

# DESIGN THESIS : SCHEDULE w/ REQUIREMENTS for 2022-23

## Department of Architecture, University of Manitoba

### FALL

- Sept. 23, 2 pm**     **MEETING** : **Thesis Committee Meeting** with all Design Thesis Students.  
Thesis Committee transmits documents  
**Proposal Approval Form**  
**Schedule with Requirements**  
**Proposal Description**
- Oct. 14**            **SUBMISSION** : Design Research Studio Project **Title & Abstract** (300 words) transmitted via email by Student to Advisor.
- Nov. 28**            **SUBMISSION** : Draft **Design Thesis Proposal** (see: **Appendix A**) transmitted by Student to Advisor via email for comments.

**Note:** For Design Thesis **Proposal Description** guidelines see:  
[https://umanitoba.ca/architecture/sites/architecture/files/2022-10/AR\\_DT\\_ProposalDescription.pdf](https://umanitoba.ca/architecture/sites/architecture/files/2022-10/AR_DT_ProposalDescription.pdf)

- Dec. 13-16**        **REVIEWS** : **Design Studio Reviews** (all levels).
- Dec. 20, 3 pm**     **SUBMISSION** : **Design Thesis Proposal** (see: **Appendix A**) and **Proposal Approval Form** digitally signed by the Advisor, printed on paper and delivered in person by Student to Tobi Hawkins and one set of these two documents signed and transmitted via email to **both**:  
Tobi Hawkins     ([Tobi.Hawkins@umanitoba.ca](mailto:Tobi.Hawkins@umanitoba.ca))  
Mimi Locher      ([Mira.Locher@umanitoba.ca](mailto:Mira.Locher@umanitoba.ca))

**Note:** For Design Thesis **Proposal Description** guidelines see:  
[https://umanitoba.ca/architecture/sites/architecture/files/2022-10/AR\\_DT\\_ProposalDescription.pdf](https://umanitoba.ca/architecture/sites/architecture/files/2022-10/AR_DT_ProposalDescription.pdf)

**Note:** For Design Thesis **Proposal Approval Form** see:  
[https://umanitoba.ca/architecture/sites/architecture/files/2022-10/AR\\_DT\\_ProposalApprovalForm.pdf](https://umanitoba.ca/architecture/sites/architecture/files/2022-10/AR_DT_ProposalApprovalForm.pdf)

- Dec. 20, 3 pm**     **SUBMISSION** : **Design Thesis Panel** (see: **Appendix C**) saved as:  
a) single, high-quality color image, 16 x 24 inches in PDF format  
b) JPG thumbnail transmitted to the Design Thesis "OneDrive" here:  
<https://www.umanitoba.ca/architecture/student-reference-material#march-design-thesis-information>

### WINTER

- Jan. 6**              **SUBMISSION** : **Webpage Files** are transmitted by Student to the assigned "OneDrive". (see specs for submission)
- Jan. 6**              **POSTING** : Printed **Design Thesis Panels** (see: **Appendix B**) are posted in ARCH 2 Building by Student as directed by Staff and posted on Department website by FAUM Partners Office.

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**Note:** Students who have not submitted their **Design Thesis Proposal, Design Thesis Approval Form, and Design Thesis Panels** by **January 6th** (for any reason) will not be eligible to participate in the term's **Interim Reviews**.

- Feb. 10**                    **POSTING** : **Thesis Chair Assignments** are transmitted by the **Design Thesis Committee** via email to all Students and Advisors.
- Feb. 27 & 28**            **REVIEWS** : Design Thesis **Interim Reviews** attended by Advisor, Thesis Chair, and one other DoA FGS instructor. Out of the discussion and critique of this review each Advisor prepares an **Interim Review Evaluation** of Student progress towards completion.
- March 8**                    **POSTING** : Deadline for the transmission of **Interim Review Evaluations** to each Student AND Tobi Hawkins ([Tobi.Hawkins@umanitoba.ca](mailto:Tobi.Hawkins@umanitoba.ca)) who reports the results to the **Design Thesis Committee** for consideration.
- March 29**                 **SUBMISSION** : Final **Thesis Technology Report** transmitted by Student to ARCH 7080 Instructor.
- April 18-20**            **REVIEWS** : **Final Design Thesis Reviews** with Advisor, Chair & External Examiner.
- May 2**                     **POSTING** : Deadline for the transmission of **Evaluation Status** by the Advisor via email to each Student.
- May 5**                     **POSTING** : Deadline for the transmission of **Final Review Evaluations** to each Student AND Tobi Hawkins ([Tobi.Hawkins@umanitoba.ca](mailto:Tobi.Hawkins@umanitoba.ca)). Tobi reports the results to the **Design Thesis Committee**.
- May 5 @ 1pm**           **MEETING** : Thesis (Website Exhibition & Final Submission reminders)
- May 20 by 3pm**        **SUBMISSION** : **PORTFOLIO BOOK** (see: **Appendix C**) with digital PDF (incorporating any "conditional extra work") transmitted both in person and via email to Tobi Hawkins, (location tbd). Submission to include: one (1) spiral bound copy (for advisor) + receipt for one (1) hard-bound book (for the library) - actual hard-bound book is due by **June 17, 2023** (location tbd).

**Note:** Both soft + hard-bound copies must be submitted as a requirement for graduation.

**May 24, by 3pm**        **SUBMISSION** : **WEBPAGE UPDATE** Your webpage must be updated with final versions of your abstract, panel and images as a requirement for graduation.

**Note:** Students who cannot meet May deadlines, for any reason, will not be eligible for awards.

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## Department of Architecture, University of Manitoba

**July 31**                    **SUBMISSION : ULTIMATE DEADLINE** Students are responsible for meeting all deadlines noted above. If extraordinary life circumstances make this impossible, then **July 31<sup>st</sup>** is the absolute latest acceptable deadline for submission of ALL documents (including the hard-bound book) for October graduation.

**Oct. 2023**                **CONVOCATION**

**Note:** Failure to meet deadlines can result in a “Fail,” except in cases of personal illness, injury, or other acceptable excuse (like bereavement). Appropriate documentation of reason for absence must be submitted to the Graduate Student Advisor and extension requests must be made through your Advisor and approved by the Thesis Coordinator and Head.

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## APPENDICES

**Appendix A: Design Thesis Proposal** Specifications:

ABSTRACT	300 word summary of your proposal.
INTENTIONS	(400-600 words addressing specific motives, questions and premises).
PROCESSES	(400-600 words on intended strategies, or manners of working).
CONTEXT	(400-600 words on the theoretical context, particular sites, precedents, historical and/or contemporary concerns to which your work relates).
TECH FOCUS	(400-600 words describing the intended technical focus of the project, to be developed as part of the winter term Technology Thesis Report (ARCH 7080).
RESOURCES	(up to 2 pages of bibliographic material).
APPENDIX	(up to 2 pages of images, or other pertinent supporting material).

**Note:** For Design Thesis **Proposal Description** guidelines see:  
[https://umanitoba.ca/faculties/architecture/media/AR\\_DT\\_ProposalDescription.pdf](https://umanitoba.ca/faculties/architecture/media/AR_DT_ProposalDescription.pdf)

**Note:** For Design Thesis **Proposal Approval Form** see:  
[https://umanitoba.ca/faculties/architecture/media/AR\\_DT\\_ProposalApprovalForm.pdf](https://umanitoba.ca/faculties/architecture/media/AR_DT_ProposalApprovalForm.pdf)

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### Appendix B: Design Thesis Panel Specifications:

This exhibition-worthy panel will be posted in the Architecture 2 Building, on the Department of Architecture's website, and at other venues in the city. The panel should be a single high-quality color image, **16 x 24 inches, landscape orientation**. Compose on this panel the following: your NAME; PROJECT TITLE; the name of your ADVISOR; a 300 word ABSTRACT summarizing your design thesis; KEY RESOURCES (where pertinent); and representative and revealing IMAGES of your own work with CAPTIONS.

DIGITAL SPECIFICATIONS: PDF (max 15MB) plus a JPG THUMBNAIL IMAGE (*See Specifications*) for the website link. Use the Design Thesis ONEDRIVE (link will be sent to you in December). Name the files *exactly* in this format (w/ your last name):

AR\_DTpanel\_Lastname.pdf

AR\_DTpanel\_Lastname.jpg

**Note:** See past **Design Thesis Panels** and webpages for reference:

<http://umanitoba.ca/architecture/departement-architecture/student-work>

### Appendix C: Design Thesis Portfolio-Book Specifications:

SIZE: minimum 10 x 10 inches; maximum 12 x 18 inches.

COVER PAGE: must minimally include your name, your project title, your graduation date (Oct. 2021), the name of your advisor, the University, Faculty and Department name.

BINDING: one portfolio must be a hard-bound book (for the library) with the student name on the spine; the second portfolio (for your advisor) may be spiral bound with a clear front & solid back.

PDF copy of your portfolio — these must be submitted on May 21st (uploading instructions tbd).

CITATIONS: You must use proper citations for quotes and photos (if the images are not your own). We recommend the Chicago/Turabian style guide (which is available on our Library's website): <http://libguides.lib.umanitoba.ca/c.php?g=298394&p=1988887>

GENERAL FORMAT: Review the guidelines for "regular style" thesis submission on the Faculty of Graduate Studies website. Note, however, that your Design Thesis Book is special, since it is a design document, not a written thesis. Nevertheless, the general Grad Studies guidelines for title pages, abstracts, table of contents, margins, page numbers, copyright, etc. are helpful:

<http://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>

OTHER REFERENCES: For general Design Thesis Portfolio specifications and guidelines see the 2022-23 Department of Architecture downloads:

<http://umanitoba.ca/faculties/architecture/programs/architecture/downloads.html>

**Note:** You are encouraged to review the Design Thesis Books from previous years. These are available in the reference section of the architecture library.