



**UNIVERSITY OF  
CAMBRIDGE**  
Department of Architecture

**HANDBOOK: 2017**

**PHD IN  
ARCHITECTURE**

**UNIVERSITY OF CAMBRIDGE  
DEPARTMENT OF ARCHITECTURE**

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# **Welcome!**

## **Department of Architecture**

The Department is one of the world's leading schools of architecture. We celebrated our centenary year in 2012. The Department's reputation has been sustained and enhanced by successive cohorts of students and teachers, and the PhD students have played a prominent role in that. All the incoming students are expected to make their own mark through the studies, research and practice.

The Department has a strong research community with postgraduate students being more than half of the total number of students. We offer a portfolio of Masters' degrees besides the PhD programme. The postgraduate programmes are unashamedly academic in their approach. Students are expected to acquire a deep understanding of the theoretical, historical and cultural context of architecture as well as mastering the technical and professional skills.

## **The Martin Centre for Architectural and Urban Studies**

The Martin Centre is the research arm of the Department. All PhD students are members of the Martin Centre and they study alongside academic teaching and research staff at the Centre.

The Martin Centre is one of the leading architectural research units in the world, with over four decades of high-impact research for government, industry and communities, both in the UK and internationally. It was first founded by Professor Sir Leslie Martin in 1967 as the Centre for Land Use and Built Form Studies, which was the very first architectural research establishment in the UK. It became The Martin Centre in 1974. The Centre was formed to undertake research funded by government (including the research councils), charities and industry, and has a large portfolio of research projects.

Martin Centre projects typically transcend the boundaries of traditional disciplines. Current research topics include cities and transport, sustainable buildings, history and philosophy of architecture, digital media design and communication, risk assessment and mitigation in the built environment, territorial conflict in divided cities, natural materials and structures, occupant behaviour and building performance, and cities in the developing countries. There is a rich environment of collaboration among the research groups and with other Departments across the University, and with other institutions in the UK, Europe, the US, China, Latin America, Africa and the Middle East.

## **Part I: Getting Set Up**

### **Graduate Induction Day**

Graduate Induction Day takes place during the first few days of Full Michaelmas Term. You will meet the Head of Department, Graduate Directors, Graduate Administrators, Computer Officer, other administrative staff and students. You will also find out about the Department, your research programme, the Library, IT, health & safety and research skill development.

### **Meeting Your Principal Supervisor**

At or before the beginning of the Full Michaelmas Term you should contact your Principal Supervisor to initiate the first Supervision meeting to discuss the study programme. It is always the PhD student's responsibility to initiate Supervision meetings. The Supervision meetings can be one-to-one meetings or the Supervisor may wish to involve other teaching staff (e.g. your Advisor(s)) or students as appropriate. Occasionally and once the study plans are clear a small number of Supervision meetings may be carried out as teleconference, e.g. during the vacations.

The Department requires the postgraduate student to maintain a Faculty Logbook (see below under Faculty Logbook and Researcher Development Log) which is used among other items to record each Supervision meeting. The student need to discuss and agree with the Supervisor the precise form in which the logbook is used to record the Supervision meetings.

### **University Card and access to the Department premises**

The University Card Office is run by University Information Services on behalf of the University and Colleges. The University Card looks like a credit card containing the cardholder's name and photo, College scarf (students, Fellows and College members only) plus a barcode that is primarily used for University Library borrowing. It is issued by your College upon arrival. It is increasingly used as a digital key to access the Department and College premises, the Department's digital services including photocopiers, printers and plotters.

You will need to have you card activated at the Faculty Office Reception for accessing the Department's premises ('Scroope Terrace').

Note the University Card is also recognised by many businesses in Cambridge and around the world. Production of the Card may entitle you to discounts.

For further information: <https://help.uis.cam.ac.uk/user-accounts-security/security/university-card>

### **1-5 Scroope Terrace**

Scroope Terrace houses the Faculty of Architecture and History of Art. This is where you will find the offices of the Graduate Secretary and Department Secretary, the Faculty Library, Lecture and Seminar Rooms, and offices of Faculty members.

## **Workspaces at the Department**

There are dedicated workspaces for research students in the attic of Scroope Terrace. Modern, hot-desk principles apply, which over the past few years have proven to enhance sociability, as it is a friendly, quiet and productive environment with the close knit space facilitating sociability as well as exchange of ideas, engineering a supportive research community.

Work space allocation requests are usually resolved swiftly among the students but if any queries arise alert the Graduate Directors.

## **Cambridge Student Information System (CamSIS)**

CamSIS is Cambridge's system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record per student.

All transactions, processing and updates to the student's record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS from external organisations. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information. Please make sure that you keep your contact details up to date.

Student Log in (you will need your Raven ID and password):

[http://www.camsis.cam.ac.uk/cam-only/log\\_in\\_students/](http://www.camsis.cam.ac.uk/cam-only/log_in_students/)

For information on Raven, the University's central web authentication service:

<http://raven.cam.ac.uk/>

## **Graduate Student Information**

For information about graduate student life in the Department (review of work, examinations, what to do if you are ill, working away and etc.) see:

<http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1>

## **Moodle: Virtual Learning Environment (VLE)**

The University uses Moodle as its VLE. Course materials will be available to you via Moodle. See: <https://www.vle.cam.ac.uk/login/index.php>

## **Setting up your Personal Profile on the Department's Website**

You will be able to set up your personal profile at the beginning of your first term and will be sent information on how to do this.

To see other student and staff profiles see: <http://www.arct.cam.ac.uk/people>

## **Travelling to the Department**

It is best to travel to the Department on foot or by bicycle. Bike parking is provided at the front of Scroope Terrace. Bikes must not be left at the rear of the terrace or in the car park. Do remember to lock your bicycle at all times, and, it is not advisable to leave detachable lights and other fittings on an unattended bicycle. Bicycles left on

the street overnight are liable to be vandalised. On no account may bicycles be brought into the Department.

The car park at the rear of Scroope Terrace is controlled via a barrier and is for staff use only. There is a designated space for students, staff or visitors who have a disability and require vehicular access to the Department. For further information about this, please contact the Faculty Manager.

Information about visiting the University is available from:

<http://www.cam.ac.uk/about-the-university/visiting-the-university?ucam-ref=global-footer>

The University's Map is available from: <http://map.cam.ac.uk/?ucam-ref=global-footer>

## **Faculty Facilities**

### **Faculty Library**

You will be introduced to the Library and its staff as part of the induction day programme where you will find out about the Library and libraries at Cambridge.

The Library admits members of the Faculty and others by arrangement. Graduate students may borrow up to 10 books for one month.

The library holds:

- 40,000 volumes on art, architecture and related topics
- 300 periodical titles (reference only)
- a special collection of 2,000 16th - 19th century architectural books
- a product information collection maintained by the Royal Institute of British Architects (all now online)

For further information about the Faculty library including opening times see:

<http://www.aha.cam.ac.uk/Library>

For information about the University Library (UL) and other University and College libraries see:

<http://www.lib.cam.ac.uk/>

The Perfect Desk is an introductory film to help you make sense of the libraries at the University of Cambridge. See:

<http://www.youtube.com/watch?v=3hjzNNvaELA&feature=youtu.be>

## **IT**

The IT resources available to staff and students of the Faculty are managed by the Faculty Computer Officer, Stan Finney. If you have any specific questions, please contact Stan on:

- Telephone: 01223 332973
- University Mobile: 07879 116900 (x 51900)
- Email: [swf23@cam.ac.uk](mailto:swf23@cam.ac.uk)

Students and staff have access to a range of IT resources within the Faculty. The Faculty's own network is connected to the Cambridge University Data Network (CUDN), which allows access to the local University Intranet and the Internet. The network provides 1Gbit connections to all "wired" desktop/laptop computers. In addition, the Faculty operates its own wireless network (AHA), alongside UniofCam and EduRoam, which covers the whole of Scroope Terrace and the History of Art Graduate Centre at 4A Trumpington Street. Access to the AHA wireless network can only be obtained using a username and password specific to the Faculty.

### **Servers and File Storage**

A number of file servers provide in excess of 96 Terabytes of data storage space. These servers also provide for centralised administration of backups, user accounts, printing and the Citrix application servers.

Although we don't provide a dedicated Computer Room or suite, we do offer students access to our Virtual Computer Room. In effect, this allows staff and students to connect to the system and run one of a number of software packages. Although these applications appear to be running on the desktop or laptop, they are in fact running on the Citrix Application Servers. This system can be accessed anywhere in the world, providing there is a reasonable speed link in between.

The Faculty runs a heterogeneous network of servers, workstations, thin clients and networked printers. Users in the Faculty are welcome to use the thin client terminals in the Library, or to bring their own laptop into the department. If you would like to use your own computer at Scroope Terrace there are some things you must do first.

All users must also undertake to take all reasonable steps to keep their operating system and anti-virus software up-to-date whilst their computer is connected to the Cambridge network. Cambridge has not been immune to the recent worm/virus outbreaks on the Internet and so routine computer maintenance is in everybody's interests.

You should ensure that your computer has an RJ45 Ethernet connector or wireless networking support (802.11a/b/g/n) and that your computer can accept the European standard 220-240V voltage. It may also be necessary to invest in a travel adaptor for a British standard plug with three square pins.

Disclaimer: Whilst we will do everything we can to support your computer, we cannot guarantee to support particularly exotic pieces of hardware and software.

### **Printing/Plotting/Photocopying**

The Faculty has a number of black and white and colour photocopiers, printers and plotters that are available to staff and students. Laser copier/printers offer page sizes from A5 to A3 and for larger sizes a range of plotters are also available for use in the self-service Reprographics Room in the basement of the Faculty. Print credit must be added to a user account before printing can take place via the Faculty Office.

### **3D Printers and Laser Cutters**

The Faculty also owns a ZCorp Z350 and two UP! Box 3D printers as well as two Laser Cutters that students have access to.

The 3D printer enables students to print models that they may have developed on the computer as solid models. The two laser cutters, powered by 50watt CO2 tubes, can cut a range of materials and thicknesses. Please note however, that we do exert some control on exactly what can be cut for health and safety reasons.

## **Classrooms/Lecture Rooms**

All classrooms and lecture rooms are furnished with permanently mounted digital data projectors and in addition, some rooms have slide projectors installed. The Faculty also has a number of mobile data projectors for use elsewhere in the Faculty.

## **Application Software**

A number of application packages are utilised by students during their time with us. The mix and range of software is reviewed each year during the long vacation, but currently these include:

- Microsoft Office (Microsoft Word, Excel, PowerPoint, Publisher)
- Microsoft Project
- Sketchup Pro 2016
- Bentley MicroStation
- Illustrator
- Acrobat Professional
- Photoshop
- InDesign
- IES VE
- Autodesk Ecotect
- TRNSYS
- SPSS
- ARCGIS

Some packages are made available for the students to install on their own laptops; others are accessible via the Faculty's Application Servers.

## **Virtual Private Network (VPDN)**

If you haven't already done so, you may want to get a VPDN set up on your computer. This allows you to access Cam-domain restricted online resources remotely. For information see:

<https://help.uis.cam.ac.uk/devices-networks-printing/remote-access/uis-vpn/vpn-introduction>

## **The Slide and Digital Image Resource**

The Slide Room is a valuable resource for both Architecture and History of Art lecturers. It houses approximately 60,000 slides covering both areas of study. Primarily for the use of lecturers within the Faculty (students do not have access unless supervised by a member of staff), it provides visual material for some 30-35 lectures a week. Occasionally external loans are made to university staff in other faculties.

## PhD Thesis Printing

The Faculty is happy to assist PhD candidates with the printing of their thesis. Students nearing completion of their PhD may wish to discuss their printing needs and types of paper to be used with Stan Finney, our Faculty Computer Officer. If you are printing on the Faculty's machines, the costs will be met by the Faculty, but any special paper will need to be purchased by the candidate. Please note that if you use an external print provider, their costs will need to be met by the candidate and will not be refunded.

## The University Library (UL)

The University Library is a national copyright library. It additionally houses many foreign books and rare material. It has an extensive collection of books and journals relating to history of art and architecture, as well as bibliographic databases. The UL also networks a wide range of electronic resources which are listed on the UL webpage. The online catalogue, IDiscover, provides access to the records of the UL and many other University libraries, and you can request the speedy cataloguing of new acquisitions which are not yet online.

For information about joining the library see: <http://www.lib.cam.ac.uk/using-library/joining-library>

There are guided introductions to the UL's collection and facilities, as well as a full programme of user-education courses, covering both their collections and online resources. Some sessions are of general interest and are open to all readers, while others focus on specific subject areas and are aimed primarily at graduate students. For further information see: <http://training.cam.ac.uk/cul/theme/>.

Students should identify the courses most relevant to their research by consulting the website, but those which all new graduate students are encouraged to attend include:

- Library Induction.
- Library Catalogues.
- IDiscover (the UL catalogue) Hands-on.
- Introduction to electronic information resources I: accessing CUL e-services.
- Introduction to electronic information resources II: basic information searching skills.
- Introduction to electronic journals.

The UL administers an inter-library loan system and it can take several weeks for the requested book to arrive. It is therefore important to determine as soon as possible if you require inter-library loans, and to begin preliminary bibliographical work on an MPhil dissertation in the Michaelmas Term.

For information about the University Library and other University and College libraries see: <http://www.lib.cam.ac.uk/>

## ArcSoc

ArcSoc is the student Architecture Society. It provides a forum for students of architecture to pursue extra-curricular activities ranging from painting to parties, from

life drawing to lectures. ArcSoc has its own pages on the Department's website where details of lectures and events are posted. ArcSoc is wholly supported by membership dues and sponsorship. <http://www.arcsoc.com/>

## **Scroope**

The Department's journal Scroope has been running since 1989. If you are interested in becoming a part of the Scroope editorial team, please send an e-mail to [scroope@aha.cam.ac.uk](mailto:scroope@aha.cam.ac.uk) with 'Editorial Board Scroope' in the subject line. Running a journal is very time consuming, so the editorial team is looking for people who have the energy to commit to the job. Our meetings can sometimes run up to three or four hours, but it is a very rewarding experience. You will learn about printing, publishing and distributing a small journal and learn what it means to be a content editor, copy-editor, and/or graphics editor. <http://www.scroopejournal.com/>

## **Information for New Students**

<http://www.admin.cam.ac.uk/students/gateway/new/index.html>

### **Student Gateway (more information)**

<http://www.admin.cam.ac.uk/students/gateway/>

### **Information for International Students**

<http://www.admin.cam.ac.uk/students/gateway/international/>

### **University of Cambridge *Reporter***

The *Reporter* appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; proposals for changes in regulations for examinations; as well as brief information on awards, appointments, and job vacancies. See: <http://www.admin.cam.ac.uk/reporter/>

## **Part II: Graduate Administration – People & Policy**

### **Director & Deputy Director of Graduate Studies**

The Director of Graduate Studies is Dr Minna Sunikka-Blank ([mms45@cam.ac.uk](mailto:mms45@cam.ac.uk)) and the Deputy Director of Graduate Studies is Dr Felipe Hernández ([fh285@cam.ac.uk](mailto:fh285@cam.ac.uk)). They are responsible for ensuring that members of your supervisory team are assigned and that necessary arrangements for academic and administrative support are available to you. They are supported by departmental and faculty graduate committees.

The Directors of Graduate Studies are a source of advice if you experience difficulties that cannot be resolved directly, and may act as intermediaries between you and your Supervisor if difficulties arise. If you experience difficulties with your Supervisor you are expected to raise these with the Director of Graduate Studies without delay.

For detailed information about the directors' role and responsibilities see the Code of Practice for Research Students: <http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>

### **Faculty Graduate Secretary**

The Graduate Secretary is Mrs Claire Hogg ([graduate.admin@aha.cam.ac.uk](mailto:graduate.admin@aha.cam.ac.uk)). Claire is responsible for the graduate administration of the Faculty and works with the Faculty Graduate Assistant and other administrative staff in order to realise this.

### **Faculty Graduate Assistant**

The Graduate Assistant is Miss Pilar Alonso ([graduate.admin@aha.cam.ac.uk](mailto:graduate.admin@aha.cam.ac.uk)). She works closely with Claire to realise graduate administration in the Faculty.

### **Chief Secretary of Architecture**

The Chief Secretary for the Department is Ms Sue Luxon ([sl621@cam.ac.uk](mailto:sl621@cam.ac.uk)). Sue co-ordinates all the academic activities of the Department, including course materials, examinations, servicing of Department meetings, production of material for external assessments, production of documentation for central University administration, and much more besides, as well as acting as personal assistant to the Head of Department. She is also responsible for dealing with public and student enquiries, and organising Departmental events.

### **Principal Supervisor**

Your main Supervisor is known as your Principal Supervisor and is the person appointed by the Degree Committee to oversee and help you with your study. If your research project is interdisciplinary you may also be appointed other supervisors who may or may not be authorised to formally report on your progress. For detailed information about your supervisor's role and responsibilities see the Code of Practice for Research Students: <http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>

## Advisor

The Advisor is appointed by the Department or Faculty. S/he need not be in exactly the same research area as the student and Supervisor, nor necessarily in the same Department or Faculty, but should be able to bring sufficient expertise to the team in order to act as a second point of contact for academic advice for the student (after the supervisor). For detailed information about your advisor's role and responsibilities see the Code of Practice for Research Students:

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>

## Graduate Representatives (Grad Reps)

At the beginning of each Michaelmas Term the graduate students elect a representative for each Masters' programme and the PhD degree respectively. It is the graduate representative's remit to represent the concerns of their cohort and express them formally.

## Degree Committee

The Degree Committee for the Faculty of Architecture & History of Art is the highest tier of administration for graduate matters. The conduct and governance of each graduate course falls under the oversight of the Degree Committee. It is also responsible for the academic oversight of all graduate students and their supervisors. The Degree Committee reports to the University's Board of Graduate Studies on the following:

- Recommending candidates for admission setting suitable entry criteria and special conditions;
- Students' academic progress;
- Recommending continuation to a research degree from a Master's or other course;
- Recommending registration of a probationary research student to the PhD or other qualification;
- Recommending candidates for applications for allowances (such as intermission, or leave to work outside Cambridge) and exemptions;
- Recommending candidates for qualifications other than the MPhil and MSt (on the recommendation of the Examiners concerned);
- Approving MPhil and MSt students for their degrees;
- Appointment of supervisors and examiners.

## Board of Graduate Studies

The Board of Graduate Studies is charged with the admission, registration and approval of the University's graduate students, amongst other things. The Student Registry provides administrative support for the Board of Graduate Studies, located at 4 Mill Lane.

For more information please visit the website:

<http://www.admin.cam.ac.uk/offices/gradstud/about/>

## College Graduate Tutor

It is your College's responsibility to provide pastoral support and to act as your ambassador in pastoral matters (this is not the role of your Supervisor). The tutorial office will include an academic member of staff who will usually be called the Graduate Tutor and an administrative member of staff who will be usually referred to as a Graduate Secretary. A guide outlining what you can expect from your College is available: <http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/college-tutorial-support>

## The Graduate Union (GU)

The GU is the University-wide representative body for graduate students at the University of Cambridge. The GU is run by a Committee of elected officers and its focus is on four key areas:

- Representation
- Facilities / Services
- Welfare / Support
- Events

The Graduate Union offers a thesis binding service and is the only point in the city centre where you can arrange for hard cover binding.

<http://www.gradunion.cam.ac.uk/>

## Code of Practice for Graduate Students

If you are undertaking study towards a graduate qualification, it is your responsibility to ensure you understand and comply with the regulations of the University. The Code of Practice sets out the University's guidelines.

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/quality/cop/>

## University's Statutes & Ordinances

The University's law relating to graduate students can be found in Chapters VI & VII of the University's Ordinances. <http://www.admin.cam.ac.uk/univ/so/>

## Student Complaints Procedure

It is important to get early advice about problems or issues as many complaints may be resolved rarely with the support, involvement or intervention of a relevant member of University staff or a College Tutor or other officer, at the 'local' level. Students wishing to pursue a matter of formal complaint are therefore encouraged in the first instance to consult, discuss the issues with, and seek the advice of: Supervisor, Advisor, Director of Graduate Studies, etc.

The Student Complaints Procedure allows a student to express dissatisfaction about the standard of service provided by the University. The 'Responsible Officer' who will respond to complaints at a local level within the Faculty of Architecture and History of Art is the Faculty Manager, Mr Andrew Bennett. He can be contacted via e-mail: [Andrew.Bennett@aha.cam.ac.uk](mailto:Andrew.Bennett@aha.cam.ac.uk) or via phone: 01223 (3)32593. For more

information about the University's Students Complaints Procedures, please view the relevant web pages contained via the following link:

[www.studentcomplaints.admin.cam.ac.uk/student-complaints](http://www.studentcomplaints.admin.cam.ac.uk/student-complaints)

## **Examination Review Procedure**

The University has robust policies in place to ensure that examination results are accurate. However, there may be circumstances where something unusual happens during the examination and you want it taken into account. The University has procedures in place to deal with this possibility:

[www.studentcomplaints.admin.cam.ac.uk/examination-reviews](http://www.studentcomplaints.admin.cam.ac.uk/examination-reviews)

## **Residence Requirements**

Graduate students must keep a specific number of terms of residence and of research as defined by the Statutes and Ordinances. It is accepted that due to the nature of graduate study, there may be times in which you will need to be away from Cambridge.

The academic year in Cambridge is divided into three terms, Michaelmas, Lent, and Easter (see for term dates <http://www.cam.ac.uk/about-the-university/term-dates-and-calendars>). Research students are expected to be in attendance and actively working on their research between terms, except during periods of holiday agreed with their supervisor, not normally exceeding 8 weeks in a 12-month period.

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>

## **What to do if you need to take time out (intermission of study)**

There are all kinds of reasons why you may have to take time off from your research; for example, medical reasons, caring duties, an emergency situation at home and maternity or paternity leave. It is important that you make a formal application to take time off in consultation with your Supervisor and College Graduate Tutor. You may request to intermit for a maximum period of three terms.

If you are making your application on medical grounds, you will need to include a note from your medical doctor, counsellor or your College Graduate Tutor. It is really important that you talk about any circumstances which are preventing you from working effectively with one or more of these staff from your graduate team.

Please note that it is not possible to apply for, and have agreed, retrospective terms of intermission, or to apply for intermission for the purpose of taking employment. Full information about intermission, its consequences and how to make an application is available from: <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission>

If you hold a visa to study, then you must consider the potential implications of applying for intermission on your visa. Please refer to the additional information for Tier 4 Sponsored Students on the above link.

## What to do if you need to Work Away from Cambridge

The University needs to be able to report the whereabouts of all its graduate students at all times.

You will need to apply to work away via CamSIS if at any time during your course you plan to be away from Cambridge for more than two weeks other than for short breaks for holidays. This includes periods of fieldwork or completing any compulsory element of your course or for you to undertake work directly related to your studies. Also, you will need to apply to work away from Cambridge if you plan to return home to write up your thesis or to complete any necessary corrections. You will need to complete the Faculty's Risk Assessment Form. This needs to be uploaded to your application once it has been signed off by the Head of Department. You will need to state, on your application, the exact dates that you will be away from Cambridge. It is your responsibility to inform the Faculty Graduate Office that you have left and that you have returned.

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>

For more information on risks to your safety and the measures you need to take to minimise these risks please see <http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-graduate-students/-1>. You can also download a copy of the Faculty's Risk Assessment Form.

Please do not travel unless your leave to work away has been approved by the University.

If you are granted permission to work away you are considered still to be under the active supervision of your Cambridge Supervisor unless alternative arrangements have been approved.

### Travel Insurance

You will need to show that you have adequate insurance for any period of working away unless:

- You are remaining in the UK
- You are applying to return home to write up your thesis or to undertake further work to your thesis, such as corrections.

Further details on the University's insurance scheme can be found at <http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>

### University Fieldwork Funds

If you are funded by a Research Council you may be eligible to apply for additional fieldwork funds from them. If you require additional funding to complete fieldwork and have been granted permission from the Student Registry to work away, you may be eligible to apply for Faculty Fieldwork Funding. You may also be eligible to apply for funding from the Kettle's Yard Travel Fund which is also administered by the Faculty. Information about the fieldwork funding schemes will be forwarded to all eligible students in November via email and will be invited to submit applications for both

schemes by a deadline in February.

Successful applicants will be required to make use of their grants before the end of the year in question unless the Professor of Architecture waives this requirement.

For further information and application forms see:

<https://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-graduate-students>

## **Updating Personal Information and your Student Status**

For information on how to manage items such as changing your name, changing your mode of study or intermission please see:

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/gradprofile.html>

## **Funding**

Once you are registered as a student at Cambridge, there are very few scholarships available. Graduate Students are expected to have their finances in place before they start their course, and will have provided a financial undertaking to confirm this. Therefore most funding opportunities at Cambridge are only available to applicants who are about to start a new course. However, small part-cost bursaries may be available to current graduate students from colleges and departments for fieldwork, hardship and conferences etc. <http://www.student-funding.cam.ac.uk/>

## **Working While You Study**

PhD students may undertake paid work up to a maximum of ten hours per week with the approval of both their Supervisor and College Tutor. The work undertaken should be academic-related and take place within the University or College. Such work may include supervising undergraduates, invigilating examinations or working in a University / College library.

For further information see: <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study>.

Please note that some grant-awarding bodies only allow a maximum of six hours per week. If you an overseas student, your visa may state that you can work up to 20 hours a week. However, to work more than ten hours a week is a breach of university regulations.

Part-time students are not restricted in the hours they can work, but they are expected to manage their work and study and the Supervisor is asked to keep the balance between these elements under review.

## **Part III: PhD in the Department of Architecture**

### **Monitoring your Progress**

#### **First Year Report & Formal Registration for the PhD degree**

After completing three terms of study, you are required by the University to undergo the Registration Exercise, for which you have to submit a body of written work to be assessed. The purpose of this exercise is to determine whether you are suited to the demands of completing a PhD and to effectively manage any concerns early on in the programme should they arise. The assessors also need to be satisfied that the work is feasible as a PhD thesis and that it is progressing at an appropriate rate which can be brought to a successful conclusion within a three year period.

You will be required to undertake an oral examination or 'viva' with two assessors, neither of whom will be your supervisor. A report will be made by the assessors to the Degree Committee. The examination will have three possible outcomes: you will pass and be formally registered for the PhD, or you will be required to undertake a further registration exercise because you were not able to demonstrate that you were ready to be formally registered, or you will fail the registration exercise. The Degree Committee will recommend the outcome to the Board of Graduate Studies.

For candidates admitted in the Michaelmas Term, a First Year Report will be required to be submitted by the end of May for formal registration to be considered by the Degree Committee. Candidates commencing their study at the beginning of the Lent and Easter Terms will be required to submit their First Year Reports by the end of September and beginning of January respectively. Candidates are also required to submit their Logbook with their First Year Report (please see below for details).

For details on submission, word length and content please visit <https://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-phd-students/1st-year-report-formal-registration-for-the-phd-degree-1>

#### **Second Year Presentation**

The Second Year Presentation is intended to help you structure your ideas and provide feedback on your work and a proposed timetable for completion.

During your sixth term, you will be required to give a short presentation (approximately 10 minutes) of your work to the Graduate Director(s), your Supervisor and any other appropriate assessor. The presentation is followed by questions and a discussion (approximately 20 minutes). The presentation should be a concise summary of the research to date, explaining the main issues and argument of the dissertation and its contribution to the field of study. It should conclude with an outline of the proposed thesis with chapter headings as a table of contents, and a proposed timetable for the final three terms of research. You will also be required to present your logbook which should be signed off by your Supervisor before the presentation takes place. A short report on the presentation is produced for your reference.

## 10th Term Review

The purpose of this review is to ensure that you are on track to submit by the end of your fourth year of study at the very latest. The review is carried out by the Graduate Director(s), the Supervisor and any other appropriate assessor. You will be asked to bring to this meeting a one-page summary of your dissertation, a table of contents, draft chapters and a proposed programme for the completion of your dissertation. You are also required to present your logbook which should be signed off by your Supervisor before the presentation takes place.

## Faculty Logbook and Researcher Development Log

Every graduate student keeps a logbook in which they record a personal programme of training each year. The logbook is also to be used to detail the student's aims and objectives, the dates of meetings with supervisors, any conferences, lectures, classes, or courses which they attend, and the skills which they have acquired.

You can download a copy from: <http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-phd-students/course-documentation>

Please keep this on file (with regular backups) apart from the pages which your supervisor needs to sign, which you should in principle print out and take to every supervision meeting. Supervisors should be reminded to sign these pages after each meeting, to ensure that regular meetings take place, and to keep a record of what is covered on each occasion. At the end of each year you will be asked to print out the complete logbook, attach the signed supervision pages, and submit it for review. It also serves as a useful repository of your research activity for your curriculum vitae, along with publications, awards and other honours achieved.

In addition to the Logbook, every graduate student will also keep a Researcher Development Log in which they record a personal programme of researcher development training each year. Your development log is available online at <https://www.rdlog.admin.cam.ac.uk/>. Please see later in the Handbook for details on Researcher Development.

## Formal Reporting

Supervisors submit at least one formal report each term on their students via the Cambridge Graduate Supervision Reporting System (CGSRS). A Registration Report is usually submitted at the end of a candidate's first year once formal registration for the PhD degree is confirmed by the Board of Graduate Studies following a satisfactory First Year Report, and, a formal recommendation for approval by the Degree Committee.

You will be able to view your reports via your self-service account in CamSIS. See: <http://www.camsis.cam.ac.uk/public/gradss/>

## **Part IV: The Examination of your PhD Thesis (Dissertation)**

Research degrees are awarded subject to the successful examination of a dissertation in two stages: usually scrutiny by two examiners and an oral examination.

The examiners must satisfy themselves that the dissertation fulfils certain criteria.

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/writing-submitting-and-examination/phd-msc-mlitt>

### **Submission Date**

You may submit your dissertation from the first day of your 9th full-time (15th part-time) term for the PhD, unless you have been granted exemption from up to 3 full-time (5 part-time) terms of research. You are expected to submit before your registration with the University ends; that is, the date that is indicated on your CamSIS Self-Service pages. This date will be the last day of your fourth year if you are a full-time student and the last day of the seventh year if you are a part-time student (30th September if you are an October starter), unless you have been granted permission by the Board to extend the final date of this registration.

### **Extending Your 'End of Registration Date' (Submission Deadline)**

The Degree Committee is unlikely to recommend an extension beyond your end of registration date, unless your application meets the Student Registry's criteria, which are very strict. It should not be assumed that an application to defer will be approved as a matter of routine. Extension of time beyond the submission date will only be granted in exceptional circumstances.

It is open to the Degree Committee and the Board of Graduate Studies to decline applications and remove students' names from the Register of Graduate Students. This is usually done on a temporary basis and does usually leave open the possibility of being reinstated at a later stage, when the dissertation is ready for submission. For information on being removed from the Register see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/removal-register>

For information on how to extend your submission deadline and how to make an application see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date>

### **Applying for Appointment of Examiners & Approval of Dissertation Title**

You should apply to the Degree Committee for the appointment of examiners and approval of your dissertation title at least two months in advance of submitting your dissertation.

Candidates expecting to submit during September need to have applied in June in order to get their application approved by the last meeting of the Degree Committee before the summer vacation.

Information and application forms are available from:

<https://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-phd-students/applying-for-the-appointment-of-examiners-1>

If you expect to leave the UK soon after submission you will need to return to the UK to attend the oral examination (viva). You should state on the application form for the appointment of Examiners the proposed date of your departure, allowing at least eight weeks between the date of the submission and the proposed date of departure.

The Degree Committee will do its best to arrange an oral examination as quickly as possible. A delay may result if there is any difficulty in finding an Examiner. Longer delays may be experienced during vacation periods.

You will need to seek the Degree Committee's approval of your final dissertation title and submit a summary of your dissertation.

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/prepare>

## **Format, Presentation and Binding**

The first submission of your thesis must be fully prepared and carefully checked. Full information on the format of the thesis can be found at

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit>

Please note that the thesis should not exceed 80,000 words in length. Footnotes, references and text within tables are to be counted within the word-limit, but captions, appendices and bibliographies are excluded. Appendices should be confined to such items as catalogues, original texts, translations of texts, transcriptions of interview, or tables.

Further information and guidance about printing and soft binding your dissertation can be found on the website of the [Graduate Union](#). See:

<http://www.gradunion.cam.ac.uk/>

## **How to Submit your Thesis**

You can submit your thesis in person, through a third party or by post to:

Student Registry  
Academic Division  
University of Cambridge  
4 Mill Lane Cambridge  
CB2 1RZ

The Student Registry updates your CamSIS record and then sends your thesis to the Degree Committee, who arrange the oral examination (viva voce). If you have not heard from the Degree Committee within six weeks of submitting your dissertation, do contact them. Any questions with regard to your thesis at this stage should be directed to the Degree Committee.

## **The Oral Examination (Viva Voce or ‘Viva’)**

If you have not been given a date for your viva within six weeks of submitting your dissertation, you are advised to contact your Degree Committee.

The oral examination is carried out by two Examiners and the possible outcomes from the oral examination are as follows:

- Unconditional approval.
- Conditional approval - subject to submission of a hard bound copy for the library, or subject to minor or major corrections.
- Revision and resubmission of the work for a fresh examination.
- Revision and resubmission of the work for a fresh examination or acceptance of the MSc/MLitt without further revision.
- Not to be allowed to revise the thesis, but offered the MSc/MLitt without further revision or examination.
- Outright failure.

For full information on the above please see

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral>

A brief overview of the corrections process can be found here:

<http://www.cambridgestudents.cam.ac.uk/files/correctionsmap.pdf>

## **Reinstatement to the Register for Graduate Students**

If you are unable to undertake corrections or revisions by the given deadline, your name may be temporarily removed from the Register of Graduate Students.

You will be able to be reinstated to the Register at the point when you submit your corrected or revised dissertation to the Student Registry.

If you require a visa to return to the UK for reinstatement, or to complete your studies thereafter, please contact the International Student Team as early as possible. You must not return undertake your viva and/or complete corrections on a general visitor visa.

## **Approval of Degree**

After your oral examination of your PhD dissertation your examiners' reports are sent to your Degree Committee for consideration at their earliest meeting. The recommendation from the Degree Committee is then sent to the Board of Graduate Studies, for consideration at their earliest meeting. The Student Registry will email you with the Board's decision within two days following this meeting.

Please note that your degree is not unconditionally approved until you have met all the conditions of your approval and the Student Registry (PhD) has formally confirmed you have done this in writing.

The length of time it takes for approval will differ according to the schedule of meetings relating to the Board. Meetings take place in term time, so expect longer

delays if you are a candidate for the PhD degree and your viva takes place towards the end of the Easter Term.

The dates of the meetings of the Degree Committee and Board of Graduate Studies as well as Congregation dates are available from: <http://www.student-registry.admin.cam.ac.uk/about-us/board-graduate-studies/meeting-dates-and-minutes>

## **Submitting the Hard Bound Copy of your Thesis**

Final approval for the PhD is conditional on you submitting a hard bound copy of your thesis for deposit in the University Library. From 1st October 2017, you will also be required to submit an electronic version of your thesis.

Full information on the format of the hard bound thesis can be found at <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/degree-approval-and-1>

You will need to submit your hard bound thesis to the Student Registry.

## **Uploading an electronic version of your thesis (e-thesis) to the University repository**

From 1st October 2017 you will be required to upload an electronic version of your thesis to the University repository, Apollo. You can do this using the upload form at <https://upload.repository.cam.ac.uk/> where you will also find further information.

If you have any questions or concerns about making your thesis available online, please visit the Office of Scholarly Communication's theses pages at <http://osc.cam.ac.uk/theses>, or contact [support@repository.cam.ac.uk](mailto:support@repository.cam.ac.uk)

## **Restricting Access to your Thesis**

You may request that access to your dissertation be restricted. There are strict rules concerning restriction of access, which is affected by legislation. The University is subject to the Freedom of Information Act 2000 (FOIA). The FOIA gives a general right of access to all information held by the University.

For further information on Intellectual Property rights please see the [Research Office website](http://www.research-operations.admin.cam.ac.uk/): <http://www.research-operations.admin.cam.ac.uk/>.

If you believe you have another reason for exemption under the Freedom of Information Act, you will need to apply to the Office of Scholarly Communication when you submit your electronic version of your thesis. Any restriction applies to both the hard and electronic versions of the thesis.

## **Conferment of Degree**

Following unconditional approval for your degree you may choose:

- To have your degree conferred (granted) at one of the University's Congregations (graduation ceremonies).
- To delay receiving your degree until a time that is convenient for you and your

family.

- To receive your degree without attending a ceremony - known as receiving the degree in absentia.

You will need to contact your college Praelector or tutorial office to arrange any of these options. <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/degree-approval-and-conferment>

For information on Degree Ceremonies see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremonies>

## **Students admitted on a Tier 4 Student Visa:**

If you are being sponsored by the University on a Tier 4 student visa it is important that you know the date your visa expires, as the time scale from submission to approval can be a lengthy one. <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/degree-approval-and-conferment>. If you require advice regarding your visa please contact the International Student Team at: <http://www.ist.admin.cam.ac.uk/>

## **Degree Certificate**

Candidates will receive a certificate confirming the degree they have been registered for once it has been conferred upon them at a congregation (graduation ceremony). All students will be issued one free copy of their degree certificate upon graduation. One free copy of your academic transcript will also be posted to you within four weeks following congregation. If you did not receive your first certificate or transcript please contact your college. Further copies of degree certificates are available from the Student Registry.

For further information about degree certificates see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-certificates-and-transcripts>

## **Extended Self-Service (ESS) on CamSIS**

It is highly recommended that students apply for Extended Self-Service (ESS) on CamSIS when they leave the Department. ESS allows alumni to access their Self-Service account in CamSIS. It is the very best place to update contact information for all interested parties at the University and its Colleges.

It is available to any previous student who matriculated after Michaelmas Term 1980 and access allows students to update contact details, view exam grades, view a copy of an unofficial transcript and apply for graduation.

It is only possible to access one view of CamSIS Self-Service at any one time. This will be EITHER standard Self-Service, OR Extended Self-Service OR Graduate Applicant Self-Service. For further information see:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination>

## Part V: Best Research Practice

### Establishing an effective work routine

Graduate work demands a high degree of self-discipline, and students are expected to take full responsibility for producing the required work to specified deadlines. One of the challenges of graduate study is to determine how effectively you work as an independent scholar. It is therefore essential that you establish a really good working routine and timetable, setting your own deadlines for the completion of various stages of your work.

### Good Supervisory Practice

The Supervisor's core role is to *advise* you in your studies, rather than *direct* you. With this in mind, the following points help to establish what is expected of the Supervisor/Supervisee relationship, and to ensure that you come to supervisions as well prepared as possible to discuss arguments and ideas.

Your relationship with your Supervisor is critical to your research. Your Supervisor advises you on your dissertation and engages you in a critical dialogue while you think, research, draft and write. Supervisors will also tend to take an interest in other aspects of your academic work and your career plans. Often, your Supervisor will be able to advise in regard to arranging meetings or interviews with individuals of interest, informing you about relevant conferences, and assisting with applications.

You should initiate contact with your Supervisor when you arrive in Cambridge, and schedule a meeting as soon as possible. You should not expect to be summoned by your Supervisor, but will need to take a proactive role in scheduling regular meetings. However, if your Supervisor does not hear from you for some time, s/he will make contact with you. If s/he is persistently unable to make contact with you, or if there is no evidence of academic progress, your Supervisor is expected to formally report this to the relevant interested parties.

The style of supervision will differ from one Supervisor to another. However, you should expect to meet regularly, at least 3 times per term. Early on in your studies, you should aim to produce a draft outline of your dissertation with some indication of your central research questions, and a rough structure of the analysis which you propose to undertake in order to address these. You should also prepare a provisional research bibliography. The Supervisor will review and discuss these with you in detail, to ensure that the intellectual aim of the dissertation, and the method and resources for addressing the chosen questions, are clear.

Once you undertake more detailed research, you may find it necessary to reconsider some of the issues you have addressed in your initial outline. It is vital that you engage in a regular dialogue about these questions with your Supervisor. You should also start writing draft chapters as soon as you are in a position to do so. Note that early drafts, while they may contain tentative arguments, must be clearly written if they are to elicit constructive comments, and should not be in note form. Such drafts will be reviewed by your Supervisor, who can then make suggestions at a stage when you can still adopt them. On no account wait until you have arrived at what you consider a near final version of the chapters of your dissertation before showing your work to your Supervisor - at such a late stage in the process, it may no longer be possible to give you appropriate guidance.

Consult your Supervisor, Advisor or Graduate Tutor immediately if you are encountering difficulty in relation to your work, for example; illness, computer failure or 'writer's block'. We are unable to help if we do not know that something is wrong.

If you are unable to make contact with your Supervisor or you encounter any difficulty in relation to them, you should consult, in order, your Advisor, the Director of Graduate Studies, and the Head of Department. Again, it is vital that you let us know about problems in order for us to take corrective action.

Supervisors are generally available during Full Term. Research, conference commitments, other university business and holidays mean that they may be away from Cambridge for substantial periods during the vacations. It is therefore important to schedule your work and the submission of drafts with due regard for both your own and your Supervisor's diary commitments at an early point in the year.

Supervisions generally centre on discussion of written work by the candidate, which may be a bibliography, a proposal, a book review, a draft of part of the dissertation, or simply a list of points for discussion. It is courteous to offer work in advance of a meeting, and this will also help you to get the most out of supervisions.

## **Drafts, Comments, and Editing**

Graduate students often underestimate both the time required to react to and make best use of the comments offered by Supervisors on their drafts, and the gains in clarity of thought and effectiveness of argument that can come from careful revision and rewriting. It is misleading to think of research and writing as two separate activities. The only sure test of an argument, or of a chapter structure, is to set it out in a draft. That way both you and your Supervisor can judge the strengths and weaknesses of the approach, often devising better research strategies and generating fresh questions. This reinforces the advice that it is wise to start writing drafts as early as possible; you can then supplement your research at a later date if necessary.

Drafts are also an important part of the exercise of keeping within the word limit, as you develop a better sense of the space you need for each section. The task of cutting several thousand excess words cannot be left to the very end. Hurried editing can easily result in poor scholarship, and even failure, by destroying the transparency of referencing or by incorporating unacknowledged quotations into the main text, which could lead to unintentional plagiarism (see section below on Plagiarism).

## **Research Integrity**

Best practice in research requires both high quality research and academic integrity. The University supports this with clear policy, guidance and support.

Guidance on research integrity is available on the University's Research Integrity Website: <http://www.research-integrity.admin.cam.ac.uk/>

Research Students should be particularly aware of the University's Research Integrity Statement and Guidelines on Good Research Practice. A Research Integrity checklist has been provided to assist students and supervisors in

addressing these issues.

For further information see: <http://www.research-integrity.admin.cam.ac.uk/>

## Research Ethics

Confidential sources, either documentary or interview material, can play an important role in research into contemporary topics for which documentation is otherwise unavailable, and there may be good reasons for insisting on confidentiality or anonymity.

For guidance please visit <http://www.research-integrity.admin.cam.ac.uk/research-ethics>

## Plagiarism

Plagiarism is submitting someone else's work, ideas, or words as your own, irrespective of your intent to deceive. This means that even unintentional plagiarism through poor notetaking or inattentive referencing may be penalised. Understanding what plagiarism is, and learning techniques to avoid it, is an essential part of your academic training. For guidance please visit

<http://www.plagiarism.admin.cam.ac.uk/what-plagiarism>

The University makes use of text-matching software for the purpose of plagiarism education and detection, and reserves the right to submit a candidate's work to such a service. For this purpose, candidates consent to the submission of their papers to the service and for the submitted papers to form part of the service's comparative source work database.

Good Academic Practice and Plagiarism

<http://www.admin.cam.ac.uk/univ/plagiarism/>

Research Office: Good Research Practice

[http://www.admin.cam.ac.uk/offices/research/research/good\\_practice.aspx](http://www.admin.cam.ac.uk/offices/research/research/good_practice.aspx)

## Working in Collaboration

Candidates will be required to state in their dissertation:

- The sources from which information is derived.
- The extent to which they have availed themselves of the work of others.
- The portions of the dissertation which they claim are original work.

If the dissertation is almost entirely the candidate's own work, the following statement should be included in the preface:

*'This dissertation is my own work and contains nothing which is the outcome of work done in collaboration with others, except as specified in the text and acknowledgements'.*

For full information please visit <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research#collaboration>

## Work Submitted for Other Qualifications

You are required to declare that the dissertation submitted is not substantially the same as any that you have submitted for a degree or diploma or other qualification at the University of Cambridge or any other university or similar institution and to identify any parts which have either been - or will be - submitted for any degree, diploma, or other qualification at the University of Cambridge.

A signed declaration in support of this must be submitted along with the soft bound dissertation and be included in the dissertation.

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research#anotherqual>

## Intellectual Property

The University's policy concerning Intellectual Property Rights can be found on the Research Office website. See: <http://www.research-operations.admin.cam.ac.uk/>

For further information please visit <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research#ip>

## Copyright

Under the Copyright, Designs and Patents Act, 1988, ownership of the copyright of unpublished dissertations and theses and their summaries rests with the author for the duration of his or her lifetime and a given number of years thereafter, unless he or she specifically transfers it to another person.

When a dissertation is submitted for examination, the University will request candidates to sign a statement acknowledging their ownership of copyright in the dissertation and asserting their right to be identified as the author of the dissertation. For further information please visit <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research#copyright>

## **Part VI: Research Skills & Personal Development**

There is a wealth of sources at Cambridge from which you can develop and consolidate the skills you need to produce a successful thesis and to pursue a career following your graduate degree.

### **Supervisor/Course Director**

With regard to individual research, your Supervisor's advice is crucial. Your Supervisor will also help you to acquire skills including the planning and delivery of a sustained piece of academic writing.

Your Supervisor will also alert you to new advances in the subject, recent bibliography, and where to gain advice from other experts.

Together with the help of your Supervisor, you are expected to plan a bespoke training package for yourself and to record this in your development log (see above).

### **Department/Faculty**

In addition to the Department's research training programme, you are encouraged to attend relevant masters' seminar courses, research seminars and talks, peer monitoring within reading and discussion groups and any skills training that is relevant to your research; for example, photography, building surveying and GIS. You are also welcome to attend any relevant events hosted by the Department of History of Art.

You are also encouraged, in consultation with your Supervisor and the Graduate Directors, to organise your own conferences, summer schools or workshops and can apply for funding to realise this. Information about funding for conferences is circulated to staff and students as soon as it is available.

### **College**

Your College hosts a cosmopolitan community of scholars spanning all disciplines and a lively forum for intellectual exchange and personal growth. See your Graduate Tutor or Grad Rep to find out about events and activities for graduate students. You may wish to organise an event of your own.

### **University Lectures**

You may find it useful to attend lectures relevant to your research held by other University departments and faculties. Most of the University's lectures are listed on the University's Timetable, see: <https://www.timetable.cam.ac.uk/>. Whilst you may attend any lecture, you should make clear that you are a current member of the University and ask for permission from the relevant member of staff for your attendance.

In addition to scheduled lecture courses, there are also many one-off lectures and seminar presentations held by academics and visitors throughout the University. Keep your eye out for these in your email, noticeboards and websites.

## **Careers Service**

The earlier you make use of the services offered by the University's Careers Service, the easier you will find it to make informed decisions about what you would like to do following your time as a PhD student. <http://www.careers.cam.ac.uk/>

## **Centre for Research in the Arts, Social Sciences and Humanities (CRASSH)**

CRASSH facilitate interdisciplinary initiatives and host discussion groups for graduate students. <http://www.crassh.cam.ac.uk/page/3/research-programmes.htm>

## **Personal & Professional Development – Researcher Development Programme**

The University offers an excellent development programme where you can develop your professional, technical and personal skills. <https://www.rdp.cam.ac.uk/>

## **Language Courses**

You may undertake language courses according to your needs in the Faculties of Modern and Medieval Languages, Classics, Asian and Middle Eastern Studies or the University's Language Centre. Palaeography courses and mediaeval Latin are offered by the Faculty of History.

The Language Centre has language training opportunities for graduate students within this School. For information see: [www.langcen.cam.ac.uk/graduates](http://www.langcen.cam.ac.uk/graduates)

<http://www.mml.cam.ac.uk/>

<http://www.classics.cam.ac.uk/>

<http://www.ames.cam.ac.uk/>

<http://www.hist.cam.ac.uk/>

## **Museums & Collections**

Cambridge is home to the UK's highest concentration of internationally important museum collections outside London, housing over five million objects in one square mile. <http://www.cam.ac.uk/museums-and-collections>

## **Social Sciences' Research Methods Centre (SSRMC) Training Programme**

The SSRMC is an interdisciplinary initiative offering high quality research methods training to postgraduate students at MPhil and PhD level.

<http://www.ssrmc.group.cam.ac.uk/>

## **University Information Service (UIS) – IT Training**

The UIS provides a full schedule of training courses for students of the University and Colleges, most of which are free of charge. <http://www.uis.cam.ac.uk/training>

## **University Library (UL) – Research Skills Programme**

Cambridge has one of the greatest collections of books and manuscripts in Europe, housed in over 100 individual libraries. The UL offers information skills sessions for graduate students. <http://www.lib.cam.ac.uk/>

## **Sport, Drama, Music, Societies, Volunteering**

You will have a unique opportunity to develop skills for your research, personal development and a healthy work life balance.

<http://www.admin.cam.ac.uk/students/gateway/cambridge/social.html>

## **Your Sponsor**

If you are sponsored by a research council or other organisation, you may be eligible for research skill training opportunities or funding to support your training elsewhere. You will need to check with your sponsor to find out.

## **Vitae – Realising the Potential of Researchers**

Vitae is dedicated to realising the potential of researchers through transforming their professional and career development. <http://www.vitae.ac.uk/>

## Part VII: Health & Welfare

### Health & Safety Policy in the Faculty

#### Fire

On discovering a fire you should operate the nearest fire alarm call point (small, red wall-mounted boxes) by breaking the glass as directed on the front.

Fire extinguishers are located around the building. You should only attempt to tackle the fire yourself if you have been trained in the use of fire extinguishers and are confident in your ability to do so safely, without endangering yourself or others. Fire extinguishers are provided for tackling fires in an emergency and are positioned by members of the Fire Safety Unit in the places where they will be of most benefit. They are not door-stops and they are not to be moved for any reason.

The fire alarms are tested on Thursdays between 9.00am and 10.00am, when they will sound for no more than one minute. If the alarm sounds for longer than a minute or at any other time, you should assume it is not a test and evacuate the building immediately.

On hearing the fire alarm, you should leave the building quickly, closing doors behind you as you go and choosing the safest exit route (signalled by the green 'running man' signs), according to where the seat of the fire is believed to be. This may mean not using the route you normally use to enter and exit the building, so do take the time to identify fire exit routes as soon as you can, rather than waiting until there is an emergency.

If any of the access-controlled doors do not release automatically, lift the clear plastic cover on the front of the adjacent wall-mounted green box and break the glass as directed.

After leaving the building assemble:

- in the car park at the front of St. Peter's Terrace (on the left as you go out of the front of Scroope Terrace – on the far side of the Engineering driveway)
- or, in the car park at the rear of the Royal Cambridge Hotel (access via the Scroope Terrace car park).

Do not gather in front of the building – you may be putting yourself in danger (for example, from falling glass as the windows above you shatter in the heat), and you will certainly block others' safe exit and the access of the emergency services if they have to attend. Identified fire wardens will be on hand to provide direction. You must obey any direction that they give you, which will be for you own and others' safety. Do not return to the building until a fire warden has told you that it is safe to do so and do not leave the fire assembly point – if you have been seen in the building prior to evacuation but are not present at one of the assembly points, emergency services may have to risk their own safety to re-enter the building and look for you.

In the event of the discovery of a suspect package, the same evacuation procedures apply.

You are responsible for any visitors that you bring into the building and for ensuring

that visitors know what to do in the event of an emergency. The Faculty Manager(3)32593) and Custodian (Mr Alan Baldwin / (3)32991) must be informed immediately, via the Faculty Office, of any visitors who might experience difficulty in responding to a fire alarm and/or evacuating the building in an emergency, as we are required to produce a Personal Emergency Evacuation Plan.

The Faculty is required to carry out regular fire drills. Everyone is expected to take these seriously and to follow the above procedures as if there were a fire.

## **First Aid**

First Aid boxes are located at various points around the building, including the Faculty Office and the Studio. Please make sure you familiarise yourself with their location. The First Aider at Scroope Terrace is Mrs Julia Pettman (contact via the Faculty Office or in the office next to the Faculty Office, room 2.2, (3)32966). All accidents, however minor, must be reported to the Faculty Office in the first instance.

In the event of serious injury you should summon an ambulance by dialling 1999 on a network phone. In the event of moderate injury the victim should be escorted to Addenbrooke's Hospital out-patients - the Faculty will refund the cost of any taxi.

## **Security**

During normal working hours (9.00-5.15 Monday to Thursday; 9.00-4.15 Friday), any concerns with security should be reported to the Custodian, (Mr Alan Baldwin / (3)32991), the Faculty Office or the Faculty Manager (3)32593) immediately.

Outside normal hours, concerns should be reported to the University Security Control Centre on the emergency number 101 (internal) / (7)67444 (external) or the routine number (3)31818, depending on the perceived severity of the matter. In the event of a serious emergency, call the Police by dialling 999.

Despite all reasonable security measures, thefts do occur: please take care of your valuables. The University is not responsible for the loss or damage that may occur to cars, bicycles or any other personal property on its premises. You are urged to purchase a suitable locking cable for your laptop. CCTV operates at Scroope Terrace and may be able to assist in identifying any intruders or thieves.

## **Visitors**

If you invite a visitor into the Faculty building please could you arrange for them to:

- sign the Visitors Book held at Reception
- wear a VISITOR badge whilst in the building

Please also note that any visitors remain the responsibility of the person they are visiting whilst they are in this building and that visitors should have a genuine reason for being here. Please do not let anyone into either Scroope Terrace or 4a Trumpington Street (Department of History of Art) who you don't know. Unknown visitors should be accompanied to the Faculty Reception.

## **Smoking**

Smoking is not allowed anywhere in the building at any time. The fire alarms are smoke sensitive.

Smoking is also not allowed outside the front of Scroope Terrace, in doorways or close to windows where smoke may drift into the building. The designated smoking area is at the rear of the site, under the walkway between the Architecture Lecture Room and the Studio.

## **University Health & Safety**

The University's Health and Safety Office also has a broad range of guidance documents that you may need to refer to during your time at Cambridge, for example cycle safety and security. <http://www.admin.cam.ac.uk/offices/safety/>

## **Accommodation Service**

The Accommodation Service has hundreds of properties and over a century of experience. The Service has a definitive list of University accommodation, as well as hundreds of privately-owned properties and some College rooms.

<http://www.accommodation.cam.ac.uk/>

## **Assistive Technology Support**

The Assistive Technology (AT) team is based within the University Information Service (UIS) and provides a wide range of assistive technology advice, training and support enabling students with specific requirements to make effective use of information technology. <http://www.ucs.cam.ac.uk/support/assistive-technology>

## **Cambridge University Students' Union (CUSU)**

CUSU exists to represent your interests and ensure that you have a say in your University experience. Whether you are an undergraduate or a postgraduate, every Cambridge University student is automatically a member of CUSU. CUSU works by bringing together students from all Colleges and departments in order to campaign for positive change in Cambridge. As a student you will also be represented at College level by JCRs and MCRs, as well as by elected student representatives in your faculty. See: <http://www.cusu.co.uk/>

## **Childcare Office**

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

The University has two day nurseries at Edwinstowe Close and at the West Cambridge site for children from three months to school age, as well as a Holiday Playscheme which operates during the state school holiday periods (excluding Christmas and Bank Holidays) for school-age children, although the venue at St Mary's Junior School is also open for some additional holiday periods.

The Childcare Office also operates an Information Service, which aims to support families of the University community. The service offers information on family related

issues including childcare, schooling, health care, financial support and local community resources. <http://www.admin.cam.ac.uk/univ/childcare/>

## **Counselling Service**

The University's Counselling Service is just round the corner from the Department in Lensfield Road and has a team of professionally trained counselling staff who can help in a variety of ways; one to one counselling, groups and workshops, self-help brochures, student counselling faqs. Its website has some extremely useful information. <http://www.counselling.cam.ac.uk/>

## **Dental Service**

To find a suitable NHS dental practice in Cambridge, see: <http://www.nhs.uk/Service-Search/Dentists/LocationSearch/3>

## **Disability Resource Centre (DRC)**

The DRC provides resources for disabled students:  
<http://www.admin.cam.ac.uk/univ/disability/>

The Disability Liaison Officer for the Faculty is Mrs Julia Pettman on [jwp34@cam.ac.uk](mailto:jwp34@cam.ac.uk). Her telephone number is: 01223 332966.

## **Doctors (Medical)**

The University of Cambridge does not have its own medical practice, and all students are advised to register with a local general practitioner (GP) when they arrive. Your College should be able to provide a list of local practices, or you could use the NHS search facility. <http://www.nhs.uk/Pages/HomePage.aspx>

## **Health & Welfare Guidelines**

Every year the University issues health guidelines to staff and students. These include information on meningitis, vaccinations, anaphylaxes and sexual health. In the event of an epidemic or pandemic it may also release information on the advice of the Health Protection Agency. <http://www.admin.cam.ac.uk/univ/health/>

## Staff Responsibilities 2017 – 2018

Chair of the Faculty Board and Degree Committee:	Professor François Penz
Secretary of the Faculty Board:	Mr Andrew Bennett
Faculty Administrator:	Mr Andrew Bennett
Faculty Administrator's Assistant:	Mrs Julia Pettman
Secretary of the Degree Committee:	Dr Emily So
Degree Committee Administrator:	Mrs Claire Hogg
Head of Department:	Professor François Penz
Department Secretary:	Ms Sue Luxon
Director of the Martin Centre:	Dr Ying Jin
Martin Centre Research Administrator:	Mrs Anita Gunadi
Martin Centre Secretary:	Mrs Beau Brady-Patel
Undergraduate Admissions Co-ordinator:	Dr Max Sternberg
First Year Co-ordinator:	Dr James Campbell
Second Year Co-ordinator:	Ms Mary Ann Steane
Third Year Co-ordinator:	Professor Koen Steemers
Third Year Case-study Co-ordinator:	Mr Mike Driver
Graduate Director:	Dr Minna Sunikka-Blank
Deputy Graduate Director:	Dr Felipe Hernández
Faculty Graduate Administrator:	Mrs Claire Hogg
Faculty Graduate Assistant:	Miss Pilar Alonso
MPhil in Architecture and Urban Studies (MAUS) Course Directors:	Dr Felipe Hernández and Dr Minna Sunikka- Blank
MPhil in Architecture and Urban Design (MAUD) Course Director:	Ms Ingrid Schröder
First Year Studio Masters:	Ms Julika Gittner, Mr James Ross, Mr Raphael Lee, and Mr Francis Fawcett
Second Year Studio Masters:	Mr Carlos Sanchez Dieguez and Tom Benton Ms Pippa Nissen and Mr Edmund Wilson Mr Doug Hodgson and Ms Colette Sheddick

Third Year Studio Masters:	Mr Eric Martin and Mr Carlos Sanchez Dieguez Mr Rod Heyes and Prisca Thielmann Mr Peter Fisher and Mr Michael Tuck
MAUD Studio Masters:	Ms Ingrid Schröder Mr Aram Mooradian
MSt Building History Course Director:	Dr Adam Menuge
MSt Building History Course Administrator:	Ms Alex Lumley
Part 3 Course Co-ordinator: Part 3 Course Administrator:	Ms Miranda Terry Miss Pilar Alonso
Practice Placement Co-ordinator:	Dr James Campbell
Faculty Disability Liaison Officers:	Ms Susanne Jennings Ms Tanya Zhimbiev
Faculty Safety Officer: Faculty Computer Officer and Head of Digital and Infrastructure Services:	Mr Alan Baldwin Mr Stan Finney
Digital Services Curatorial Co-ordinator:	Mrs Marisa Grove
Librarians:	Ms Susanne Jennings Ms Tanya Zhimbiev Miss Sophie Fletcher
Library Assistant:	
Chief Accounts Clerk:	Mr Neil Mayo
Faculty Receptionist:	Miss Alice Cuttriss
Workshop Supervisor:	Mr Clive Tubb
Chief Custodian: Custodian's Assistant	Mr Alan Baldwin Mr Craig Baldwin

## Graduate Handbook

An electronic version of this Handbook is available on [Moodle](#).

Please email the Faculty Graduate Office on: [graduate.admin@aha.cam.ac.uk](mailto:graduate.admin@aha.cam.ac.uk) if you have any comments or notice any errors in this handbook – thank you very much.