PhD in the Constructed Environment Handbook 2024-2025

UVA SCHOOL OF
ARCHITECTURE

Table of Contents

1. Introduction

Letter From the PhD Director

Embarking on a PhD journey with the PhD in the Constructed Environment Program is perhaps one of the most important decisions in life, one that reflects a shared understanding: the challenge of our constructed environment in the twenty-first century is both pressing and complex. Disciplinary knowledge, while necessary, is often insufficient to engage with the multi-dimensional problems in how we shape our environment.

The University of Virginia has been a crucial institution for the production and accumulation of knowledge and understanding for two hundred years; from the moment of its founding, the constructed environment – from pastoral landscapes to architectural compositions – has been a fundamental component of its pursuit of knowledge. The School of Architecture is, by necessity and by choice, steeped in this history of the constructed environment; we continue to embrace this agenda to define and confront new challenges of our time, both human-social and environment-planetary. The PhD in the Constructed Environment Program has a special role to play; it is uniquely positioned to synthesize advancements in technologies, methods, histories, and theories as foundations of values and real-world decision-making.

The PhD in the Constructed Environment Program is cross disciplinary in nature, functioning as a common platform for the four departments in the School of Architecture: Architectural History, Architecture, Landscape Architecture, and Urban and Environmental Planning. PhD students and candidates work in specific areas of specialization but aim to bring the insights and expertise of the four departments together and communicate their research outcomes in this context. Shaped by the University's tradition of collaborative research between faculty and students, the PhD in the Constructed Environment Program strives to foster a supportive research environment in which diversity and uniqueness flourish with the highest standards of intellectual rigor.

We are excited that you have chosen to explore and expand the boundaries and horizons of knowledge with us; we are confident that have some of the best human, technological, and methodological infrastructures for innovative and collaborative research.

Shiqiao Li
Weedon Professor in Asian Architecture
Director, PhD in the Constructed Environment Program

Program Overview

The [Home Page](#) of the PhD in the Constructed Environment Program website outlines the intellectual framework of the program. One of the most distinctive features of the program is its intersectional structure across the four Departments of the School of Architecture, bridging humanities, technologies, and design disciplines with a carefully calibrated breadth to ensure a productive interdisciplinarity. Constructed Environment is a conception that encompasses a generative assembly of related knowledge and insights. The program, instead of being built around administrative units, is formulated around several important research trajectories as research strains:

> 1. Social + Spatial Organizations: the morphologies, institutions, landforms, and economic structures that activate the constructed environment.
>
> 2. Urban + Ecological Intersections: the planning and analysis of urban and natural systems and landscapes, urban theorization, forms of governance, resilience, and human and ecological health and wellbeing.
>
> 3. Digital and Data-Driven Technologies + Design Methodologies: digital media, data literacy, digital humanities, sensing and responsive technologies, smart cities, and other data-driven approaches and digital technologies in the constructed environment, along with the theoretical and ethical questions sparked by advances in technology.
>
> 4. Identity Formations: questions of how, when, and under what conditions cultural, aesthetic, and political identities are formed in relation to the constructed environment, power structures, cultural geography, and the history and theory of the cultural realm.

Each strain leverages on the research of faculty members from all departments, as described on the [Home Page](#) of the PhD Program; it forms an infrastructure for PhD students to chart their own research paths.

Getting Acclimated to a PhD Environment

As you transition from research conducted within the framework of a master's degree to that of the PhD degree, it is important to understand several subtle yet substantive differences between them. Perhaps the most important is the nature of a PhD dissertation as research that expands the boundaries and horizons of existing knowledge. This requires both a command of the current state of relevant fields of knowledge and a synthesized presentation of new empirical data and theoretical constructs; these are in one way measured through Comprehensive Examination and Dissertation Proposal Defense taking place in the third year of the PhD study. PhD research requires considerable initiative and self-organization to achieve research goals. As a PhD student and candidate, you are also expected to play a role as a member of a vigorous research community, by becoming a teacher either as Graduate Teaching Assistant (GTA) or as adjunct faculty, and a broad-minded researcher as Graduate Research Assistant (GRA) contributing to a larger research community.

The marshalling of a large quantity of data accumulated over a long period of time, characteristic of PhD research in the constructed environment, can be challenging; it is important that you understand the nature of the PhD journey. The PhD in the Constructed Environment Program is designed to facilitate your progress towards the dissertation through stages of research preparation and development. The first two

years of the PhD study consists of required courses (48 credits) which, while obligatory, contains a degree of flexibility to accommodate the diversity of knowledge fields within the School of Architecture. The PhD Colloquium sequence provides a platform for to formulate and test hypotheses as well as develop capabilities as an independent researcher, the Specialization Courses allow you to delve deeper into the specificities of knowledge fields, and the Method Courses map broader knowledge terrains to better calibrate your original contribution to knowledge. The courses Theories of Knowledge in the Constructed Environment and Ethics, Politics, and Aesthetics establish a theoretical and epistemological framework for the multidisciplinary research and dialogue at the core of the Program. The framework of your PhD dissertation is largely formulated during the third year of your study, through Comprehensive Examination and Dissertation Proposal Defense. This is the year in which a detailed research outline is developed and adhered to for the fourth and fifth year of your PhD research.

The final phase of your PhD research is the dissertation, entailing the further gathering of data and producing a synthesized presentation of your research as original contribution that expands the boundaries and horizons of knowledge. In this capacity, you are entering a research community as a full-fledged member; you are expected to continue this role as you graduate and commence research and professional careers. Many **recent graduates** of the PhD program have taken up this role as post-doctoral researchers and tenure-track assistant professors in higher education institutions.

Governance Structure

The PhD in the Constructed Environment is governed by a PhD Committee, consisting of the Director of the PhD in the Constructed Environment Program, and one PhD-holding faculty member from each of the four departments. Decisions of the PhD Committee are made in consultation with the Dean of the School of Architecture, and Department Chairs. Shared student governance is centered on the student organization CE+, which both organizes enrichment programs, manages support of research, and liaises with the PhD Committee and the Dean's Office.

The PhD in the Constructed Environment Program works closely with the Office of Graduate and Postdoctoral Affairs and the PhD Plus Program of the University of Virginia in areas such as research and teaching resources for PhD students, funding opportunities, and student life. It also connects with other PhD programs across Grounds, particularly those in the College of Arts and Sciences such as PhD in Art and Architectural History Program in terms of sharing resources and experiences.

Learning Structure

Upon admission, a student is assigned to one Primary Advisor based on the student's nomination. In the first two years of your study, both the Primary Advisor and the PhD Committee advise the student on course work, research design, and academic progress. Students will meet with Primary Advisors regularly, and, in the middle of each Spring semester, discuss with the PhD Director on their teaching and research assignments for the following year.

By the end of the second year, students are expected to have assembled a Dissertation Committee, which will advise and guide students towards the successful completion of the Comprehensive Examination, Dissertation Proposal Defense, and Oral Defense of Dissertation. Students may change their Primary Advisors before the formation of the Dissertation Committee, with full and clear communication with all parties involved, and with the approval of the PhD Committee. Once the Dissertation Committee is formed,

students are to inform in writing the Registrar of the School of Architecture Sharon McDonald (slf7a@virginia.edu). PhD students achieve candidacy after passing the Comprehensive Examination.

<u>Comprehensive Examinations</u>
Please refer to **Graduate Record** for details of exam questions and process. All members of the Dissertation Committee must be present at the exam, as well as a PhD Committee member. At the end of the exam, the dissertation advisor submits the Exam Outcome Form, summarizing the comments made during the exam, and submit to the registrar's office (Sharon McDonald slf7a@virginia.edu) and the Chair of the PhD Committee (Shiqiao Li lishiqiao@virginia.edu).

<u>Dissertation Proposal Defense</u>
Please refer to **Graduate Record** for details of Dissertation Proposal Defense. All members of the Dissertation Committee must be present at the defense, as well as a PhD Committee member. At the end of the defense, the dissertation advisor submits the Proposal Defense Outcome Form, summarizing the comments made during the defense, and submit to the registrar's office (Sharon McDonald slf7a@virginia.edu) and the Chair of the PhD Committee (Shiqiao Li lishiqiao@virginia.edu).

PhD **students and candidates** of the PhD in the Constructed Environment Program, both current and graduated, are important resources, both in the form of organized CE+ programs such as speakers' series, conferences, and writing workshops for undergraduate students, and in terms of ad hoc reading and writing groups, mutual counselling, and sharing of experiences. Peer learning and support are crucial in an institution of higher education. One of the best ways to learn is through teaching; the PhD in the Constructed Program integrates a gradual increase of teaching requirement in the second and third year of students' study.

2. Program Requirements, Resources and Policies

Course Work

The **Graduate Record** of the PhD in the Constructed Environment Program is the best information source for you to understand the program requirements. PhD students follow the general **Academic Rules** of the Graduate School of Architecture.

A minimum of 72 credit hours is required for completion of the program, including 48 credit hours of coursework, to be completed in full-time residence at the University, during the first four semesters of the program. Working closely with their Primary Advisors, students will design a curriculum that provides sufficient breadth and depth of knowledge. The curriculum consists of four areas: (1) core courses, (2) methods courses, (3) specialization courses, and (4) dissertation hours.

<u>Academic Good Standing</u>

The lowest acceptable grade for a student in the Graduate School of Architecture is a B-. Students must earn a grade of "B-" or higher in all of their courses. Graduate students are considered to be in academic

good standing at the end of a semester unless, during said semester, the following grading outcomes apply:

- A student receives a single grade of C+ or below for a degree-required course resulting in academic probation.
- A second grade of C+ or below for a degree-required course during one semester or the entirety of a student's degree program will result in an enforced withdrawal from the program. Students who have been forced to withdraw must reapply to their program and admission is not guaranteed.
- Students will not receive credit toward the completion of their degree for a grade of C+ or below in any course.

Courses taken at other institutions are normally not accepted. Under exceptional circumstances, a petition along with supporting materials (i.e. syllabus and work samples) may be submitted to receive an exemption from taking a required course. Candidates are required to fulfill the total degree credit requirement regardless of course exemptions granted. Petitions are to be submitted to the Director of the PhD Program for consideration and final decision.

Non-Coursework Requirements and Process

Non-coursework requirements of the Program include literature review, establishment of Dissertation Committee, completion of Comprehensive Exams (in one of two formats) and Dissertation Proposal Defense, and the completion and public Oral Defense of Dissertation. Again, the best place to learn the details of these requirements is the **Graduate Record** of the PhD Program.

Human Subjects Protocol (IRB)

Federal law and University policy require that all research, on or off campus, involving human subjects conducted by graduate students in pursuit of an advanced degree must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS). It is the responsibility of each investigator to seek Institutional Review Board (IRB) review and approval prior to initiation of any research involving human subjects or before conducting any clinical investigation. The investigator is responsible for making a preliminary decision regarding whether his/her activities meet either (a) the Department of Health and Human Services (DHHS) definitions of both "research" and "human subjects" and/or (b) the FDA definitions of both "clinical investigations" and "human subjects." More information, resources, and approval process, please go to the **IRB resource** of the University.

Faculty Responsibilities

It is the responsibility of the Primary Advisor to meet regularly with a student regarding their progress through the program. Once a student has advanced to candidacy, all members of the Dissertation Committee are responsible for providing guidance and feedback on the Dissertation. While on sabbaticals or other leaves of absence from the normal teaching duties, Primary Advisors and Dissertation Committee members are to continue to advise PhD students and candidates on dissertations. In exceptional circumstances in which Primary Advisors are unable to fulfill their roles, alternative arrangements must be made in consultation with Director of the PhD Program and the PhD Committee. Agreements between Primary Advisors, Dissertation Committee, and PhD candidates on deadlines of regular completion of

chapters are to be adhered to, and renegotiated, if necessary, to ensure timely production of research and completion of dissertation writing. The Primary Advisor is responsible for informing Sharon McDonald (slf7a@virginia.edu) and Tashana Starks (tdp2m@virginia.edu) that the student has passed/failed the Comprehensive Examination and Dissertation Proposal Defense immediately after the result is determined.

Earning a Certificate of Specialization within the PhD Program

For PhD students who wish to earn a certificate in a specialized area within the duration of their PhD study, approval is required from their advisors and the PhD Committee. Students should take no more than one additional class to fulfill the requirement of a certificate. Please write to Shiqiao Li (lishiqiao@virginia.edu), Director of the PhD Program, to apply for approval.

Teaching, Research, and Reporting Responsibilities

Teaching as Graduate Teaching Assistants (GTA) or Graduate Research Assistants (GRA)

All PhD students are required to engage with teaching and research in the school community and beyond, as teaching skills are important for PhD students to develop as future teachers. For PhD students with school administered funding, your teaching and research responsibilities are detailed in your offer letter: during the second year of your PhD study, you will have a requirement to serve as either Graduate Teaching Assistants (GTA) or Graduate Research Assistant (GRA) in one course (maximum 10 hours per week) in either Fall or Spring Semester. During the third year of your PhD study, you will have a requirement to serve as either Graduate Teaching Assistants (GTA) or Graduate Research Assistant (GRA) in one course (maximum 10 hours per week) in Fall Semester and one course (maximum 10 hours per week) in Spring Semester. For PhD students with grant administered funding, your teaching and research responsibilities vary according to grant conditions and requirements.

Teaching as Adjunct Faculty

After successfully defending your Dissertation Proposal, you are eligible to be considered as adjunct teaching faculty of the School of Architecture. At this stage, teaching opportunities are subject to the teaching assignments of the four Department Chairs, and you will be compensated based on the department budgets for adjunct faculty.

Teaching and Research Overload Approval

Students in their second and third years should not, under typical circumstances, exceed the required amount of teaching and research as GTAs and GRAs. Approval is required for exceptional cases where teaching and research as GTAs and GRAs are particularly appropriate for the development of dissertation research. In addition, PhD candidates beyond their Dissertation Proposal Defense must seek approval if they wish to work more than 20 hours per week as adjunct teaching or research faculty. Please write to Shiqiao Li (lishiqiao@virginia.edu), Director of the PhD Program, to apply for approval.

Public Presentations

PhD students in year one and year two are required to give public talks in the Spring semesters, providing an opportunity to develop skills in presenting one's own research and as a platform to reach a wider audience. The format may be that of a "lightning talk," a succinct presentation given in rapid sequence with other students in the Program. Other current PhD students and candidates (after the first two years) are encouraged to give public talks in the Fall semesters.

<u>Publication of Conference Papers, Journal Papers, and Book Chapters</u>

All PhD students are strongly encouraged to participate in relevant academic conferences and submit research papers to peer-reviewed journals for publication. The PhD Program has dedicated funds to support these activities (see Funding section). Students and candidates of the PhD Program have participated in numerous conferences and published book chapters and papers in peer-reviewed journals including *Architectural Theory Review*, *Journal of Architectural Education*, *Planning Theory*, *Transportation Research*, *Journal of Digital Landscape Architecture*, *Places Journal*, and *Landscape Architecture Frontiers*.

<u>Annual Report and Progress Review</u>

To record student achievements and to encourage persistence and completion, the PhD Committee – in consultation with the student's Primary Advisor – will annually review each student's progress in the program. This review will address performance in coursework, progress on the literature review, performance on Comprehensive Exams, progress on the Dissertation Proposal, and progress towards completion of the dissertation. The Primary Advisor will discuss the results of the performance review with the student. Adequate progress toward the degree is required for all students who continue in the program. The review will be based on an annual report, submitted by each PhD student/candidate by April 30 each year, with the following details:

1. 300 word progress summary (address the status of PhD Program requirements of the year);
2. List of courses taught and research assisted;
3. List of publications (both single authored and co-authored);
4. Any other accomplishments (awards, prizes, recognitions).

The following is a chart of a typical path for the PhD in the Constructed Environment Program:

Flow Chart

PhD in the Constructed Environment: Overview of Requirements

YEAR	1		2		3		4	5
SEMESTER	F	S	F	S	F	S	F/S	F/S
COURSEWORK	**Core Courses:** 18 credit hours, the following courses must be taken in sequence to fulfill this requirement SARC 8101, SARC 8120, SARC 9911, SARC 9912, SARC 9913, and SARC 9914				Upon completion of coursework, students enroll in SARC 9998 for 12 credits per semester during which they complete their Comprehensive Exams and Dissertation Proposal Defense, this typically takes 1-2 semesters.		**Dissertation Hours:** following successful defense of Dissertation Proposal, candidates enroll in SARC 9999 for 24 credit hours to devote their efforts toward dissertation related research.	
	Methods Courses: 9 credit hours, courses taken dependent on nature of research topic and model, student works with the Primary Advisor to select courses taken for this requirement. Methods courses included in an individual curriculum are subject to approval by the PhD Committee.							
	Specialization Courses: 21 credit hours, student works with the Primary Advisor to select courses appropriately across introductory, intermediate, and advanced graduate coursework suited to acquiring knowledge toward completion of the dissertation. Specialization courses included in an individual curriculum are subject to approval by the PhD Committee.							
NON-COURSE-WORK REQUIREMENTS		**Literature Review:** completed at end of second semester, covers area of specialization, student presents preliminary findings for literature review in the Colloquium sequence.	**Dissertation Committee:** student submits list of Dissertation Committee members to PhD committee for approval. The Primary Advisor must be a member of the student's home department. One member of the dissertation committee must be from outside the student's home department. Faculty from outside the School of Architecture may serve on Dissertation Committees		**Comprehensive Exams:** exams can be initiated immediately upon completion of coursework, but must be initiated no later than 14 days after the beginning of the fifth semester of study. **Dissertation Proposal:** during first two weeks of the semester following passage of Comprehensive Exams, student submits Dissertation Proposal to the Dissertation Committee and PhD Committee at a public oral presentation.	**Dissertation:** supervised by Primary Advisor and Dissertation Committee, upon completion student will defend at a scheduled public defense before the Dissertation Committee. After presentation, the Dissertation Committee meets in closed session to evaluate the student's performance. There are two possible outcomes: Pass or Fail, in the case of a Fail, the student is provided one additional opportunity to defend the following semester, unless approved by the PhD Committee, three months must elapse before the second defense. A third defense is not permitted. Failure to pass the second defense marks the end of thestudent's doctoral studies.		
OTHER	Annual Report and Progress Review Public Presentations (required for year one and year two, optional for year three, four, five)							

Resources, Facilities and Program Enrichment

Resources and Facilities

The School of Architecture hosts several important research centers: **Center for Design and Health**, **Center for Cultural Landscapes**, and **Institute for Engagement and Negotiation**. Melissa Goldman and Trevor Kemp at the **Fabrication Lab** and **Milton Land Lab** can introduce you to the outstanding fabrication capabilities at the School of Architecture. These labs are connected with a network of fabrication and making spaces across the University: **Maker Grounds**. The University's **Scholar's Lab** is an important resource for many of our PhD students. The University's **Center for Teaching Excellence** has great resources for graduate students such as Tomorrow's Professors Today and Teaching as Graduate Students.

Faculty members of the School of Architecture host international research networks that include **Arctic Design Group**, **Dredge Research Collaborative**, **Asian Urbanism Collaborative**, and **Design Futures Forum**.

University of Virginia is home to some of the leading research centers in the world in issues that are intertwined with Constructed Environment, in areas such as commerce, public leadership and politics, environmental science, engineering, and studies of regional issues, such as **Environmental Resilience Center**, **Equity Center**, **East Asia Center**, **Contemplative Sciences Center**, **Miller Center**, **Center for Politics**, **Repair Lab**, and **Carter G. Woodson Institute**.

The University's **Center for Global Inquiry and Innovation** (CGII) and **Institute of the Humanities and Global Culture** (IHGC) have annual research support that our PhD students have successfully competed for funding.

Rebecca Coleman (rac8f@virginia.edu), the Architectural Librarian, provides information in research and data collection related to the constructed environment, as well as general advice on the different branches of the UVA Library and libraries in the country.

Program Enrichment

The School of Architecture provides substantial lecture series and symposia hosted by faculty and supported by PhD students. These are invaluable resources in terms of both content and connections; they are also excellent way to establish cross departmental research collaborations. The doctoral student organization CE+ organizes a speakers' series that contributes to the intellectual life of the School. Students of the School of Architecture help develop a diverse, respectful, and open community through a range of student organizations: School of Architecture Student Council, UVA Society of Architectural Historians (UVASAH), Student Association of Graduate Architects (SAGA), Student Association of Landscape Architects (SALAD), Student Planners' Association (SPA), American Institute of Architecture Students (AIAS), National Organization of Minority Architecture Students (NOMAS), A-School International Student Association (AISA), manifestA: Equity in the Built Environment at UVA School of Architecture, student edited design research journal *Lunch*, United Campus Workers, UVA Sawmilling, undergraduate students edited *Virginia Architecture Magazine*, and ECO-REPS.

National and international professional organizations provide enrichment to doctoral students; these include 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, Urban History Association, American Association of Geographers (AAG), Association of Collegiate Schools of Planning (ACSP), Urban Affairs Association (UAA), Society for American City and Regional Planning History (SACRPH), Council for Educators in Landscape Architecture (CELA).

UVA Honor Policy

The School of Architecture relies upon and cherishes its community of trust. We firmly endorse, uphold, and embrace the University's Honor principle that students will not lie, cheat, or steal, nor shall they tolerate those who do. We recognize that even one honor infraction can destroy an exemplary reputation that has taken years to build. Acting in a manner consistent with the principles of honor will benefit every member of the community both while enrolled in the School of Architecture and in the future. It is assumed that students work together in a spirit of collaborative learning in class. You are encouraged to ask for advice from your classmates and other students, and offer the same for them.

All work should be pledged in the spirit of the Honor System of the University of Virginia. The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: "I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)". The pledge must be signed by the student.

The **Honor Code** is enforced by the Student Honor Committee which makes determinations of guilt or innocence based on three criteria, 1) whether the alleged act occurred, 2) its intentionality, and 3) its non-triviality. Students found to have violated the Honor Code are expelled from the University of Virginia following one single violation.

If you have questions about the University of Virginia Honor Code please contact the School's representatives or call the Honor offices at 434.924.7602. In addition, you may find more information at **Honor Committee** about special cases in the context of the School of Architecture's curriculum, contact your academic advisor.

Applying for Exceptions

Time Limitation and Accommodation

All work for the PhD degree must be completed within a maximum of seven years. Exceptions are given based on individual circumstances that prolong the research and dissertation writing process. The circumstances include modification to completion schedule due to a major external funding, time-consuming acquisition of research skills, difficulties of accessing archives and conduct fieldwork due to external circumstances, parental and sick leaves, childbirth, and others deems appropriate by the PhD

Committee. Academic credits earned more than ten years prior to the date of application for admission will typically not be considered as applicable credits for admission to graduate programs at the School of Architecture.

Affiliated Status

Students who are not required to be enrolled in a term but who need to retain a minimal affiliation with the University on a temporary basis may petition their dean's office for Affiliated Status. Students on Affiliated Status remain affiliated with the University but are not enrolled and do not have an active student I.D. card. They do not have access to student services, including Student Health or student health insurance. They retain their NetBadge computer system privileges. Graduate students on Affiliated Status are not eligible for graduate assistantships and do not have access to University labs or facilities. Students with outstanding federal student loans will no longer be in deferment and will begin repayment once the grace period has ended. Students should contact Student Financial Services before petitioning for Affiliated Status if they have questions related to their particular loans. Students on Affiliated Status pay an associated fee rather than tuition or comprehensive fees. To apply to be added to the Affiliated Status, please contact Sharon McDonald, Architecture School Registrar (slf7a@virginia.edu). For further information please see **University Regulations: Academic** of the University Graduate Record.

Leave of Absence

A student who wishes to suspend their full-time or part-time status for a temporary period of time must request approval from the Director of the PhD in the Constructed Environment Program and the Associate Dean of Academics. As a result, this leave of absence will postpone their expected date of graduation. The students are required to meet with the Director of the PhD in the Constructed Environment Program, the Associate Dean of Academics, and Assistant Director of Advising Tashana Starks (tdp2m@virginia.edu) to begin the approval process. A student who wishes to take a leave of absence must apply by completing the "Leaving the University" form in their SIS Student Center no later than one week prior to the beginning of the semester in which the students plan to be on leave. Leaves of Absence are approved for a full semester or one academic year, with a student eligible for up to two years of leave cumulatively.

How to Apply for Leave of Absence

1. Email the Associate Dean of Academics, Tashana Starks, Assistant Director of Advising + Academic Support (tdp2m@virginia.edu), and the Director of the PhD Program, about your intentions on taking a Leave of Absence.
2. Contact the Office of the Dean of Students, ODOS at odos@virginia.edu to schedule an appointment.
3. Contact Carolyn Buchanan, Administrative Coordinator, Admission + Financial Aid (if applicable) (cbuchanan@virginia.edu) about your intentions on taking a Leaving the University.
4. If students want to ensure their eligibility for financial aid, they should contact Student Financial Services (sfs@virginia.edu) prior to that semester.
5. Contact the International Studies Office (if applicable) at issp@virginia.edu.
6. Fill out the "Leaving the University" e-form in your SIS student center. It is located on the bottom left side of the home page.
7. This process will need to be no later than one week prior to the beginning of the semester in which the student plans to be on leave.

8. Once the e-form has been approved, you will receive an email from the University Registrar's Office (UREG) that the process has been completed.

Students must complete the "Returning to the University" form in their SIS Student Center by March 1 to return in the Fall + Summer semesters, and by October 1 to return in the Spring semester (Please see "Returning to the University" section).

Students who have not been enrolled for more than two years or longer must follow the procedures for admission by applying to the Graduate School of Architecture. For more information about the admissions process, please visit www.arch.virginia.edu/admissions/graduate/.

Returning to the University

Students who wish to return to the University after an absence must be formally readmitted to their last school of enrollment. Readmission requires review and approval by the Associate Dean of Academics, the Department of Student Health (if applicable), the International Studies Office (if applicable), the Office of Student Financial Services (if applicable), and the Office of the Dean of Students. Students who withdrew for medical reasons will need a medical review from the Department of Student Health before they will be approved for readmission to the University; this medical review may take up to three weeks in addition to any deadline set by their school, so students should apply as early as possible when they wish to return to the University.

Students must complete the "Returning to the University" form in their SIS Student Center by March 1 for the Fall + Summer semesters and October 1 for the Spring semester. If students want to ensure their eligibility for financial aid, they should contact Student Financial Services prior to that semester. Students completing the application must include a statement that (1) addresses the student's readiness to return to the University in light of any serious difficulties, academic suspension, or extenuating circumstances related to his/her absence (e.g. financial, medical, personal hardship), and (2) outlines the student's academic plan for his/her remaining semesters.

How to Apply for Readmission

1. Email the Associate Dean of Academics and the Director of the PhD Program, about your intentions on coming back to the A-School.
2. Email Tashana Starks, Assistant Director of Advising + Academic Support about your curriculum (tdp2m@virginia.edu).
3. Contact the Office of the Dean of Students, ODOS at odos@virginia.edu to schedule an appointment.
4. Contact Carolyn Buchanan, Administrative Coordinator, Admission + Financial Aid (if applicable) (cbuchanan@virginia.edu) about your intentions on returning to the School of Architecture.
5. If students want to ensure their eligibility for financial aid, they should contact Student Financial Services (sfs@virginia.edu) prior to that semester.
6. Contact the International Studies Office (if applicable) at issp@virginia.edu.
7. Fill out the "returning to the university" e-form in your SIS student center. It is located on the bottom left side of the home page. This process can be started by March 1 for Fall + Summer semesters and October 1 for the Spring semester.

8. Once the e-form has been approved, you will receive an email from the University Registrar's Office (UREG) that the process has been completed.

Students who have received a withdrawal notation on their transcript for two consecutive academic terms (not including Summer Session or J-Term), regardless of the lapse of time between the two terms, may not apply for readmission to the University for one year. Returning to the University is not guaranteed.

Dissertation Submission and Graduation

Students who have completed all degree requirements in both their program and their school and who have observed the rules and regulations of the University, including the **Honor Code**, may graduate only after applying for and receiving approval for the degree sought. A transcript of the applicant's previous academic record, detailing the content of his or her baccalaureate + master degrees, must be on file with the Student Services Office.

Candidates who do not receive a degree in the semester for which their application has been approved must renew their application in proper form at the beginning of the semester in which candidacy for the degree is desired. Candidates who find that they will not be able to receive their degree in the semester for which their application was approved must remove their name from the degree list in writing to Sharon McDonald, Architecture School Registrar (slf7a@virginia.edu) by May 1 for Spring graduation, August 1 for Summer graduation and December 1 for Fall graduation.

Students must be enrolled or on affiliated status during the semester in which they plan to graduate. Before completing the application for the degree, students should check their Academic Requirement Report in **SIS** for errors and report them to Tashana Starks (tdp2m@virginia.edu), Assistant Director of Advising and Academic Support, as errors will not be corrected after a degree has been conferred. Please follow the steps below, following the deadline for the desired term of graduation.

Step One: Degree Application in SIS

Doctoral students must apply for their degrees online in **SIS** by the deadline for the term in which they plan to graduate:
- Fall – October 1
- Spring – February 1
- Summer – July 1

Step Two: Verify Requirements and UVA Transcripts

Students must verify in SIS that the academic requirements for their program have been fulfilled. Students are also responsible for verifying the accuracy of their current University of Virginia transcripts before degree conferral. Errors identified after graduation will not be corrected.

Step Three: Dissertation Title

- Fall: Doctoral students who are graduating in the fall term must submit the title of their dissertation with the final exam form by December 1.

- Spring: Doctoral students who are graduating in the spring term must submit the titles of their dissertations with the final exam form by April 15.
- Summer: Doctoral students who are graduating in the summer term must submit the title of their dissertation with the final exam form by August 1.

Step Four: Final Examination Form

Doctoral students must obtain a signed final examination form at the conclusion of their defense, submit this form to Sharon McDonald, Architecture School Registrar (slf7a@virginia.edu), and proceed with the steps below.
- Fall – December 1
- Spring – May 1
- Summer – August 1

Step Five: Upload Dissertation to Digital Repository

Doctoral students must **upload** the final, approved version of the dissertation to the University Library's digital repository, also known as LIBRA, by the following deadlines:
- Fall – December 15
- Spring – May 5
- Summer – August 7

Information regarding the **repository**, the **submission process** and **copyright law** is available through the LIBRA web site. Please note the following:
- The title page of the dissertation should be formatted according to the **template** approved by the School of Architecture. Signatures of the dissertation committee members should appear only on the final examination form. These signatures should not appear on the title page of the document that is uploaded to LIBRA.
- Students are responsible for ensuring that they upload the final, approved version of the dissertation. Documents submitted to LIBRA cannot be deleted or corrected.
- The dissertation title submitted to the department in step three above will appear in the LIBRA upload interface. If the title listed in LIBRA does not match the final title of the dissertation, the student must stop the upload process and inform Sharon McDonald, Architecture School Registrar (slf7a@virginia.edu) of the correct title. The dissertation title listed in SIS, LIBRA and the student's transcript should be identical.

LIBRA will accept the dissertation as a single PDF document of any size. Students also have the option to upload supplemental files.

Formatting Requirements

There are no formatting requirements or restrictions; however, students should adhere to traditional **physical standards**, listed below, if they wish to purchase bound copies from **Printing and Copying Services**.

Physical Standards for Dissertations

<u>Page Order</u>
Title Page
Copyright Page (if applicable)
Abstract
Signature Page (if not on title page)
Dedication Page (optional)
Body of Text

<u>Margins</u>
The left margin must be 1.5 inches; all other margins must be 1 inch. Page numbers should not be located outside the margin.

<u>Page Numbers</u>
All pages are to be numbered in the upper right corner, leaving a 1-inch margin at the top. Pages preceding the body text (such as the copyright page, abstract and dedication) must be numbered using Roman numerals.

<u>Title Page</u>
The title page must conform to the **template** form.

3. Funding and Healthcare

Funding

<u>School of Architecture Administered Funding</u>

The School of Architecture is committed to supporting PhD students financially. PhD funding varies for each student; please consult your offer of admission letter (available in the **Application Management Portal**) for detailed information about your funding package. The School of Architecture administered funding packages may include:

- Tuition & Fees 100% – an award that covers all tuition and fees charged to your account.
- Health Insurance Subsidy – an award that covers the cost of **the Aetna Student Health plan** (single-person coverage)
- Graduate Teaching Assistantships (GTAs) and/or Graduate Research Assistantships (GRAs) – an employment opportunity that provides an opportunity to gain experience in teaching, research, or administration while receiving wages.
- Stipends – funding paid directly to a student to support the pursuit of study or training.

If you have questions about your School of Architecture administered funding, please contact Administrative Coordinator of Admission + Financial Aid, Carolyn Buchanan (cbuchanan@virginia.edu).

<u>Research Grant Administered Funding</u>

PhD students may be funded by research grants led by faculty members. The School of Architecture encourages faculty members to seek grants that include PhD support; to this end, the School of Architecture will match grant funding for PhD students with tuition waiver and insurance, as well as funding for fourth and fifth year of PhD study. Please note that grant conditions are different, therefore research grant administered funding vary for each student; consult your offer of admission letter (available in the **Application Management Portal**) for detailed information about your funding package.

External Funding

The PhD Program may accept qualified students when they are funded by external sources; these may include funding support from companies, institutions, and governments. The School of Architecture may offer tuition waiver and insurance coverage depending on individual circumstances. Decisions on tuition waiver and insurance coverage are made by the PhD Committee in consultation with the Dean of the School of Architecture.

PhD Program Conference Funding

All PhD students in all years have access to $500 per semester to present papers in conferences. This funding will support expenses including travel, hotel expenses, registration fees, and visa fees associated with presenting papers in conferences. To access these funds, please write to Shiqiao Li (lishiqiao@virginia.edu) before committing to expenses for approval.

PhD Program Research Support Funding

The PhD Program will further support PhD students and candidates up to $350 per year for purchasing of copyrighted materials, essential research materials including books, data collection, registration of academic and professional institutions, etc. To access these funds, please write to Shiqiao Li (lishiqiao@virginia.edu) before committing to expenses for approval.

Additional Funding Opportunities

In addition to School of Architecture administered funding, PhD students are encouraged to seek additional funding from a variety of funding sources within the University of Virginia and external sources. These opportunities include:

> **Office of Graduate and Postdoctoral Affairs**
> **Office of Citizen Scholar Development**
> **Office of the Vice President of Research**
> Grant data bases **Pivot and Grantforward**.

If you have questions about pursuing grant funding please contact Research Administrator Jen Lucas (jjl9k@virginia.edu). If you have questions about pursuing fellowship opportunities, please contact Administrative Coordinator of Admission + Financial Aid, Carolyn Buchanan (cbuchanan@virginia.edu).

Third-party Funding

All admitted PhD students supported by school administered funding are encouraged to obtain third-party funding, such as Fulbright scholarships or foreign government student scholarships. If A-School-funded PhD students are successful in their applications for third-party funding, the School of Architecture will reserve the displaced amount by third-party funding for the fourth and fifth year of your PhD study. Third-party funding is limited to scholarships and does not apply to employment outside the university.

Funding Disbursement

- Tuition & Fee awards and the Health Insurance Subsidy are automatically applied to student accounts in mid-July (fall semester charges) and mid-January (spring semester charges)
- Disbursement dates of the stipends can be viewed in the Student Information System (SIS), detailed instructions for viewing disbursement dates are available **here**.

NOTE: The School of Architecture *strongly* recommends **signing up for direct deposit** to receive stipend payments. If you have questions about funding disbursement, please contact Administrative Coordinator of Admission + Financial Aid, Carolyn Buchanan (cbuchanan@virginia.edu).

Suspension of Funding

If PhD students fail to maintain satisfactory academic progress, such as failing Comprehensive Examination or Dissertation Proposal Defense, funding may be suspended until these requirements are fulfilled.

Health Care

UVA requires all students to have health insurance but does not require students to enroll in the **UVA Aetna Student Health Plan**. The School of Architecture will provide PhD students with school and grant administered funding a Health Insurance Subsidy for single-person coverage, but if you prefer to use alternate insurance (i.e. as a dependent on a partner's insurance plan or through a third-party organization) you may waive the Aetna Student Health Plan by submitting **proof of alternate insurance coverage**.

If you have questions about the Health Insurance Subsidy, please contact Administrative Coordinator of Admission + Financial Aid, Carolyn Buchanan (cbuchanan@virginia.edu).

If you have questions about the UVA Aetna Student Health Plan or submitting proof of insurance, please contact Insurance and Billing Manager Kellie Gildersleeve (sth-ins@virginia.edu).

4. PhD in the Constructed Environment Program Contacts

Director
Shiqiao Li (Architecture and Architectural History): lishiqiao@virginia.edu

Program Assistant
Shelley Miller: swm3r@virginia.edu

PhD Committee
Shiqiao Li (Architecture and Architectural History): lishiqiao@virginia.edu
Ehsan Baharlou (Architecture): baharlou@virginia.edu
Michael Lee (Landscape Architecture): mgl4v@virginia.edu
Vanessa Guerra (Urban and Environmental Planning): tvc5md@virginia.edu

School of Architecture Contacts
Malo Hutson, Dean: mhutson@virginia.edu
Anselmo Canfora, Associate Dean for Academics: anselmo@virginia.edu
Andrew Mondschein, Associate Dean for Research: asm7v@virginia.edu
Cindy Kiefer, Assistant Dean of Student Affairs: kiefer@virginia.edu
Carolyn Buchanan, Administrative Coordinator for Recruitment, Admission and Financial Aid:
        cbuchanan@virginia.edu
Sharon McDonald, Registrar: slf7a@virginia.edu
Tashana Starks, Assistant Director of Advising and Academic Support: tdp2m@virginia.edu
Maya Laurinaitis Drake, Academic Advisor: mel2j@virginia.edu

Office of Graduate and Postdoctoral Affairs / UVA PhD Plus
Phil Trella, Associate Vice Provost and Director: trella@virginia.edu