACADEMIC YEAR 2018-19

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To our students:

Welcome to Doctoral Studies in Architecture at the University of Michigan. This handbook for Doctoral Studies in Architecture provides a practical guide to degree requirements, including information about coursework, examinations, and the doctoral dissertation.

Within Doctoral Studies, three main subfields currently structure faculty expertise in Architecture: Building Technology (BT), Design Studies (DS), and History/Theory (HT). These area designations refer to faculty research areas, not to student concentrations. Starting in Fall 2018, we are accepting students without a strict area designation, to allow for the increased number of cross- and interdisciplinary projects that we have seen in recent years. All of our research projects share at least one common goal: to seek out poorly understood or unknown conditions of the past, present, and future. Doctoral projects typically define new fields of study within and between our three designations. We are dedicated to promoting this growth, and to providing students with a rigorous environment in which to build their base of knowledge, take risks, and confront challenges.

Within the broad spectrum of research at Taubman College, doctoral research projects are by definition long-term. Such projects relate to current concerns of architecture culture from a range of vantage points. At the same time, dissertation projects are often speculative and risky. Their relevance is at times visible in new knowledge or new manners of critique that can be deployed in architecture immediately. Our research often focuses on the interface between disciplines, however, or on long-term data-intensive work. In such cases its importance may appear long after the dissertation has been completed. Taubman College hosts this heterogeneity of research modes, both immediately applicable and long-term, with a commitment to pluralism and open-minded exploration in our field.

Doctoral Studies are housed in the Taubman College of Architecture and Urban Planning. Yet the interdisciplinary aspect of doctoral research involves our students in departments and programs across the rich campus of the University of Michigan. Doctoral Studies provides architecture students with an entry point into fields such as urban studies, visual culture studies, science and technology studies, information science, history, comparative literature, public policy, law, business, engineering, and many others. Doctoral Studies in Architecture open up these fields and make their methods and findings available to students who will define our discipline in years to come. Our links to these fields, and to intensive study within architecture itself (whether technological, historical, sociological, or design-oriented) are crucial to the continuing growth of the field. In the course of exploring other disciplinary frameworks, or diving deeply into existing ones, we bring new material back to the architecture school community for consideration and debate. We scout new disciplinary frameworks, new potentials latent within architecture, and past phenomena that address current and future concerns. We encourage you to participate in formal outreach efforts such as doctoral colloquia and conferences, but also to create more informal opportunities for discourse provided by the university environment.

We look forward to your work at the University of Michigan in the years ahead. Welcome to our college.

Claire Zimmerman, Director of Doctoral Studies

OVERVIEW OF DOCTORAL PROGRAM IN ARCHITECTURE

Fall 2018

YR	1			2			3			4			5	6	
SEM	F	W	S	F	W	S	F	W	S	F	W	S	F	W	
FUNDING	GSRA/GSI	GSRA/GSI	Grants	GSRA/GSI	GSRA/GSI		Fellowship*	GSRA/GSI		GSRA/GSI	GSRA/GSI		Fellowship	Fellowship	
Course-work	801 1 credit 812/ HA615 3 credits course- work 6 credits	801 1 credit 823, 4, 5 3 credits course- work 6 credits	Lang. (HT)	801 1 credit 813 3 credits course- work 6 credits	801 1 credit Research Practicum 3 credits course- work 6 credits		Preliminary Examinations ARCH 995	Disserta- tion Proposal Defense ARCH 990	Disserta- tion research	Disserta- tion research ARCH 990	Disserta- tion research ARCH 990	Disserta- tion	Disserta- tion ARCH 990	Disserta- tion defense ARCH 990	
Other	Language or supplementary coursework as required; all language exams completed by end of year 1 for HT														
Credits	10	10		10	10		8	8		8	8		8	8	
Gates	Language Examination (HT); Annual Report (all students)			Annual Report (all students); Research Practicum complete			Conference papers; possibly continue to develop effort on rapid completion of dissertation			Annual Report; Satisfactory Progress maintained			Annual Report; Satisfactory Progress maintained		

*Students have one non-work term in their funding package, to be used at their discretion

- ARCH 801 Doctoral Colloquium [1 credit x 4 semesters = 4 credits]
- ARCH 812 Theory in Architectural Research (BT/DS)/ HA 615 First Year Graduate Seminar (HT) [3 credits]
- ARCH 813 Research Methods [3 credits]
- ARCH 823, 824, or 825 Area Seminar [3 credits]
- ARCH 839 Research Practicum [3 credits] or URP 865 [4 credits]
- ARCH 990 Dissertation Precandidate
- ARCH 995 Dissertation Candidate

PURSUING A PH.D. IN ARCHITECTURE

The Doctor of Philosophy (Ph.D.) accommodates investigations of architecture and the built environment that unfold over a span of years. Students embarking on a doctorate seek new insights into past, current, and future developments of architecture and building practices. Doctoral study promotes independent critical thinkers and research specialists across a range of fields within the increasingly broad fields of architecture and the built environment.

The University of Michigan's Ph.D. in Architecture was one of only four such programs in the United States when it was established in 1968. Since that date, the degree has evolved in response to changes in the discipline and the profession. Studies currently underway at Michigan testify to rapidly shifting disciplinary boundaries and increasingly global outlooks in the field overall but particularly in areas in which our faculty are strong, such as global modernism, media practices in architecture, space syntax, structural modeling, envelope design, and urban history. Michigan's remarkable research facilities allow our students to develop interdisciplinary research projects with partners across campus. The Horace H. Rackham Graduate School awards the Ph.D., generally after five or six years of study. The architecture school environment continues to provide Doctoral Studies with a rich supporting context. A broad array of resources beyond our home on North Campus includes extensive research libraries and computing facilities that are among the best in the country. Students are encouraged to seek out resources that are necessary to develop and carry out topics of research, particularly for the dissertation, if any are unavailable on campus.

GETTING ACCLIMATED TO A PHD ENVIRONMENT

Because many of our entering students come from professional degree programs, we emphasize the importance of the subtle but substantive shift from design-based studio work to research in major subfields of architectural practice and study. This shift often requires re-training in basic skills such as reading, writing, and statistics, among other research methods. We require a relatively high number of course credits (40 in total), and a significant time commitment to completion of degree. Four years are normally spent in residence and are fully funded with tuition, stipend, and benefits. Two additional years of tuition benefit allow students to complete the degree with fellowship support from other university units or external sources. This support is typically raised in their fourth and fifth years of study.

The first two years of the degree are devoted to intensive coursework intended to train students in the principal methods and materials used in architectural research writ large. The third year is spent preparing for and passing doctoral examinations and identifying a dissertation project. Students advance to candidacy after taking their preliminary examinations, generally by January of the third year. Students working on history/ theory topics must also satisfy the language requirement (minimally, competence in one research language) in order to advance to candidacy. At the end of the third year, students defend their dissertation proposal in a public defense with their dissertation committee. Years four and five and, if necessary, six, are spent in researching, writing, and defending the dissertation. During the initial phase of dissertation research, students may spend substantial time off campus, supported by internal and external fellowships. They often return to Ann Arbor to write up the results of research. The dissertation is defended in a formal dissertation defense. Time to degree varies among the specializations of our degree, but students typically take at least five or six years to complete the degree.

Training in teaching and research is an integral part of the degree. Faculty members work closely with students to provide them with necessary teaching and research skills. Students have opportunities to develop their professional capacities as Graduate Student Instructors (GSIs) and through research assistantships with faculty members.

MAJOR AND MINOR AREAS OF SPECIALIZATION

Each doctoral student identifies a major and a minor area of specialization and works with faculty advisors associated with those areas. These advisors should be identified and contacted by the middle of the second year of

coursework at the latest, although many students have identified a primary advisor before arriving in Ann Arbor. The **major** is defined within one of the three areas of specialization of Doctoral Studies faculty (who are currently grouped under the categories of building technology; design studies; and history/theory). The **minor** is a distinct subject area that complements the major. The minor can be one of the other two areas within the doctoral degree, it may lie in Urban and Regional Planning, or it can be located in another University of Michigan department, program, or center. Coursework in the minor must be approved for Rackham graduate credit, deemed appropriate by the Doctoral Advisory Committee, and approved by the major advisor.

STUDENT-INITIATED DEGREE PROGRAM

Students who are interested in crafting their own PhD specialization should consult Rackham policies on the Student-Initiated Degree Program, and their advisors or the Director of Doctoral Studies.:

<http://www.rackham.umich.edu/students/navigate-degree/student-initiated-doctoral-program>

GOVERNANCE STRUCTURE OF DOCTORAL STUDIES IN ARCHITECTURE

Doctoral Studies in Architecture is governed by a faculty committee, the Doctoral Studies Advisory Committee (DSAC) and administered by the Director of Doctoral Studies. Members of the committee serve two-year terms, and are elected from the area subfields of faculty, as well as from the at-large population of doctoral faculty. The Director of Doctoral Studies is appointed by the Dean; the Chair of Architecture is an ex-officio member of the DSAC. One student member of the committee is elected each year, and is present at all meetings that do not involve confidential student information.

REQUIREMENTS FOR THE PH.D.

The doctorate is awarded in recognition of expertise in a specific area within the discipline of architecture broadly conceived, as demonstrated through coursework, the Preliminary Examination, and successful submission of a dissertation that makes an original contribution to the field. The Ph.D. is awarded upon completion of the requirements detailed below. There are two kinds of requirements for the doctorate: the first are incremental, and follow one another in sequence; the second are standing requirements that pertain throughout the years of doctoral study.

I. Incremental Requirements

Coursework.

Students must complete a minimum of 40 credits including:

ARCH 801 Doctoral Colloquium [1 credit x 4 terms = 4 credits]

*ARCH 812 Theory in Architectural Research (BT/DS)/ HA 615 First Year Graduate Seminar (HT) [3 credits]

*ARCH 813— Research Methods [3 credits]

*ARCH 823, 824, or 825 Area Seminar [3 credits]—(these courses can be taken multiple times, with different topics and instructors)

*ARCH 839 Research Practicum [3 credits] or URP 865 [4 credits]

2 cognate courses (graduate level courses outside of Architecture) [6 credits]

6 additional upper-level classes (500- to 800-level) in Architecture or as approved by advisor [18 credits]

In summary, students take:

12 credit hours of core courses* (4 courses, including the Research Practicum)

9 credit hours of letter graded courses in the major specialization area (3 courses)

9 credit hours of letter graded courses in the minor specialization area (3 courses)

6 credit hours of letter graded elective coursework (2 courses)

4 credit hours of Doctoral colloquium (1 credit hour per term for 4 terms)

The Rackham School of Graduate Studies requires that students maintain a B (3.0) average in all courses, and Architecture additionally requires that students must have received a B+ (3.3) or higher in all Architecture coursework. For courses at the 400-level, students must verify that a given course is offered for graduate credit before registering for credit. Directed readings with Architecture faculty members may count as part of the graduate seminar requirement; students working on history/theory topics are encouraged to take seminars rather than directed readings. After achieving candidacy, students are enrolled in ARCH 995, which is dedicated to dissertation research and graded every term by the advisor.

All students who anticipate working with quantitative or qualitative data manipulation are required to complete at least three credit hours of graded coursework in statistical analyses and/or advanced research methods (beyond the required core course).

Students must complete two consecutive years of full-time graduate work in residence beginning in the fall term of their first year. Among other benefits, this allows core courses to be taken in the required sequence. Students who have been offered special admission may be required to complete additional course work. Upon satisfactory completion of all PhD coursework, a doctoral student is eligible to apply for and be awarded the Master of Science (MSc.) degree.

Doctoral Colloquium (ARCH 801) [4 credits over 4 terms]

This one-credit course is repeated over four terms of coursework in Doctoral Studies. The colloquium meets alternate weeks for two hours, and rotates among faculty and candidates whose research interests relate to those of students currently in coursework. The colloquium also hosts the new Rackham RCRS requirement (Responsible Conduct of Research and Scholarship), in which ethical issues that arise in the conduct of advanced research in architecture are pursued. Attendance is required.

Theory in Architectural Research (ARCH 812; alt. HA 615 with advisor's permission) [3 credits]

This course presents thematic issues relevant to architectural research across the board.

Research Methods (ARCH 813) [3 credits]

ARCH 813 serves as a methods course with a variety of approaches to research and writing methodology

Area Seminars (ARCH 823, 824, 825) [3 credits]

The area seminar provides a substantive overview of the seminal literature and themes. They are organized by faculty subfield: building technology (825), design studies topics (824), and history/theory topics (823). Course content changes from year to year and may include a selection of key topic areas, or themes. Every student is required to attend at least one area seminar in consultation with their advisor or the Director. A student may wish to, or may be asked to elect a second area seminar if appropriate. In such a case, the second area seminar will count toward the required credits in the student's major or minor.

Research Practicum (ARCH 839, URP 835 or comparable coursework) [3 credits required; UP 835 is 4 credits]

The practicum generally results in a long paper. This requirement enables student to conduct independent research on a limited scale at the level of quality expected for a dissertation, although the resulting paper is much shorter in length. The research should be comparable to that which results in a publishable article. Based on consultation with the major advisor, the practicum may take one of several forms, including but not limited to:

- a self-contained paper or empirical study of publishable quality that may or may not be a component of the dissertation work;
- the development of a theoretical model upon which the dissertation is to be based;
- a proposal for pilot research in the student's dissertation area that includes a focused literature review, research design, and protocol.

Each student must elect to take the Practicum in one of three ways, with the approval of his/her major advisor:

- as a three credit hour independent study with his/her major advisor;
- as a 600 or higher level course of at least three credit hours in his/her major area of specialization;
- as UP 835 [4 credits] with prior approval from his/her major advisor.

*Please note that the research practicum must be completed and graded before the preliminary exams can begin.

Languages. Students focusing on history/theory topics must demonstrate reading proficiency through departmental examination or approved coursework in at least one relevant research language. The student's faculty advisor or the Director of Doctoral Studies (if no advisor has yet been selected) must approve the choice of language. The language exam is administered by college faculty recommended by the student's advisor or by the Director, or by a member of the appropriate department elsewhere in the University. It is advisable for the language requirement to be met early, either during the student's first year or the summer following the first year, since knowledge of languages has a direct bearing on the research a student is able to undertake in the first two years of work. Students working on history/theory topics cannot advance to candidacy at the end of their third year if they have not satisfied the language requirement, in which case Satisfactory Progress (see below) is jeopardized.

Cognate courses. As mandated by the Rackham Graduate School, students must take two three-credit cognate courses in related disciplines at the graduate level (courses numbered 400 or higher). Under certain conditions, students entering the degree with an MA may have one of their two cognates fulfilled "in spirit" based on their previous MA coursework. This option requires the approval of the Director of Doctoral Studies, who will petition the Office of Academic Records and Dissertations on the student's behalf.

Preliminary Examination. Students should pass the Preliminary Examination during the fifth term of study. The preliminary examination is designed to challenge students with the kinds of questions that may result in or underpin dissertation research. The purpose of the examination is to demonstrate the student's competence in both the major and minor subject areas, as well as a broad and integrative knowledge of architectural research.

Specifically, the preliminary examination seeks to pose the kinds of questions that will help the student accomplish two goals:

1. synthesize the knowledge that has been gained through coursework, and especially the research practicum;
2. formulate questions that inform the concept and research design of the dissertation.

Please note that students must have completed the research practicum and be registered for at least one credit hour of 990 to be eligible to sit for the examinations. See below for detailed description of the Preliminary Examination process.

COURSE WAIVERS:

FIRST YEAR STUDENTS are not required to take 812 (Theory), 813 (Research Methods), and 823/4/5 (area seminar) in any particular sequence, although they must complete all (or HA 615) before the end of their second year. They may elect to postpone a required course until their second year, so long as they are sure that it will be offered (813 and 823/4/5 are currently offered every year; 812 is typically offered every second year; HA615 is offered every year). First year students must take 801 (doctoral colloquium) both semesters of their first year (and their second year)

SECOND YEAR STUDENTS who wish to waive a required course that they will not have another opportunity to take should do the following: write a petition addressed to the advisory committee that details why they feel they should be granted a waiver from the course. This should include equivalent coursework taken in other classes, and should be backed up with syllabuses and final papers for the courses that they feel have given them the relevant knowledge. The waiver petition requires a letter of support from their main advisor, or the DDS.

Any student who wishes to petition for a course waiver should send the petition to Lisa Hauser as a single pdf for distribution to the committee. The Doctoral Studies Advisory Committee will consider the merits of the petition and make an assessment on a case-by-case basis.

Advancement to Candidacy. Students advance to candidacy after: 1) they have passed all parts of the Preliminary Examination; 2) they have met language requirement (if in HT); 3) they have completed minimum coursework (40 credits/ 13 graduate courses including the Practicum, with no Incompletes). Through the conferring of candidacy, the preliminary examination committee officially confirms that a student is qualified to conduct dissertation research in the area proposed. See “Step by step guide” below.

Dissertation Proposal. Students submit a dissertation prospectus for approval by their Dissertation Committee. The proposal is discussed in a prospectus defense held at the end of the third year.

Dissertation. Students complete and orally defend a satisfactory doctoral dissertation. This research must be presented in the format mandated by Rackham. See [The Dissertation Handbook](#) for more details:

<http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf>

II. Standing Requirements

Annual Program of Study Report. At the end of each academic year, every active Ph.D. student is required to submit an Annual Program of Study Report, approved by his/her advisor. The Doctoral Advisory Committee reviews this report, using it as a working document to help the student and his/her advisor track courses already taken, select courses for the upcoming terms, and plan future studies so that academic/research objectives are achieved and timely progress made to the degree.

After Advisory Committee review, the report is placed in the student's file, along with evaluations of his/her progress by the advisor and of his/her work as a GSI/GSRA by the faculty supervisor(s). A letter describing the committee's assessment of the student's academic progress, copied to the advisor, is sent to the student. If the committee has concerns, the letter will outline requirements that the student must meet in order to remain in good academic standing. Financial support for the subsequent year depends upon timely completion of a satisfactory review.

The Annual Program of Study Report takes two forms: the **pre-candidate report**; and the **candidate report**. The **pre-candidate** report, reviewed and signed by the major advisor, includes:

- A spreadsheet showing completed core and non-core courses and those proposed for upcoming terms;
- A Program of Study statement that includes:
 - a general description of the student's area of scholarly/research interest and how the major and minor areas of study contribute to it;
 - a more specific description of the major area, naming the major advisor and describing how the student has and will work with this advisor to develop scholarship/research in the major;
 - a more specific description of the minor area, naming the minor advisor and describing how the student has and will work with this advisor to develop scholarship/research in the minor;
 - a review of the student's progress over the past academic year, including a description of sources of funding/financial support;
 - a plan for the upcoming summer and academic year, with a description of how proposed courses will potentially contribute to the major and minor areas, projected sources of funding/financial support, a projected timeline for completion of preliminary exams, assembling a dissertation committee, and/or presenting/defending a dissertation proposal.

The **candidate report**, reviewed and approved by the major advisor, includes an update to the Program of Study Report and:

- A list of the major advisor and dissertation committee members;
- A review of the student's progress over the past academic year and summer, including a description of sources of funding/financial support, and, if in the dissertation writing phase, the number of chapters completed;
- A plan for the upcoming summer and academic year, including a projected timeline indicating the stages for progress to degree, a detailed description of the student's research plan (if still in the research phase), and a description of projected sources of funding/financial support.

English Language Proficiency Requirement. Prior to taking the qualifying examinations, students are required to demonstrate writing skills in the English language of the sort required to produce a well-written doctoral dissertation. Typically, such writing skills will be demonstrated in the process of completing written assignments in the core courses. Students having difficulty doing so are encouraged to take writing courses at the English Language Institute and/or other university units. Subsequent to the completion of such courses, they are required to take an English Proficiency Examination before they sit for the qualifying examinations. In the English Proficiency Examination, a student is given two hours to write an essay of approximately 800 words without assistance. The essay is then evaluated by a committee of two faculty members selected by the advisory committee.

Continuous Enrollment. Beginning in September 2010, as mandated by Rackham, all students must be enrolled (registered and paying tuition) for the entire period in which they are active in the degree, whether in residence in Ann Arbor or conducting research elsewhere. There is no "detached study" in Rackham programs. "Leave" is granted only for short periods during which students are unable, for personal reasons, to pursue their studies for one or two terms (depending on circumstance). Departments have been allocated a number of "tuition

fellowships” – which carry no stipend – to award to students during terms when they are not otherwise supported by fellowships or teaching/research posts. Tuition fellowships may not be awarded in the term in which a student defends the dissertation. Students can be supported in their final term by Rackham Pre-doctoral Fellowships, Rackham One-Term Dissertation Fellowships, fellowships at the Institute of Humanities, Rackham Merit Fellowships, or GSI-ships; the College will help pay tuition or cost-share with the student when funds are available.

Satisfactory Progress. Satisfactory Progress is defined as maintaining an appropriate (as distinct from minimally acceptable) academic record, reaching the various stages of progress in the degree at or near the time expected of the majority of students, and, for students supported by teaching assistantships, giving evidence of satisfactory teaching.

The modes of research and scholarship in architecture are diverse. Students in Doctoral Studies in Architecture engage in a variety of subjects and methodologies at a range of paces. There is no single, standard path to the Ph.D. However, the Doctoral Studies Advisory Committee will base its decision concerning satisfactory progress on the following guidelines and policies:

1. Doctoral Studies in Architecture is structured so that students can complete the degree within five to seven years (two years for coursework, one term for preliminary exams; one term for proposal development, two or more years for research and dissertation writing). Some students may finish in less than five years, and others in more. Students should normally achieve candidacy within the first five terms of the degree.
2. Students needing to complete the language requirement should do so prior to being advanced to candidacy.
3. Within six months of achieving candidacy, students should: 1) formally submit their dissertation committee member names to Rackham; and 2) obtain dissertation proposal approval from their dissertation committee in a formal public presentation.
4. During candidacy, students should continue to make sustained progress, including submitting drafts and revisions of chapters to their committee at regular intervals.

The cases of students who do not maintain satisfactory progress will be reviewed by the Director of Doctoral Studies and the Doctoral Advisory Committee for appropriate action. The Department takes satisfactory progress into account in awarding teaching support, dissertation and candidacy fellowships, and summer funding.

Minimally acceptable grades (as required by Rackham):

- Minimally acceptable overall grade point average: B
- Minimally acceptable grade in a language course: B
- Minimally acceptable grade in an ARCH course: B+
- Minimally acceptable grade in a cognate course: B

Failure to receive an acceptable grade means course credit will not be applied toward requirements for the degree. Students performing only at minimal grade levels jeopardize their own satisfactory progress and will have difficulty arguing for the continuation of support.

Incompletes. Satisfactory and timely completion of the degree depends on managing time effectively and completing coursework on schedule. The accumulation of incompletes can have significant negative impact on a student’s career (i.e., handicapping students in fellowship competitions) and can lead to a student having to withdraw from the degree. Students should be aware that under the rules of the Rackham School of Graduate Studies, the granting of incompletes is not automatic and, indeed, is discouraged in all but extreme circumstances, and when the unfinished part of the student’s work is small. Any student requesting an “I” grade in a course must officially request permission from his/her instructor and then set up a schedule for completing the unfinished work. Students are normally expected to make up late work before the end of the subsequent term. “I” grades may be changed to letter grades only if the incomplete work is made up by the end of the fourth full term beyond the term for which the grade of “I” was given; every subsequent term (Fall, Winter, Spring/Summer) is counted regardless of whether or not the student is enrolled. During this time, the grade point average continues to be based on hours of completed work. Incompletes are noted on students' transcripts even after a final grade has been given for the course.

Academic Integrity. It should go without saying that Satisfactory Progress also entails compliance with and respect for the University's rules on academic integrity. Students are responsible for reading these policies when they enter our degree, and for ensuring that they understand the meaning of terms such as "plagiarism," "conflict of interest," "research misconduct," and other terms relevant to discussions of academic integrity at the University of Michigan. Please see <http://taubmancollege.umich.edu/architecture/students/rackham-policies> For Rackham's policies on academic integrity, see section 11 of "Rackham Academic and Professional Integrity Policy": <http://www.rackham.umich.edu/policies/academic-policies/section11>

Leave of absence: Students who need to temporarily suspend their work for reasons of health, dependent care, family needs, or military service must apply for a leave of absence before the beginning of the next academic term. In addition, Ph.D. students may take a one-term leave of absence for personal reasons. Information and materials on the leave of absence processes, including an electronic application form, are available on Rackham's website.

STEPS TO CANDIDACY AND BEYOND

Coursework

Students are required to complete a minimum of 40 credit hours of graded coursework (including core courses and electives) prior to achieving candidacy. All courses must be complete before Preliminary Exam preparation can begin. (See “Incremental Requirements” above.)

The Preliminary Examination

The preliminary examination forms a bridge between coursework and dissertation research. It is designed to consolidate and test students’ command of their major and minor research fields and is based upon the initial formulation of a dissertation topic. Students should take the preliminary examination by January of the third year
Candidacy Deadline: <http://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/candidacy-deadlines>

Preparation. During the second year, students provide a tentative list of the three members of their Preliminary Examination Committee to their advisor and the Director. This committee consists of the student’s primary advisor (normally the anticipated chair of his/her Dissertation Committee) and at least one other doctoral faculty member from Architecture, with the third member invited from the department that houses the student’s minor area. Major and minor advisors should meet with the student in the last weeks of the winter term of the year prior to the examination to define the areas of questioning and to help with the initial reading lists. The student should begin studying over the summer and continue through to the test date of the following term. One full meeting of the Preliminary Examination Committee should take place early in the fall term of the third year, and subsequent meetings may occur at periodic intervals until the test date, as requested by student or committee members.

Please note that students must have completed the research practicum and be registered for at least one credit hour of 990 to be eligible to sit for the preliminary examination.

Components. The preliminary examination first requires the compilation of **reading lists** based on a series of questions articulated with the help of the Preliminary Exam committee. The examination itself consists of two parts: a written component (also comprising two parts) and an oral defense.

The written test consists of a Major area question, and a Minor area question. The student’s major advisor administers the Major area question, after prior consultation with the student. The minor advisor administers the Minor area question, after prior consultation with the student. The written exam is followed by an **oral examination** with the full Preliminary Examination Committee following the completion and assessment of both components of the written exam. The meeting offers an opportunity to discuss issues not addressed or insufficiently treated in the written exam and can thus provide the committee with further information about the student’s knowledge of the field. The meeting is also the occasion for looking forward and beginning to discuss preparation of the dissertation prospectus.

Failure. A student must pass all parts of the preliminary examination in order to proceed in the degree. He/she may be asked to retake unsatisfactory portions of the examination. Failure of the Preliminary Exam, however, may also result in permanent suspension. Students cannot re-sit either part of the examination more than once.

Step One: Identify Research Topic [Fall or Winter term of second year]

A general dissertation topic area serves to provide an important context for formulating examination questions and should be developed in consultation with the student’s major faculty advisor. The dissertation topic should be defined and articulated concisely within the summary of the Preliminary Examinations reading list. This text should provide an indication of the research question or hypothesis, the methods that may be used and the possible outcomes of the research. It is understood that these ideas are preliminary.

***nota bene: Lisa Hauser, Assistant Director for Admissions & Recruiting, will perform a Preliminary Examination Audit prior to scheduling the exam itself. The student must have:

- no outstanding incompletes in coursework;
- at least one credit hour in the term in which the preliminary exams are taken;
- completed of 40 credit hours of graded course work (see above).

Step Two: Select Preliminary Exam committee [Winter term of second year]

The preliminary examination committee consists of the major examination advisor, the minor examination advisor, and a third member. This committee may or may not include members of the student's dissertation committee. The preliminary examination committee must be approved by the Director of Doctoral Studies prior to the start of the exam period, on a form distributed by the Assistant Director for Admissions & Recruiting.

Step Three: Schedule examinations [Fall term of third year]

The student should first provide a general time frame concerning the schedule for the major and minor examinations, which must be approved by all committee members. Students are required to begin their examinations at least 30 days prior to the last day of classes in the term in which they advance to candidacy; the exams themselves should be confined to the periods stipulated below. A copy of this schedule should then be forwarded to the Director of Doctoral Studies and the Assistant Director for Admission & Recruiting.

Step Four: Take the written components of the exam [Fall term of third year]

The written components of the Preliminary Exam consist of two long essay questions formulated by the major and minor advisors in consultation with the student. The steps of the exam are as follows:

1. The major exam question is distributed on the scheduled date by the Assistant Director for Admission & Recruiting.
This part of the exam tests the student's knowledge of his/her declared major area of specialization and his/her ability critically to integrate various aspects of that knowledge. The parameters of the student's declared major area of specialization and the emphasis reflected in major examination questions are, for the most part, established by the major professor in consultation with the student.
2. The student should complete and return the exam to the Assistant Director for Admissions & Recruiting within 96 hours of distribution
3. The minor exam question is distributed on the scheduled date by the Assistant Director for Admissions & Recruiting. The minor examination is intended to cover the student's minor area of specialization. The question for the minor examination is developed by the minor advisor.
4. The student should complete and return the exam to the Assistant Director for Admissions & Recruiting within 48 hours of distribution.

Step Five: Evaluation of the written component of the Preliminary Examination [by early January of third year]

The two written examination papers are reviewed by all members of the committee. If the exam is deemed satisfactory, committee members formulate questions for the oral exam derived from these responses. In the event of failure of a written component or components of the exam, the examination committee may permit the student to re-take any or all of the preliminary examinations. The committee should indicate any additional requirements to prepare the student for re-examination. Only those components of the examination evaluated as unsatisfactory are re-taken.

Step Six: Taking the oral component of the Preliminary Examination [by mid-January of third year]

The oral defense of the preliminary exam is based upon the two papers, the major exam and the minor exam. The committee shall meet at least once prior to the oral defense to discuss the two papers and to formulate questions for the oral defense. The oral component of the Preliminary Exam assesses the student's ability to synthesize research in his/her major and minor areas of specialization within the discipline of architecture. The oral defense is also intended as a forum for the examination committee to meet with the student and discuss issues arising from the written components of the exam. This discussion takes place in a closed session with the student's committee members.

After completion of the oral examinations, the examination committee informs the student of the committee's evaluation and conveys its recommendation to the program chair. If the committee determines that all parts of the

preliminary examination have been successfully completed, the Assistant Director for Admissions & Recruiting will forward a Recommendation for Candidacy to the Rackham Graduate School for final approval. Rackham sends formal notification of his/her advancement to candidacy to the student.

The Dissertation

This guideline is intended to help students plan the research and writing of the dissertation, making it possible to finish within two or three years of passing the preliminary examinations, and sometimes earlier. Students should bear in mind that the successful completion of a dissertation is a two-way process of negotiation between student and advisor(s), drawing where appropriate on the advice and expertise of the other members of the dissertation committee.

Dissertation Proposal [End of Winter term of third year]

Students who have passed their Preliminary Examination and achieved candidacy are expected to form a Dissertation Committee comprised of no fewer than four and no more than five members (see below) and to write a prospectus of their doctoral dissertation after discussion with all members of the committee. This should be completed and defended at the end of the sixth term. All members of the committee should be brought into discussion about the proposed dissertation as soon after successful completion of the Preliminary Exam as possible. All members of the Dissertation Committee should be present at the dissertation proposal defense.

The proposal details the dissertation project concisely and situates the work in the field. The core of the document is typically no longer than 2500-3000 words in length, and includes a thesis statement, a review of the state of the field in which the dissertation is intervening, a tentative chapter outline, a research plan (including travel necessary to completion of research and a schedule for completion), and a working bibliography. The student should consult with the advisor and all members of the committee in the months when he or she is formulating this important document, which serves as the intellectual plan for subsequent dissertation research and as a basis from which to develop grant applications. The dissertation proposal defense typically opens with the student offering a brief presentation (no longer than 20 minutes) of his/her project. This is followed by comments from the members of the committee, and responses from the candidate. Students may pass the defense outright, or they may pass conditionally, with revisions required. Students are normally not permitted to schedule the defense until their committee deems them capable of passing this requirement, although in rare cases it is possible to fail a proposal defense. In that case, students will be given a fixed period of time for revision before a re-examination is scheduled. The defense provides a crucial opportunity for the committee and the student to discuss intellectual and methodological aspects of the project and formulate research plans and strategies to aid the student in timely completion of the work. A copy of the approved proposal with all requested changes should be filed with the degree office within two weeks after the proposal defense.

Dissertation Committee. The Rackham Graduate School requires that each Dissertation Committee have a minimum of four members, three of whom must be regular members of the Rackham faculty. One of these three Rackham faculty members serves as the student's doctoral advisor; the advisor is primarily responsible for guiding the student through the process of dissertation writing and takes greater responsibility than other members of the committee for the student's progress. A second of the three Rackham faculty members must hold an appointment in a cognate field outside of the Architecture Program. The degree further requires that the dissertation committee include at least two Architecture faculty members. In certain cases, a student may elect to ask two faculty members to serve as co-advisors on their dissertation. Emeritus faculty members do not normally serve on dissertation defense committees after three or more years of retirement. On Rackham's guidelines Committee composition, see: <http://www.rackham.umich.edu/downloads/oard-dissertation-committee-guidelines.pdf>

The members of the Dissertation Committee should be registered with the Graduate Director after the Preliminary Exam defense and well before the Dissertation Proposal defense, since all members of the Dissertation Committee should help the student to craft a viable dissertation project. When necessary, changes may be made in the committee's membership in consultation with the Director of Doctoral Studies. All changes must be registered with the Director and the Rackham Graduate School.

Dissertation Research [fourth and, if necessary, fifth years]

The fourth, fifth and, if necessary, sixth years in the degree are devoted to dissertation research and writing. Students must consult regularly with their dissertation advisor and, where appropriate, with other members of the dissertation committee. **Any major changes to the dissertation proposal must be relayed to all members of the dissertation committee within the term in which those changes are determined, in the form of a revised dissertation proposal and schedule for completion.** When students are away from the university, they should submit written material to their dissertation advisor on a regular basis and should expect to receive feedback and advice. Chapter drafts may be forwarded to committee members after approval by the advisor; those committee members may or may not read draft chapters but should be kept abreast of a student's progress. **Students working off campus will not have access to GSI and GSRA opportunities, and therefore will not collect a stipend from Doctoral Studies other than their one-term fellowship,** although their tuition payment and health care benefits will continue through the sixth year.

Provisional and Final Dissertation Schedule [fall term, fourth year]

During the fall term of the fourth year, the student is asked to draw up a provisional calendar for completion of the dissertation and a provisional chapter outline.

Chapter Drafts [winter term, fourth year, and all terms following]

Students should have submitted at least one chapter draft to their advisor by the end of the fourth year of study. This should be followed by subsequent chapter drafts according to a schedule agreed upon with the advisor. Advisors are responsible for monitoring satisfactory progress during this time, and relaying their guarantee to the Doctoral Advisory Committee.

Research and Writing [fifth and, if necessary, sixth year]

By the end of the fall term of the fifth year in the degree, the student is asked to submit the following evidence of his/her progress on the dissertation:

1) A final chapter outline of the dissertation, with section headings and summaries of content (no more than two pages), agreed upon with the dissertation advisor before it is submitted to the Doctoral Advisory Committee for review. Students should also submit a copy of these documents to other members of their dissertation committee to keep them informed of the student's progress.

2) A final schedule for completion and defense of the dissertation (no more than one page), agreed upon with the dissertation advisor before it is submitted to the Doctoral Advisory Committee for review and approval. This submission may, where appropriate, include a petition to the Doctoral Advisory Committee *for an extension to the normal defense deadline* (see below under exceptions), when the proposed research project requires unusual and particularly time-consuming fieldwork or acquisition of new language skills.

Students should be aware that the success of their research project may depend as much on their ability to process and write up their work as it does on the quality and extent of their primary research. Students will find that they have a much clearer sense of what essential research remains to be done, and what is less necessary to the overall project in the time remaining, once they have begun to commit their findings and thoughts to paper. Therefore, it is our policy to require students to submit chapter drafts to their dissertation advisors well in advance of the project completion date.

Faculty Responsibilities

- The dissertation advisor or co-advisors respond to students' work-in-progress on the dissertation.
- While on sabbaticals or other leaves of absence from the Program, advisors or co-advisors continue to supervise their advisees' doctoral dissertations.
- If a student fails to meet the agreed upon deadlines for submitting chapters, the student should re-negotiate the missed deadline with the advisor(s) in a timely fashion. While chapter deadlines may shift somewhat, any change to the overall time schedule should be negotiated with the advisor(s), who remains responsible for ensuring satisfactory progress.

Submitting the Dissertation. A student will be expected to present the completed dissertation and defend it at an oral defense conducted by the dissertation committee. It is the student's responsibility to obtain information on

dissertation deadlines, format, and procedures from the Rackham Graduate School well in advance of the defense. Procedures and requirements are outlined on the Rackham website: <http://www.rackham.umich.edu/current-students/dissertation>

Students continue to register for ARCH 995 (8 credits) during the term in which they defend the dissertation.

A final draft of the dissertation must be submitted to all members of the dissertation committee at least two months in advance of the proposed defense date. It is to a student's advantage to submit the preliminary final draft to the advisor or co-advisors well before this date. This ensures that any suggested revisions may be properly discussed and incorporated in the final draft in a satisfactory manner.

Defense. A dissertation is complete within a given academic year only if the defense takes place before the end of the winter term. This ensures that the advisor or co-advisors and members of the dissertation committee will be in a position to attend the defense. Spring or summer term defenses may also be scheduled if all committee members agree.

The entire dissertation committee (minimum four members) must be present at the dissertation defense. A speaker phone or skype connection will be set up if one or two members are resident outside of Ann Arbor. The defense is public and peers may attend.

After the defense, the student must incorporate corrections required at the defense and submit a final version to Rackham, approved by the advisor or co-advisors or a proxy by the Rackham deadline. The due date for submitting the final, approved dissertation in a given term is set by Rackham and is inflexible. Should a student miss the deadline for a given term by even a day, he/she will be compelled to pay tuition to enroll the following term.

Rackham sets specific dates each academic year for receiving the degree: <http://www.rackham.umich.edu/students/navigate-degree/doctoral-degree-deadlines>. These roughly correspond to the following: early October for a December degree; mid-April for a May degree; and late June for an August degree. Students and advisors should consult the Rackham website for specific dates in a given year.

External committee members. External members of the dissertation committee will be invited to Ann Arbor for the doctoral dissertation defense, as long as the defense takes place during the regular academic year. These visits will be defrayed wherever possible with speaking engagements at the College, and in particular with workshops with doctoral students. The Doctoral Advisory Committee will consider requests to fund outside committee members for dissertation defenses that take place outside the regular academic schedule on a case-by-case basis.

Exceptions to a Five- or Six-Year Completion. If a student is unable to complete the dissertation within five or six years, he/she should negotiate a new deadline with his/her advisor or co-advisors and present the new plan to the Doctoral Studies Advisory Committee. Satisfactory grounds for an extension would be: 1) when time-consuming language study is needed in order to complete dissertation research satisfactorily; 2) when extensive fieldwork or archival work in unusually difficult circumstances is required; extenuating circumstances such as injury or illness. Parental leave is factored in by Rackham policies: <http://www.rackham.umich.edu/policies/parental-accommodation-policy>

When a student receives a major external award, this, too, may require a modification of the standard timeline to completion. In this case a revised schedule should be agreed upon with the advisor or co-advisors and submitted to the Graduate Office for approval by the Doctoral Advisory Committee before the end of the academic year prior to taking up the award. If an extension is required for other reasons, such as personal ones, the Doctoral Advisory Committee must approve such an extension.

Under most circumstances the student is expected to complete the dissertation no later than the end of the seventh year, defending preferably in the Fall or Winter terms, or, at the very latest, in the Spring/Summer term. Exceptions to the seven-year rule, which are discussed by the Doctoral Advisory Committee, will be granted only in particular circumstances. At the end of the seventh year (unless there has been a successful petition to the Doctoral Advisory Committee) and, with no exceptions, at the end of the eighth year, the student will receive a

letter from the Director of Doctoral Studies indicating that he/she will be discontinued from the degree as of September of the following year. Students who have been disenrolled are officially off the books of the Doctoral Degree in Architecture and the Rackham Graduate School.

Students who are dis-enrolled may still complete the degree, normally within three years and exceptionally beyond three years. If the student goes beyond three years, then the advisor must write a letter to the Director of Doctoral Studies attesting that the student's knowledge and understanding of the field is up-to-date, otherwise the student will have to re-sit all or part of the preliminary examinations as a condition of re-entry into the degree. The student seeking to reenroll must be certain that the advisor or co-advisors and members of the Dissertation Committee are willing to continue to serve as advisors. The student applies to the Doctoral Advisory Committee for permission to reenroll when the dissertation is virtually complete. The student enrolls for one term to defend the dissertation, prepare the final text (incorporating corrections), and submit it to Rackham. The student is responsible for paying tuition fees for this term.

YEAR-BY-YEAR SUMMARY OF THE DEGREE

I. FIRST YEAR

The first year is devoted to developing the skills in critical reading, analysis, and research that are essential to doctoral-level studies in architecture. This is an opportunity to broaden the base of the student's knowledge and to explore new fields and ideas. Students are advised to choose a variety of courses and approaches. By the end of this year, major and minor areas should be identified. Students should familiarize themselves with, and start to fulfill, the degree requirements and the university cognate requirement (2 courses outside Architecture). If in History/Theory, they should pass the language examination. The summer is typically devoted to language study, pre-dissertation travel and research, and/or internships.

In this year, students will be doing their first teaching as a Graduate Student Instructor (GSI). In order to prepare to lead discussion sections and grading, they should meet as frequently as necessary with the course instructor, seeking assistance as required.

FALL TERM—10 credit hours

- ARCH 812 Theory in Architectural Research or HISTART 615 [3 credits]
- ARCH 801.001 Doctoral Colloquium [1 credit]
- Two major, minor, or cognate courses [6 credits]
- For history/ theory topics: language class (credit or audit)
- OPTIONAL: undergraduate or graduate lecture course to fill out knowledge in student's field (audit)
- Graduate Student Instructor (GSI) leading discussion sections or GSRA-ship

WINTER TERM—10 credit hours

- ARCH 823, 824, 825: Area seminar [3 credits]
- ARCH 801.002 Doctoral Colloquium [1 credit]
- Two major, minor, or cognate courses [6 credits]
- Optional: language class and/or undergraduate lecture class (audit)
- Graduate Student Instructor (GSI) leading discussion sections or GSRA-ship

II. SECOND YEAR

Coursework continues as students focus increasingly on a field or fields of interest and begin to define a general area of dissertation research. Students should use seminar work to develop and test topics; dissertations and scholarly articles frequently begin as seminar papers. During the Winter term of the second-year cohort meets with their advisor or the Director of Doctoral Studies to learn about the structure of the Preliminary examinations. By the end of the term, students select the chair and members of the Prelim Committee (three faculty members, two selected from the Architecture Program, with the minor advisor from another program) and begin to select areas in which to be tested. In the summer students compile their reading lists for the preliminary exams, continue with foreign language study, undertake pre-dissertation travel research and/or internships, and begin to study for examinations.

FALL TERM—10 credit hours

- ARCH 813 Research Design and Methods in Architecture [3 credits]
- ARCH 801.003 Doctoral Colloquium [1 credit]
- Two major, minor, or cognate courses [6 credits]
- Graduate Student Instructor (GSI) leading discussion sections or GSRA-ship

WINTER TERM—10 credit hours

- ARCH 839 Research Practicum [3 credits] or URP 835 [4 credits]
- ARCH 801.004 Doctoral Colloquium [1 credit]
- Two major, minor, or cognate courses [6 credits]
- Graduate Student Instructor (GSI) leading discussion sections or GSRA-ship

III. THIRD YEAR

By the end of the third year, students embark exclusively on dissertation research. During the course of the year they will be studying for and taking Preliminary Examinations and then preparing a dissertation prospectus that will serve as a discussion document in the prospectus defense that takes place at the end of the Winter term.

FALL TERM

- Prelim Study, enrolled in ARCH 990 [8 credits]. Students should meet regularly with their doctoral advisor (also their dissertation committee chair) and occasionally with the full committee or members thereof
- No teaching—fellowship term (this term may be taken during this term, or during the third year, at the student's election)
- Complete Preliminary Examination by early January

WINTER TERM

- Advance to candidacy, enrolled in ARCH 995 [8 credits]
- Prepare dissertation prospectus for Dissertation Proposal Defense in April
- Graduate Student Instructor (GSI) leading discussion sessions

IV. FOURTH YEAR

***This is your last year of fellowship support from Taubman College. Students now embark on full-time dissertation research. Those who found external funding in their third year will begin on-site research. Those still on Taubman College stipend funding will be resident in Ann Arbor either on fellowship or teaching as a GSI for the year, unless they take their one term fellowship. Throughout the next year or years, when engaged in dissertation writing and research, students should remain in close contact with their dissertation advisor and keep him/her updated on their progress.

FALL TERM

- Register for ARCH 995
- Prepare grant applications
- **by September 1 of any academic year:** Submit request for departmental nominations for external fellowships to the Doctoral Advisory Committee, along with CV and a list of all fellowships for which a student plans to apply (after discussing strategy with advisor) and a research proposal, i.e. a description of dissertation – topic, purpose, tentative structure, and progress to date – that will develop into a component of a grant application.
- By the end of the term, students should submit a “provisional dissertation schedule,” including a tentative breakdown of components and mapping a schedule, showing how the dissertation will be completed by the end of the fifth or sixth year.

WINTER TERM

- Register for ARCH 995. Students in BT may be bringing their dissertation projects to completion this term
- Research and/or writing of dissertation

VI. FIFTH AND SUBSEQUENT YEARS

Students conduct dissertation research on or off site, begin first draft, or complete the dissertation, depending on their area specialization. All of this additional time in the degree is funded by internal or external fellowships.

FALL TERM, FIFTH YEAR

- Register for ARCH 995 [8 credits]
- Apply for internal and external fellowships for the following academic year (as above under year 4)
- By the end of the term, submit “final dissertation schedule”. This document, which contains a breakdown of the dissertation and a schedule for submitting chapter components, should be regarded as a binding agreement. If a student misses a deadline, he/she should negotiate a new one. Chapters or other

components of the dissertation should be sent digitally to the Director of Doctoral Studies as well as to the advisor.

WINTER TERM, FIFTH YEAR

- Register for ARCH 995 [8 credits]. Continue to submit work as completed, according to the agreed upon schedule.

FALL TERM, SIXTH YEAR

- Register for ARCH 995 [8 credits]
- Those with a dissertation near completion and able to set a defense date can begin looking at job listings and applying for jobs and postdoctoral fellowships.

WINTER TERM, SIXTH YEAR

- Register for ARCH 995 [8 credits]
- Plan completion of dissertation and defense by end of term

VI. AFTER YEAR SIX

If a dissertation project requires extensive field or archival research or demands unusual language preparation, a student may be obliged to submit the final product in the seventh year. Under these circumstances, the Doctoral Studies Advisory Committee will accept a petition to support work through the seventh year (providing tuition fellowships as required by the policy of continuous enrollment, if and when funds are available). Only under exceptional circumstances, e.g. if a student has been awarded a major pre-doctoral fellowship, can the DSAC accept a petition to offer financial support in the form of tuition benefit into the seventh year. After the end of the seventh year, the student is no longer in good standing. Procedures that involve withdrawing from the degree and petitioning for readmission when significant progress has been made are outlined above. Students must pay tuition for the term in which they defend their dissertation, or successfully petition the DSAC for such support.

STUDENT SUPPORT

I. Resources and Facilities

Doctoral Advisors and Mentoring. There are approximately twenty research and teaching faculty in Doctoral Studies in Architecture, and a growing number of affiliated faculty members. Students also have access to all Architecture, Urban Design, and Planning faculty of Taubman College. For individual faculty profiles, consult the Taubman College website <http://www.taubmancollege.umich.edu/architecture/faculty/directory>.

Students choose faculty advisors in their field who work closely with them to shape a rigorous and appropriate program of study. Students who have not elected an advisor before they arrive at Michigan are assigned an advisor (who may be the Director) until they have chosen a primary advisor, usually by the end of the first year, but in no case later than the middle of the second year.

It is expected that first-year students meet with their faculty advisors and/or the Director at least once per term. The Director oversees graduate student affairs, serving as the initial academic mentor for incoming graduate students, providing cohort orientations and helping entering students choose their first-year courses in cases where an advisor has not yet been identified.

Faculty advisors assist the student in designing a program of study that fulfills degree guidelines and provides the best possible intellectual preparation for teaching and research in the student's field of interest. They also offer advice on resources within and outside the Architecture Program and mentor students, giving advice on professional development, including writing grant applications, preparing for conferences, and seeking publishing opportunities. Upon completion of the dissertation, faculty advisors aid students in their search for professional and academic positions. For further information on faculty advising and mentoring, see the Rackham website for "How to Get the Mentoring you Want:" <http://www.rackham.umich.edu/mentoring>

Research Facilities. Taubman College is equipped with outstanding research facilities in the form of College computer laboratories, a Spatial and Numeric Data (SAND) Laboratory, substantial digital fabrication equipment, and 3D modeling facilities housed at the Duderstadt Center on North Campus. Equally, students have access to outstanding library collections at the University of Michigan, which contains one of the top ten research libraries in North America. In addition to the Special Collections Library of the Art, Architecture and Engineering Library (AAEL) largely donated by former Dean William Muschenheim, we have close ties to the Bentley Historical Library, which houses the archives of noted regional architects from Muschenheim to Gunnar Birkerts and beyond, and a range of specialized libraries around campus. Please see the UM Libraries website for further information <http://www.lib.umich.edu/>

Program Enrichment. Doctoral students benefit from the substantial lecture series and symposia hosted by the Architecture Program. Additional funding also enables us to bring distinguished scholars to participate in events organized specifically by Doctoral Studies in Architecture. Collaboration with Urban and Regional Planning students takes place through the Planning and Architectural Research Group (PARG), created by students in 2005 to facilitate contact between the two doctoral degrees and promote research within the college. This group is the main doctoral student organization. Activities hosted by PARG and/or the Doctoral Degree in Architecture include:

- Interdisciplinary Graduate Student Conference/ Rackham Interdisciplinary Workshops: These began in 2005 with "Homeland(s) in Question-Relocating 'Europe' in the Spaces of Cultural Negotiation," followed three years later by "Global Suburbs: Discussing International Metropolitan Expansion." "The Lean Years: Infrastructure, Dwelling & Sustenance" was held in March 2011 (theleanyears.wordpress.com); "Bankrupt," took place in Winter 2014. These student-initiated conferences create a forum for Architecture and Urban Planning doctoral students at the University of Michigan and elsewhere to discuss issues of particular relevance to contemporary doctoral studies in architecture. All students may be involved.

- Emerging Voices: a lecture series sponsored by the Planning and Architecture Research Group (P+ARG) that brings younger researchers and scholars to the college to share their work with the students.
- Practice job talks and conference paper presentations, generally for students beyond candidacy.
-

Outside the university, students as well as faculty participate in national and international conferences of professional and academic organizations, delivering papers and posters, organizing sessions, and serving on panels. These typically include the Architectural Research Centers Consortium (ARCC), the Association for Collegiate Schools of Architecture (ACSA), the Association for Computer-Aided Design in Architecture (ACADIA), the College Art Association (CAA), the Environmental Design Research Association (EDRA), the European Architectural History Network (EAHN), the International Seminar on Urban Form (ISUF), Simulation for Architecture and Urban Design (SimAUD), the Society of Architectural Historians (SAH, SAHGB, and SAHANZ), the Space Syntax Symposia, and the Urban History Association. Student travel to participate in such venues is supported by Rackham Graduate School, Doctoral Studies in Architecture, and Taubman College.

II. Funding

OVERVIEW

Typical funding for the doctoral degree includes four years of full funding (tuition fellowship, benefits, and stipend based on a Graduate Student Instructorship or a Graduate Student Research Assistantship) and two additional years of tuition only fellowship (TOF) with benefits, if required. Students are granted one non-work term; they will generally serve as a GSI for at least two years, and may compete for GSRA positions for the other terms in which they receive full funding, if such positions are available. Individual funding packages, which vary slightly from year to year, are described in the initial letter of admission. These letters set out the terms of support, including tuition remission, health insurance, and monthly stipends – guaranteed so long as students continue to make “satisfactory progress” in the degree. Arrangements for summer funding – to be used for travel, language study, and research during the first four years in the degree – may also be set out in these letters, if applicable. **Students must be resident in Ann Arbor to receive stipend support.**

In addition, limited funds are available (varying from year to year) to subsidize attendance at conferences in the area of the student’s dissertation research and to support publication costs. If the student is presenting a paper at a conference, he/she should apply to the Rackham School of Graduate Studies for support. The maximum amount varies for national and international conferences. When funds are available from the Architecture Program, the program will consider supplementing a Rackham award. Rackham also has funding available for pre-candidacy and candidacy research; students should consult the Rackham website for further information.

The doctoral studies page of the College website contains a list of available fellowships – local, national and international. Students should consult this list and be aware that some deadlines occur early in the academic year. Some fellowships require departmental nomination and students may ask to be considered in a formal process that takes place each September. Fellowship nomination requests, including a full project proposal or draft grant application, are due annually by September 1. The department is committed to helping students gain support for their research and holds a grant-writing workshop each year. Students should ask advisors to read and comment on drafts of their proposals well in advance of all fellowship nomination and submission deadlines. See <https://taubmancollege.umich.edu/architecture/admissions/financial-aid-and-scholarships/phd-architecture> for further information on funding resources

FUNDING COMPONENTS

Doctoral Studies in Architecture, in partnership with the Taubman College and the Rackham Graduate School, is committed to funding doctoral students for their first four years. Students entering the degree (starting in 2006 or later) receive a funding package for a maximum of six years (12 terms) of study: four years of tuition, benefits, and stipend; and two years of tuition and benefits only. This package includes tuition for fall and winter, monthly

stipend for 9 months (September through May), and GradCare health insurance (including dependents) for twelve months. .

Students will be assigned as either a Graduate Student Instructorship (GSI) or Graduate Student Research Assistantship (GSRA) position) each term of their first four years. Student preference is taken into account during the period of appointment, as much as possible. During the term of their graduate fellowship (years 1 through 4), however, a student may elect one term to be exempt from employment while continuing to receive funding (tuition, stipend, and GradCare). During this term he/she should register for 1 credit hour of coursework in lieu of a GSI/GSRAship. This term may provide students time to focus on preparation for taking preliminary exams, if elected during their third year. The student should not be working in any capacity during this fellowship term, whether compensated or not, and should only be fulfilling his/her degree requirements. Election of a term without employment must be arranged in consultation with the student's advisor and with the approval of the Doctoral Studies in Architecture Advisory Committee and Architecture Chair one term prior to this election (May for fall term, October for winter term).

PROBABLE SCENARIO:

Fall Year 1 Pre-Candidate/Coursework: GSRA

Winter Year 1 Pre-Candidate/Coursework: GSI/GSRA

Fall Year 2 Pre-Candidate/Coursework: GSI/GSRA

Winter Year 2 Pre-Candidate/Coursework: GSI/GSRA

Fall Year 3 Pre-Candidate: non-work term

Winter Year 3 Candidate: GSI/GSRA

Fall Year 4 Candidate: GSI/GSRA

Winter Year 4 Candidate: GSI/GSRA

Fall Year 5 Candidate: Tuition only fellowship (TOF) & Gradcare

Winter Year 5 Candidate: Tuition only fellowship (TOF) & Gradcare

Fall Year 6 Candidate: Tuition only fellowship (TOF) & Gradcare

Winter Year 6 Candidate: Tuition only fellowship (TOF) & Gradcare

Requirements to maintain departmental funding include:

- continued satisfactory academic progress according to the standards of Doctoral Studies in Architecture and the Rackham Graduate School throughout the period of award. See "Satisfactory Progress" on p. 9 above.
- full-time enrollment at the University of Michigan (at least 9 credits). The exceptions are the term exempt from employment, when he/she should register for one hour of coursework (Arch 990). Election of a term without employment must be arranged in consultation with the student's advisor and with the approval of the Doctoral Studies Advisory Committee and Architecture Chair one term prior to this election (May for fall term, October for winter term).
- students should 1) advance to candidacy within the term following completion of 4 terms of full-time coursework, that is, by the end of the fifth term, and 2) obtain formal approval of the dissertation proposal within six months after advancing to candidacy, ideally by the end of year 3 in the degree. Should a student not advance to candidacy by the end of the 6th term, the student will not receive funding until he/she has advanced to candidacy.
- should a student *not* have a formally approved dissertation proposal within six months of advancing to candidacy, or the end of the 7th term, the student will not receive funding until the proposal is approved. Students are strongly encouraged to defend their dissertation proposal by the end of their 6th term.
- doctoral funding is not awarded if a student is employed full-time during a term.

If funding is suspended because of delayed candidacy or proposal approval, it may be reinstated once these have been achieved. However, full doctoral funding will not be extended beyond the end of the eighth regular term after it was begun, except under special circumstances.

Students should arrange their schedules in order to be available for assignment as a GSI/GSRA and to perform the duties required by their faculty supervisors. Faculty supervisors will evaluate students' performance as GSI/GSRA for the Annual Review in May.

Doctoral funding is for fall and winter terms (September-April). Students are responsible for funding during the spring/summer term (May-August).

In order for funding to continue during the next academic year, students must remain in good academic standing. This is evaluated every May during the Annual Review conducted by the Doctoral Studies Advisory Committee based on a student's Annual Program of Study Report, approved by his/her advisor, as well as on evaluations by the advisor and GSI/GSRA supervisors.

RESIDENCY REQUIREMENTS:

Students must be resident in Ann Arbor during the first four terms of study and should remain in residence throughout the Preliminary Exam preparation term and for the development of their dissertation proposals. Any non-residency term within the term of full funding (Years 1-4) must be arranged in consultation with the advisor and the Director. Students may be needed to teach within the first four years, and are therefore expected to be available for GSIs during this time. The student need not be in residence for the final three terms of study, although residency status may affect the level of support provided (see below).

OUTSIDE FUNDING INCENTIVE:

Ph.D. students are encouraged to seek outside funding, both from other units on campus and from sources outside the university. These sources include competitive grants and fellowships, research positions, and GSI/GSRA positions outside the Taubman College. Students are also encouraged to seek funding and/or research positions during the spring/summer terms (May-August).

To provide an incentive to apply for outside funding for the regular academic year (September-April), Architecture will adjust a student's departmental funding in one of several ways.

Note: this incentive structure applies to fellowships and university research and teaching positions. It does not apply to employment outside the university.

Example: if you receive outside funding that pays tuition, stipend, and health insurance for a fall or winter term, you may choose one of the following two options:

Option A: During the term(s) in which you receive outside funding, Architecture will increase your stipend on a sliding scale as a function of the outside funding level (see the Table below).

Outside Funding Stipend %	Additional Stipend from TCAUP	Combined (Percentage)
0%	50% maximum	50%
10%	40%	50%
20%	30%	50%
25%	27.5%	52.5%
30%	25%	55%
40%	20%	60%
50% (or higher)	15% minimum	65% (higher if outside stipend is higher than 50%)

Option B: Architecture will pay you a stipend and pay your health insurance fee (if not otherwise covered) during the summer in an amount equivalent to the total stipend and health insurance amount (given your appointment %) that you would have received during the fall and/or winter terms in which you received outside funding (providing tuition, stipend and health insurance).

Continuous Enrollment

The Rackham Graduate School has established a policy of continuous enrollment in Ph.D. programs beginning Fall 2010. All Ph.D. students, whether pre-candidates or candidates, are required to enroll every fall and winter term from their matriculation to the completion of their degree unless approved for a Leave of Absence or Extramural Study Status. Students who do not register will be presumed to have withdrawn and will be discontinued. Leaves of absence are granted for medical and personal reasons. The continuing enrollment policy allows students to conduct research or engage in dissertation writing away from the University, as long as they remain enrolled. Under the new Rackham "continuous enrollment" policy, the program is expected to pay candidacy tuition for every doctoral student who: 1) does not have another source for tuition payment, such as a fellowship; and 2) is making "satisfactory academic progress." <http://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/leave-of-absence/overview>

Procedure for Determining Continuing Funding

1. At the end of each academic year, every active Ph.D. student is required to submit an Annual Program of Study Report, approved by his/her advisor, which is reviewed by the DSAC. This report is used as a working document that helps the student and his/her advisor track courses already taken, select courses for the upcoming terms, and carefully plan future studies so that academic/research objectives are achieved and timely progress made to the degree.
2. After review by the DSAC, the report is placed in the student's file, along with evaluations of his/her progress by the advisor and of his/her work as GSI/GSRA by the faculty supervisor(s). A letter describing the committee's assessment of the student's academic progress, copied to the advisor, is sent to the student by the director.
3. If the committee has concerns, that letter will outline the requirements that the student must meet by a certain time in order to remain in good academic standing.

Within two weeks of receiving notice, the student must consult with his/her advisor, develop a plan with detailed steps and timelines for completing the requirements, obtain the advisor's approval, and submit it to the director for approval by the Advisory Committee.

The Advisory Committee will follow-up and consult with the advisor during the fall term to determine whether the student is making satisfactory progress toward meeting the requirements for re-establishing good academic standing.
4. Financial support for the subsequent term depends upon timely completion of a satisfactory review. The DSAC makes recommendations for each student's continuing funding to the Architecture Program Chair. Upon the recommendations of the committee, the Architecture Program Chair makes decisions on student financial support. Students who fail to meet the agreed-on deadline will remain ineligible for future funding support until all requirements for re-establishing satisfactory academic progress have been met.
5. Students who fail to register will be discontinued from the degree. Discontinued pre-candidates may apply for readmission; discontinued candidates may apply for reinstatement of their student status. Students who are reinstated in the 2010-11 academic year are not subject to reinstatement fees. In subsequent years, however, reinstatement fees may apply.

Additional Rackham Information:

Source: <http://www.rackham.umich.edu/current-students/policies/academic-policies/section5#551>

5.5.1 Time Limit for Completing a Doctoral Degree

Programs and departments should conduct annual reviews of candidates to assess progress toward the degree. Students are expected to complete the degree within five years of achieving candidacy, but no more than seven years from the date of the first enrollment in their Rackham doctoral degree. Students who entered the degree prior to the fall of 2007 and have not completed their degree within the seven year limit should petition Rackham OARD for an extension of time to degree with a plan for completion. Effective for students entering in the fall of 2007, programs and departments may request an unconditional one-year extension for students deemed to be making satisfactory progress toward the degree, providing a plan and timeline for completion. A program or

department may request an additional one-year extension, but a student who does not complete the degree after two years of extension may be returned to pre-candidacy status and required to meet candidacy requirements again. Rackham will notify programs and departments of students who have not completed their degree within the stipulated period.

III. Graduate Student Instructor/ Graduate Student Research Assistant/ Graduate Student Service Assistant

Students are selected for GSI/GSRA/GSSA positions in a manner that balances their individual research needs and the needs of the College as equitably as possible. Students should relate their preferences to their advisors and to the Doctoral Studies Director by email in advance of each term. Where possible, students will be assigned according to their preference and their advisor's recommendation. Often, however, the teaching needs of the College will dictate many of the final assignments. Students are well advised to gain as much experience as possible in a wide array of courses. This is a valuable aspect of Doctoral student training and professional preparation.

IV. Health Care

See the Rackham website for information on Health and Wellness resources:

<http://www.rackham.umich.edu/grad-life/health>

And on Gradcare and Benefits:

<http://www.rackham.umich.edu/grad-life/health/insurance>

CONTACT

Questions or queries may be directed to the **Director of Doctoral Studies**, Claire Zimmerman, zimclair@umich.edu, or to Lisa Hauser, Assistant Director for Admissions & Recruiting, at 734-763-1275, or by email at weeze@umich.edu.

Further information can be found on the Taubman College website, including announcements of upcoming departmental events, lists of current students, course offerings, and descriptions of sample schedules (also contained here): <https://taubmancollege.umich.edu/architecture/degrees/phd-architecture>

Students should also consult the website of the Horace P. Rackham Graduate School. This site gives abundant information on university rules and requirements and on local funding opportunities.

<http://www.rackham.umich.edu/>