

**UHM, School of Architecture**  
**DOCTORATE PROJECT ACADEMIC CALENDAR 2015-2016**

*Item must be completed and handed in to Student Services Office  
 by 4:00 pm on or before the dates noted.*

**The following dates are for ARCH 784 taken in the SPRING 2016 semester**

	Fri	
Jan	15	<b>Form I due by 4pm</b>
	18-22	First committee meeting; obtain signatures for OGE Form II
	22	<b>Form II due by 4pm</b> , with original signatures
	29	
Feb	5	
	12	
	15-19	Committee Meeting
	26	
Mar	4	
	11	
	14-18	Committee Meeting
Spring Break		
April	1	
	8	
	11-15	Committee Meeting
	22	
	29	
May	6	<b>Due by 4pm:</b> Research Document to Committee (one week before meeting)
	9-13	Final committee meeting and defense of research document, this week*
	13	Submittal of OGE Form II with original signatures and IRB approval letter(s) if required.
	13	<b>Due by 4pm:</b> Signed title page and one printed black-and-white copy of your written document

\* **"Pass" required in defense of research document and written document to pass ARCH 784**

Failure to submit title page and research document by 5/13 at 4 pm indicates that the student failed ARCH 784 and must repeat 784.

Failure to meet required submittal dates indicates FAILURE for ARCH 784

**Doctorate Project Guidelines and Forms can be found on our website at [www.arch.hawaii.edu](http://www.arch.hawaii.edu) and OGE eTD Style and Policy Guide.**

OGE = Office of Graduate Education



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## Doctorate – Pre-Candidacy Progress (Form I)

Use this form to report the following:

- Selection of or admission into a specialization within the graduate program (if applicable)
- Date of the preliminary conference (initial advising) with the interim academic adviser
- Remedy of all undergraduate deficiencies (if applicable)
- Results of the general or qualifying exam\* (if required)
- Results of the first foreign language exam (if required)

\* A student who fails the general or qualifying exam (if required) may repeat it once. A student who fails the exam for the second time is dismissed from both the graduate program and the Office of Graduate Education.

Submit this form immediately after results of the general or qualifying exam become available.

## Doctorate – Pre-Candidacy Progress (Form I)

**Part I. To be completed by the student**

Name \_\_\_\_\_ UH ID No. \_\_\_\_\_  
LAST, FIRST, M.I.

Graduate Program \_\_\_\_\_ Degree Objective \_\_\_\_\_  
INCLUDE SPECIALIZATION IF APPLICABLE.

**Part II. To be completed by the graduate chair**

Interim Academic Adviser \_\_\_\_\_ Preliminary Conference \_\_\_\_\_  
MM/DD/YY

Does the student have any deficiencies?  No  Yes (If yes, provide details in the space below.)

Deficiency (Course or Skill)		Remedy for Deficiency		
Exam	Not Required	MM/DD/YY	Passed	Failed
General or Qualifying Exam				
General or Qualifying Exam (Repeat if failed the first time.)				
Language Requirement (Language: _____ )				

**Signature of Graduate Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**GRADUATE EDUCATION ACTION**

Approved  Not Approved By \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

**C: Graduate Program**



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## Doctorate – Advance to Candidacy (Form II)

Use this form to report the following:

- Appointment of dissertation committee (If appointing a non-graduate faculty to the committee, attach justification and a current CV of the faculty.)
- Approval of research topic (Attach appropriate approval(s) as necessary. See below.)
- Results of the comprehensive exam \*
- Results of the second foreign language exam (if required)

\* A student who fails any portion of the comprehensive exam may repeat it once. A student who fails the exam for the second time is dismissed from both the graduate program and the Office of Graduate Education.

Submit this form prior to registering for Dissertation 800 or before the last day to add courses during the semester of registration. Registration in Dissertation 800 is allowed only after this form and all necessary attachments have been received and approved by the Office of Graduate Education.

### Approval for Research Topics

As required by federal, state and university regulations, UHM students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

### Institutional Review Board and Human Studies Program

The Institutional Review Board (IRB) is a federally required committee responsible for evaluating research protocols which involve people as research subjects. Protocols involving human subjects are required to be reviewed and approved by an IRB prior to starting the activities. All research proposals that involve human subjects or the University's non-public information to identify or contact research subjects require review and approval by an IRB. Federal guidelines allow for some research to be exempt from IRB review: however, only the Human Studies Program office on behalf of the IRB may grant such exemptions. The Human Studies Program administratively supports the University's three IRBs (Biomedical, Social & Behavioral Sciences, and Cooperative) by processing applications and documents and providing education on the principles of conducting ethical human research.

### Environmental, Health and Safety Office

The Environmental Health and Safety Office (EHSO) ensured safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, compressed gas (scuba) diving, certain chemicals and hazardous materials and their disposal are the responsibility of EHSO.

### Institutional Biosafety Committee and Biosafety Program

The Institutional Biosafety Committee (IBC) is a federally required committee responsible for evaluating research protocols which propose the use of biological recombinant material and other biological material including but not limited to microorganisms, biological toxins, cell or tissue samples, and genetically modified animals and plants. Protocols involving these materials are required to be reviewed and approved by the IBC prior to starting the activities. The Biosafety Program administratively supports the IBC by processing all applications and documents, conducting laboratory inspections, and provides training for general laboratory biosafety, biosafety and bloodborne pathogen awareness.

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Telephone: (808) 956-8544, 956-8500  
Web site: [manoa.hawaii.edu/graduate](http://manoa.hawaii.edu/graduate)

An Equal Opportunity/Affirmative Action Institution

**Institutional Animal Care and Use Committee and Animal Welfare**

The Institutional Animal Care and Use Committee (IACUC) is a federally required committee responsible for evaluating research and instructional protocols which propose the use of vertebrate animals in traditional laboratory, agricultural, and field condition environments. Protocols involving vertebrate animal species are required to be reviewed and approved by the IACUC prior to starting the activities. The Animal Welfare Program administratively supports the IACUC by processing all applications and documents, conducting laboratory inspections, and oversees education requirements for conducting ethical and scientifically sound animal use research and instruction.

**Committee Approval**

Members of the committee must review the student's research proposal and indicate their approval by signing in the space provided.

**All-But-Dissertation (ABD) Certificate**

Upon request by the graduate chair, the Graduate Student Services will issue an ABD certificate to the student.

## Doctorate – Advance to Candidacy (Form II)

### Part I. To be completed by student

Name \_\_\_\_\_ UH ID \_\_\_\_\_  
LAST FIRST M.I.

Graduate Program \_\_\_\_\_ Degree Objective \_\_\_\_\_  
INCLUDE SPECILIZATION IF APPLICABLE.

Dissertation Topic: \_\_\_\_\_

YES  NO My research requires approval by one or more of the following: Institutional Review Board (IRB), Environmental Health and Safety Office (EHSO), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). If yes, attach a copy of the approval letter(s). Enrollment in Dissertation 800 will not be permitted until such approval is obtained. **I certify that I have read and understand the policies and instructions on this form.**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**DISSERTATION COMMITTEE:** By signing below, we certify that we have reviewed and approved the proposed research and found that the proposal is 1) appropriate to the student's academic discipline, and 2) in compliance with the policies and instructions for this form. **Non-Graduate faculty appointed to a committee must also be approved by the Office of Graduate Education. Attach a current curriculum vitae of the non-graduate faculty and justification for committee inclusion.**

Name (Type of Print)	Signature	Date
Chair		
Member		
Member		
Member		
Member		
University Representative		

### Part II. To be completed by graduate chair

EXAM		MM/DD/YY	Passed	Failed
Comprehensive Exam (oral or oral & written)				
Comprehensive Exam (Repeat if failed the first time.)				
Language Requirement (Language: _____ )	<input type="checkbox"/> Not Required			

Advance to Candidacy:  Recommended  Not Recommended  
 Issuance of ABD Certificate Requested

Signature of Graduate Chair: \_\_\_\_\_ Date: \_\_\_\_\_

### GRADUATE EDUCATION ACTION

Approved  Not Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

**C: Graduate Program**