

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 786 OR 788 taken in the SPRING 2016 semester

	Fri	
Jan	15	Last day to change any committee member, submit revised 784 Research Document to Committee
	18-22	Committee meeting this week or before
	29	Last day to file for Spring 2015 degree application
Feb	5	
	12	
	15-19	Submittal of Notice of Final Oral Examination form (2 weeks before meeting)
	26	Due by 4pm: 95% complete written D Arch document to Committee (one week before meeting)
Feb 29-Mar	4	Final Committee Meeting, Oral Defense
	11	Form III due by 4pm , including one printed black-and-white copy of your 95% D Arch document, required for Spring graduation
	18	
Mar 21-25		<i>Spring Break</i>
Thu	Mar 31	Form IV due by 4pm , including all documents listed on page 2 (Final Document Guidelines & Submittal)
	Apr 1	Due to OGE: SoA Student Services turns in all documents to OGE
	8	
	15	
	22	
	29	
	May 6	
Mon	9	Due by 4pm: poster of project 24x36, maximum 2 sheets, required for spring graduation
	13	Required public presentation
Sat	14	Commencement

* **"Pass" required in 95% oral defense and written document to pass ARCH 786**

Failure to submit OGE Form III by 3/11 at 4 pm indicates that the student did not pass ARCH 786 and must take ARCH 788 in F16; 788 may only be taken for one academic year, i.e., F16 and S17. If student does not pass ARCH 788 on the second try, 786 can be repeated only after petitioning and receiving the Dean's approval.

Doctorate Project Guidelines and Forms can be found on our website at www.arch.hawaii.edu and OGE eTD Style and Policy Guide.

OGE = Office of Graduate Education

22 October 2015

ARCH 786 / 788 FINAL DOCUMENT GUIDELINES & SUBMITTAL

STYLE GUIDELINES

A. Formatting and Organization

See the Office of Graduate Education eTD Style & Policy Guide for organization of contents and formatting information:

<https://manoa.hawaii.edu/graduate/content/style-policy>

https://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/misc/tdstylepolicy_e.pdf

B. Additional Format Requirements

1. Margins: The Office of Graduate Education eTD Style & Policy Guide sets a recommended minimum of 1" margin on all sides; however, in order to bind, margins should be set at 1" EXCEPT for left margin which should be 1-1/2". Because of the significant images in the SoA documents, our requirements superseded the OGE margin and format requirements. This is due to binding by SoA.
2. Format: The vertical or "portrait" format is required. No landscape orientation is permitted. All pages are to be printed on one side only on white paper without any additional watermarks or imagery; the paper quality must be acid-free or PH neutral, at least 20 pound weight, and minimum of 25% cotton bond.
3. Folded pages for binding: 11" x 17" paper must be cut to 11" x 15" and folded so that the left margin is 1½ inches. The 1/4" clearance on the right edge prevents edges of the folded sheet from being sewn into the binding or trimmed at the fold on the right hand side.
4. In the digital PDF copy on CD or DVD, blank out (i.e., either an empty box or an overlay grey color) all images that you do not have permission to use. Leave in the figure number and information on where the image came from so the original image can be sourced.

SUBMISSION OF FINAL DOCTORATE PROJECT DOCUMENT

The Doctorate Project Document and Form IV must be submitted to the SoA Student Services Office by the deadline specified in the Doctorate Project Academic Calendar.

A. The final Doctorate Project Document submission includes:

1. Submission for SoA
 - a. Two loose copies of entire manuscript
One for Doctorate Project Chair
One for SoA Reading Room
 - b. Additional copies for student
 - c. One CD or DVD in electronic PDF format. The CD or DVD must contain the whole Doctorate Project Document. The CD or DVD must be labeled with your "surname_first name_middle name", semester/year, and enclosed in a separate envelope. A CD case is not needed.
 - d. Payment for binding for "a & b" must be received along with the loose copies.
2. Submission for the Office of Graduate Education & ProQuest
 - a. Two CDs or DVDs in electronic PDF format of the entire manuscript. DO NOT include FORM IV in your CD.
 - b. One printed copy of the title page, abstract, and FORM IV.
 - c. Money order or cashier check made payable to ProQuest LLC in the amount of \$25 with no expiration date.
 - d. ProQuest publication agreement
 - e. Survey of Earned Doctorates (SED) form

If these submissions, 1 & 2 above, of the final Doctorate Project Document and Form IV are not received in the proper form and the binding paid for by the date specified in the Doctorate Project Academic Calendar, the student has not satisfied degree requirements.

FINAL ORAL EXAMINATION FOR DOCTORAL DISSERTATION DEFENSE

This form must be submitted to the Graduate Student Services Office **two weeks** before the oral examination date.

Today's Date: _____

Student _____
Last First

Degree _____ Field _____

Date _____ Time _____ Place _____

List all committee members:

Committee Chair Print (mandatory)

Committee Chair Signature (mandatory)

University Representative

Member

Member

Member

All members of the committee (as approved on Student Progress Form II) must be present. Any changes in committee members must have the approval of the Graduate Division before the final orals can be publicized.

Dissertation title: **(type or print clearly)**

Note: The announcement of the final oral examination on the UH Events calendar is an official requirement. This form must be returned to the Graduate Student Services Office **two weeks** prior to the scheduled final oral examination date.

Doctorate – Dissertation Evaluation (Form III)

Committee Approval

This form is to be signed only by committee members who participate in the final defense, including any proxy members. By signing this form, committee members indicate approval or disapproval of the content of the manuscript and the student's ability to defend it.

Submit this form immediately after results of the final exam become available or no later than three weeks prior to the dissertation due date.

UNIVERSITY OF HAWAII AT MĀNOA

Graduate Division
Student Academic Services
Records Office

Doctorate – Dissertation Evaluation (Form III)

Part I. To be completed by the student

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____
INCLUDE SPECIALIZATION IF APPLICABLE.

Date of Final Exam / Dissertation Defense _____
MM/DD/YY

I certify that I have read and understand the policies and instructions for this form.

Signature of Student _____ Date _____

Obtain signatures from the dissertation committee:

We certify that we have read and understand the policies and instructions for this form.

Name (Print or Type)	Signature	Passed	Failed
Chair			
Member			
Member			
Member			
Member			
University Representative*			

*Your signature is affirmation that appropriate procedures were followed and the highest standards of scholarship upheld in the defense.

Part II. To be completed by the graduate chair

Approved Not Approved

Signature of Graduate Chair _____ Date _____

GRADUATE DIVISION ACTION <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved By _____ Date _____ Remarks

C: Graduate Program

2540 Maile Way, Spalding Hall 352, Honolulu, Hawai'i 96822
Telephone: (808) 956-8500

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Doctorate – Dissertation Submission (Form IV)

This form replaces what was formerly the signature page. It is to be signed by the chair and a majority of the committee, including any committee member(s) who may have been physically absent at the defense. All those who sign must have read and approve the manuscript in its entirety. By signing this form, committee members indicate approval of the content and the form of the finalized manuscript.

It is preferable to submit a single copy of this form with all approval signatures. In the event that approval signatures need to be obtained by mail, multiple copies of this form with separate signatures may be submitted in lieu of a single copy.

Submit this form along with the final digital or printed copy of the manuscript, by the due date indicated in the Academic Calendar. Do NOT physically attach the form to the manuscript.



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Doctorate – Dissertation Submission (Form IV)

Part I. To be completed by the student

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____
INCLUDE SPECIALIZATION IF APPLICABLE.

I certify that I have read and understand the policies and instructions for this form.

Signature of Student _____ Date _____

Obtain signatures from the dissertation committee:

We certify that we have read and understand the policies and instructions for this form. We hereby approve both the content and the form of this dissertation.

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

GRADUATE DIVISION ACTION

Approved Not Approved By _____ Date _____

Remarks

C: Graduate Program