

BSTS PHD AND MS HANDBOOK

[Link](#) for external viewers. Version for 2023-2024 and 2024-2025

1. PhD Program description	4
2. MS Program description	4
3. PhD Program requirements	4
3.1. Unit and course requirements	4
3.2. Inside field	5
3.3. Outside field(s)	5
3.4. Year-end review	7
4. PhD Pre-candidacy and the qualifying exam	7
4.1. Purpose and content of the qualifying exam	7
4.2. Qualifying exam committee	8
4.3. Coursework for the qual exams: Arch 602	8
4.4. Application for the qualifying exam	8
4.5. Scheduling the preliminary written and oral qualifying exam	9
4.6. Advancing to candidacy	9
4.7. Normative time	9
4.8. Waiver of non-resident tuition for students advanced to candidacy	10
4.9. Lapsing and termination of candidacy	10
5. PhD Dissertation and candidacy	11
5.1. Definition: the nature of a dissertation	11
5.2. Dissertation committee	11
5.3. Filing fee	12
5.4. Turning it in	12
6. MS Program requirements	12
6.1. Inside field	13
6.2. Waiving and substituting requirements	13
6.3. Thesis/capstone	13
6.4. Filing fee	14
6.5. Transition from the MS to the PhD	15
7. General rules	15
7.1. Grading	15
7.2. The S/U grading option	15
7.3. Incomplete grades	16
7.4. Class enrollment	16
7.5. Cal 1 Card	16
7.6. Human subjects protocol	16
7.7. Arch 299: Special Studies Courses (Independent Study)	17

7.8. Change of study list: Adding and dropping classes	17
7.9. Adding and dropping courses after the deadlines	18
7.10. Leaves of absence	18
7.11. In Absentia	18
7.12. Cancellation/withdrawal and readmission	18
8. Managing in the program	19
8.1. Graduate Student Instructor	19
8.2. Graduate Student Researchers	20
8.3. Need-based financial aid	20
8.4. Doctoral completion fellowship	20
8.5. Fund for travel to conferences	20
8.6. Prizes and awards in architecture	20
8.7. Graduate division's university fellowship office	21
8.8. Establishing California residency	21
8.9. International student taxes	21
8.10. Student budgets	21
8.11. BSTS authorship guidelines	21
9. The community	22
9.1. Your faculty advisors	22
9.2. BSTS committee	23
9.3. Head graduate advisor	23
9.4. Architecture graduate office (AGO)	23
9.5. Graduate division	24
9.6. Other students	24
10. Campus policy statements	24
10.1. Appeals procedure for student grievances	24
10.2. Sexual harassment policy	25
10.3. Respect and civility in the campus community	25
11. Useful info	26

1. PhD Program description

The degree “Doctor of Philosophy in Architecture” is conferred upon qualified candidates in recognition of the fulfillment of the program requirements, command of specific areas of specialization, and an original contribution in one of those areas. The dissertation, the culmination of the PhD degree program, establishes the candidate’s mastery of the research methods of their specialized field and their ability to address a major intellectual topic and arrive at a successful conclusion. The PhD degree in Architecture is appropriate for those seeking careers in research and teaching in architecture and its related areas, or in roles in government or professional consultation, all of which require depth in specialization and experience in research.

The normative time to degree is six years. The University requires all doctoral students to fulfill a minimum residency requirement of two years and 48 units of coursework. Full-time students are expected to take 12 units minimum per semester. The students complete various program requirements in research methods, inside field specialization and one or two outside fields relevant to the dissertation topic. Students without a previous architecture degree also take architecture breadth courses. Students must also successfully complete a written pre-qualifying and an oral qualifying exam which allow them to advance to candidacy and undertake dissertation research. The PhD is awarded on completion of a written dissertation approved by the faculty supervisors of the dissertation.

The PhD program encourages its students to build an intellectual community and to participate in national and international venues of scholarship and organizations. Participating in such organizations and activities utilize the vast intellectual resources available to doctoral students at the University of California, Berkeley, both within their departments, across the campus, and beyond.

2. MS Program description

The last two decades have seen rapid growth in the complexity of buildings and the development of specialized knowledge for their design and operation. The building profession now requires a wider range of expertise in design, operation, and management than was required in the past, and new types of professional specialists have emerged to provide this expertise. Often these experts are educated outside of traditional architectural programs, frequently through studies in other disciplines. The Master of Science in Architecture was developed to offer the opportunity for advanced research work in these specialized areas within an architecture curriculum.

The MS is intended to supplement but not supplant the Master of Architecture degree, the professional degree accredited for the practice of architecture. The MS is appropriate for those wishing to pursue specialized knowledge in the ever-broadening and increasingly complex sub-fields within architecture. The MS degree offered by the Department of Architecture is an academic, non-professional degree emphasizing coursework and supervised independent research in Building Science, Technology and Sustainability

3. PhD Program requirements

3.1. Unit and course requirements

A specific program of coursework will be developed on an individual basis through consultation with your advisor. Each student is required to sign up for a minimum of 12 units each semester for a total of 48 units to graduate. Half of the 48 units must be Graduate level courses. Courses taken to fulfill program requirements (24 units) must be taken for a letter grade. Elective courses may be taken Satisfactory/Unsatisfactory but only one-third (16 units) of the total units can be taken S/U.

Class Numbers which count towards degree requirements:

- 100-199 – Upper Division undergraduate courses
- 200-299 – Graduate Courses

Class numbers which do not count towards degree requirements:

- 0-99 - Lower Division Undergraduate courses
- 300 – Level Classes
- 600 – Level Classes

For all students, lower division courses in the University and the Department of Architecture (courses numbered 1-99) will not count towards unit degree requirements, but may be taken to support your interests. Also, any 375-level teaching course, though obligatory for being a GSI, will not count towards the degree. Arch 602, Preparation for Qualifying Exam will not count either.

Required Classes: Arch 241 – Research methods in Building Science, Technology and Sustainability (BSTS). All students are required to complete a research methods course in their first year in the program if offered, otherwise in their second year.

The program of study and research leading to the PhD degree is to be carried out in two or three fields of specialization: one inside (“major”) field and one or two related supplementary areas called “outside” fields (if you choose to have two outside Fields, one of them may be in the Department of Architecture depending upon your academic background).

3.2. Inside field

The Inside Field (sometimes called major field or speciality) is pursued within the intellectual context of Building Science, Technology and Sustainability. There is a minimum of 9 units of graduate course work in the Inside Field of study in the department. Students in BSTS must confer with their individual advisor to determine what courses, within the broad area, best meet the Inside Field requirements, based on the student’s interests.

The Building Science, Technology and Sustainability faculty at UC Berkeley study a wide range of topics related to the interests of the faculty affiliated with the program. The intellectual objective of graduate research in building science is uncovering the processes by which a building affects its occupants, evaluating the human/economic/energy consequences of the effects, and incorporating this knowledge in new procedures to design more acceptable buildings. A secondary objective is to prepare the student for a career involving building science, technology and sustainability by having them participate in important funded research ongoing at UC Berkeley, and by engaging them in the activities of the professional societies where research is presented, debated, and put into forms that influence design practice.

Coursework is largely decided on an individual basis through consultation between the student and their advisor. In general, each student will be required to develop competence in a range of building science and sustainability topics that border the main topic of interest. Students often participate in research projects conducted by the faculty for external sponsors. Dissertation research can be structured in many ways, but must be based on an appropriate combination of theory, modeling, digital simulation, physical prototyping, and testing in the laboratory or field.

3.3. Outside field(s)

The purpose of the Outside Field(s) is to develop adequate knowledge are relevant to the dissertation but independent from the inside field. The Outside Field is supposed to complement the major Inside Field and provide supporting knowledge without duplicating any part of it. Outside Fields should be selected which will broaden

knowledge, expand methodological skills, and provide new insights for the inside field of study. Previous degrees in another discipline that was listed as part of the admission application cannot be used to satisfy this requirement as a single field.

Completion of the Outside Field(s) implies the development of a competence in the field(s), particularly in terms of knowledge of theory, methods, literature and current issues.

Definition: An Outside Field may be constructed in different ways, described below as a “general field,” a “subfield,” a “designated emphasis” or an “interdisciplinary area/regional studies” as described below. For any of these, the classes as a whole, even if from different departments, need to comprise an overarching theme that is supporting the dissertation:

- **General Field** is one carried out in an established doctoral-level program within the University of California. Examples of general fields selected by PhD students have included: Civil and Environmental Engineering; Computer Science; City and Regional Planning
- **Subfield** may be an established study-area within the doctoral program in another department. Examples of sub-fields selected by PhD students have included: Environmental Health Science (sub-field in Public Health); Control Dynamics (sub-field in Mechanical Engineering); Urban Theory (sub-field in City and Regional Planning)
- **Interdisciplinary Studies** is one that is not formally established in any department. It is interdisciplinary in scope and may encompass work taken in several departments. It must be demonstrated that the subject constitutes a definable body of knowledge and has particular relevance to the subject of the degree or the dissertation. For example: Visual Perception and Behavior; Computational Design and Building Energy Systems; Design Control and Assessment of Energy Systems
- **Designated Emphasis** is an established program offered at the University level in an area already approved by the Academic Senate, and can be counted as your Outside Field. Unlike other Outside Fields, the Designated Emphasis requires more courses and must be approved by the Designated Emphasis Advisor. Examples of Designated Emphases selected by PhD Students have included: Energy Science and Technology (Administered by the Mechanical Engineering); Global Metropolitan Studies (Administered by the GMS Committee); Global Urban Humanities (Administered by GUH); Computational and Data Science and Engineering Program (Administered by CITRIS); New Media Studies (Administered by Berkeley Center for New Media)

Requirement: One Outside Field (4 graduate courses, min 12 units) or Two Outside Fields (2 graduate courses, min 6 units per field. All Outside Field courses must be taken for a letter grade.

Unless the student is using a University wide “Designated Emphasis” with all its requirements, a single Outside Field requires the completion of a minimum of 4 regular graduate courses for a letter grade with a minimum of 12 units. Since many graduate courses are 4 units, most Outside Fields will exceed 12 units. Under only special circumstances, the committee may grant an exception for the inclusion of one undergraduate upper division course (courses numbered 100+) provided that a case is made to justify it and the Outside Field application is submitted prior to enrolling in that course. Independent group study courses or individual independent study courses (298s and 299s) will not be used towards the Outside Field completion.

Process: You will need to submit the following forms to propose an Outside Field and to prove completion of the requirements:

1. [outside field proposal form](#)
2. [outside field completion form](#)

To begin the Outside Field process, discuss potential Outside Fields with the faculty advisor and define those subjects most appropriate to the Inside Field of research. This is typically also part of the subject areas for the qualifying exam. Identify the faculty outside the Department of Architecture best qualified to become the advisor for the area. These advisors are often the faculty who will sit on the Qualifying Exam Committee and serve as the outside readers for the dissertation. Basic coursework in the intended Outside Fields may begin before approval but must not be completed until approval has been assigned.

Notify the GSAO of the Outside Field(s) Proposal forms along with a description of the Inside Field or tentative dissertation topic for approval by the BSTS committee. This should be part of the first year-end review, or, in any event, no later than the end of the second year and at least one semester before the qualifying examination. Consistent with the requirements described above, the collaboration with the Outside Field advisor will develop the objectives, content, means for fulfilling, and demonstrating competence in the field. There should be agreement upon the most relevant courses to support the study. Ideally, course work will consist of established graduate level courses, not independent study classes, i.e. courses numbered 299 or 298.

The proposed Outside Field and corresponding forms must be approved by the Outside Field advisor and main faculty advisor. The advisors' chief interest is the appropriateness and compatibility of the proposed Outside Field to the Inside Field. If at some point a change in the outside field becomes necessary, it is possible to request changes in the same manner as for the original approval.

To complete the Outside Field(s), submit a copy of the Outside Field Completion form to the GSAO. The Outside Field advisor will sign the form indicating satisfactory completion of the work agreed upon in the proposal. Send the signed form to the Graduate Office. The Graduate Office must receive the Outside Field Completion form for the Outside Field before approval to take the qualifying examinations.

3.4. Year-end review

Students who have not been advanced to candidacy will complete a departmental form listing the progress in the program after discussing the contents with their advisor.

Students who have been advanced to candidacy will need to fill out the year-end review form. The purpose of the year-end review is to obtain a progress report on the dissertation from the student and the dissertation chair. The progress report is submitted through CAL Central eForms Work Center Doctoral Candidacy Report with the advisor responding on the same site. The student must be enrolled the semester to have access to CAL Central.

Failure to submit an end-of-year review may result in probation, suspension, inability to receive DCF fellowship or the Committee's refusal to readmit you after an absence from the program.

4. PhD Pre-candidacy and the qualifying exam

4.1. Purpose and content of the qualifying exam

The purpose of this examination is to appraise the student's mastery of facts, methods, techniques, and ideas as evidence of the ability to pursue independent investigation. The University requires a comprehensive oral qualifying exam (QE). Details can be found [here](#). The Department also requires a preliminary examination. This consists of a two-week written exam of 2-3 essays, submitted 2-3 weeks prior to the QE. Copies of previous written examinations are available through the Architecture Graduate Office.

The content of the written preliminary examination should be agreed upon by the inside members of the QE committee at the time of the application for the QE. The three subjects of the QE shall be agreed to by all five members of the QE committee and the agreement must be communicated in writing to the student. Both the preliminary written exam and the oral QE should be completed in the same semester and within a maximum of a 6-week period. A detailed dissertation prospectus must also be submitted with your written exam.

The inside committee members assess the written exam within a timely fashion and notify the student in writing if they should be admitted to the oral QE before it takes place.

After passing the oral QE, the student can then apply for candidacy to become a PhD Candidate. If, however, the committee administering the QE finds the performance unsatisfactory, they may recommend that another opportunity be allowed or that the student should be dropped from the program. Ordinarily, three months must elapse before a second examination is given and the committee must be the same as the original examination. A third exam is not permitted.

4.2. Qualifying exam committee

The qualifying examination committee shall fulfill the following requirements:

- The committee must have a minimum of five members, the chair must be from the Department of Architecture.
- The chairperson of the qualifying exam committee may not act as the chairperson of the dissertation committee.
- Committee members should be members of the Berkeley Academic Senate (that is, regular faculty with appointments as professor, associate professor, or assistant professor). See [section F4.6](#) of the Guide to Graduate Policy.
- Members of the professional community or outside research organizations may be included as an additional (sixth) member of the examination committee but may not substitute for any academic senate faculty. The appointment of this non-academic senate requires approval from the Dean of the Graduate Division. To request the exception of a non-academic senate member, include it with the eform, Application for Qualifying Exam.
- To request faculty from another institution, a non-Senate member may be appointed to a committee if the Head Graduate Adviser determines that the individual in question offers expertise not otherwise available among the regular faculty and if the Associate Dean of Degrees concurs. There may be no more than one person in this category on a committee. See [section F4.9](#) of the Guide to Graduate Policy.
- Outside Field advisor(s) usually serve on qualifying exam committees. If there is only one Outside Field, a fifth faculty member will have to be found to serve on the committee

4.3. Coursework for the qual exams: Arch 602

When the required coursework for the degree is completed, a special individual study course for PhD students preparing for their examination, Arch 602, may be taken for 1-8 units for a total of 16 units during the program. Registering for Arch 602 and Arch 299 for a total of 12 units allows one to be fully registered during the semester while preparing for the exams, and/or during the semester that the exams are taken. The units from this course may not be used to satisfy the unit or departmental requirements for the doctoral degree. Arch 602 and Arch 299 must be taken on a satisfactory/unsatisfactory basis. Generally, the sponsor of Arch 602 will be the proposed chair of the exam. Use the same [special study form](#) to apply for Arch 602 and Arch 299.

4.4. Application for the qualifying exam

To be eligible for examination, the student must:

1. have completed at least one year in residence,
2. be registered during the semester in which the exam is taken,
3. have no less than a 3.0 GPA in all coursework undertaken in graduate standing,
4. have no more than two Incomplete grades outstanding on your record, and
5. have completed all the units for degree coursework, the methods courses, and the Outside Field(s).

With the aid of the faculty advisor and the Qualifying Exam Committee Chair, the student decides on the three subject areas to be examined, assembles the committee, sets the exam date and applies for the qualifying exam through CAL Central. Go to Student Resources / Submit a Form / Higher Degree Committees Form and select Qualifying Examination. This must be filed no less than four weeks before the oral examination date. An examination taken prior to the receipt of notice from the Graduate Division that admission to the examination has been approved will be invalid.

The subject areas should represent both the breadth and depth of the student's study areas, and not just be limited to the dissertation. At least one of them typically relates to the outside field. Since the areas represent the scope of the qualifying examination, there should also be a relationship between the areas and the expertise of the committee members (i.e., the reason you asked them to be on the committee).

Informative Note: example of subject areas: (Student 1: Building demand management and flexibility; Data management and analysis; Mechanical system control. Student 2: Thermal comfort; Causal Inference; Building Ontology. Student 3: Control strategy of infectious aerosols; Room air distribution; Indoor air quality exposure assessment. Student 4: Climate change impacts on building thermal performance; Thermal resilience in buildings; Human thermal comfort and habitability in indoor environments. Student 5: Perception and assessment of view; Human factor and metrics of visual comfort; Multi-sensory impacts and thermal comfort)

4.5. Scheduling the preliminary written and oral qualifying exam

Establish the date for the oral exam in consultation with the committee members, taking into account times for classes, exams, finals and holidays and breaks. With your exam Chair, work backwards to establish the date for the preliminary written exam. The Chair, along with the other committee members, will formulate the written examination questions, which will be emailed from the graduate office on the date which had been agreed upon. Two weeks later, the answers will be submitted to the graduate office as a pdf. This will also include a copy of the dissertation proposal. The Graduate Office will distribute the exam to the rest of the committee. At least two weeks, but preferably three, must elapse between the completion of the written portion and the date of the oral examination to give the inside committee members ample time to review the exam. The chair of the exam is required to inform the student whether the written exam was passed or not at least three days before the scheduled oral exam.

The logistics of getting all of the committee members in the same place at the same time is difficult, so start scheduling as early as possible. The student is responsible for scheduling a room for the exam, and this should be done early and indicated on the calendar invite. The exam lasts for a minimum of two hours and a maximum of three. Each committee member will have equal time to ask questions. The committee members evaluate the student's performance to decide if they have passed or failed. At the end of the exam, the examination committee will inform the student if they have passed or failed. There is also an option for a partial pass, and this is described in the University's Guide to Graduate Policy.

4.6. Advancing to candidacy

After successfully completing both the preliminary written and the qualifying exam, the student will apply to be advanced to candidacy for the PhD degree. Again, go to CAL Central to submit “Advance to Candidacy” under Higher Degree Committees Form. This process will formally propose the dissertation committee as well as the topic of the dissertation. A fee of \$90 (currently) will be billed to CAL Central which can be paid on-line. If research involves human subjects, submit the online Collaborative IRB Training Initiative (CITI) course certificate with the candidacy application.

4.7. Normative time

Normative Time is defined as the elapsed time, calculated to the nearest semester, that students would need to complete all requirements for the doctorate. The Normative Time established for the PhD in Architecture is 6 years (12 semesters with 3 years to advancement and 3 years in candidacy). Students who received an M.Arch degree from Berkeley and continued to the PhD are granted an extra year, a total of 8 semesters in coursework, because they were in a professional program. Students who begin with the MS program are required to finish their exams at the end of their 3rd year or 6th semester (including the semesters they completed as a MS student). During this period, the student should be continuously registered and liable for payment of all applicable fees and tuition. Students are eligible for up to two semesters of withdrawal for documented non-academic reasons such as health or parental leave, which will not count in calculating a student’s normative time, but withdrawal for research or other academic purposes will count.

4.8. Waiver of non-resident tuition for students advanced to candidacy

For international students, the non-resident portion of the fees will be reduced to zero for a period of three years following advancement to candidacy. Once the advancement request has been approved, before the first day of instruction following the qualifying exam, the billing will reflect the waiver of the NRST. The maximum calendar period for the waiver is three years whether registered or not and may not be deferred or postponed.

4.9. Lapsing and termination of candidacy

Candidacy for the Doctorate is not a status of indefinite duration. Once advanced to candidacy for a higher degree, it is expected that degree will be completed in a reasonably timely fashion, usually within normative time. Failure to do so will result in the candidacy being lapsed or terminated.

When students exceed their degree’s Normative Time In Candidacy, they enter a four semester period during which candidacy is still valid, but which is beyond the norm for their discipline.

Four semesters after the end of NTIC for the particular program, candidacy ends, or “lapses”. Lapsed candidacy indicates that the student has exceeded the time that their doctoral program has indicated the Qualifying Examination should be considered valid. (This date is indicated in the student’s GLOW record as “Candidacy End Date”). If otherwise in good academic standing, the student may continue to register, but to file the dissertation, the program must affirm that the student still possesses the currency of knowledge originally demonstrated in the Qualifying Examination. The program or the Dean of the Graduate Division may require a new Qualifying Examination or other evidence of currency of knowledge before recommending the award of the degree.

Under certain conditions, a student’s time in candidacy may be extended for a brief period if the student is otherwise making adequate progress and if the delay in completion of requirements is attributable to factors largely beyond the student’s control (e.g. unavoidable problems with the scheduling of experimental facilities, disruption of

data collection activities, and so forth). Except under the most unusual circumstances, which must be fully documented, extensions are normally granted only once, and for a period of no more than one year beyond the date at which lapsing would otherwise occur. The request for an extension must be approved by the Head Graduate Advisor, the dissertation chair, and the student must provide a current Doctoral Candidacy Review.

Once lapsed, candidacy may be reinstated once the dissertation is virtually completed, and if, in the opinion of the BSTS committee, the requirements previously completed are judged currently valid. Thus, reinstatement will require submission of a complete draft of the dissertation to the committee, certification by the Department that the results of the Qualifying Examination are still valid as an indication of current command over the fields to which the student was originally held, certification of continued competence in any required foreign languages, and approval by the Dean of the Graduate Division. The dissertation must be textually complete and sufficiently close to its final form to permit the committee in charge to certify the likelihood of its acceptance and formal submission to the Graduate Division by the next filing deadline.

Termination of candidacy may occur when there is reason to believe that the student no longer holds the qualifications deemed appropriate for award of the degree, or when continued lack of progress indicates that the student will be unable to complete remaining degree requirements within a reasonable period of time. Once terminated, candidacy for a higher degree may be reinstated only through a process of requalification and subsequent advancement (re-advancement). PhD students will be required to take a new Qualifying exam, be reexamined in required languages, and submit a new application for candidacy for approval by the Dean of Graduate Division.

Termination of candidacy will normally occur two calendar years after the date on which candidacy is formally lapsed by the Graduate Division. Termination may also occur when a student fails to correct major deficiencies in a dissertation previously submitted for committee review within a reasonable period of time, or when coursework for a degree was taken so long ago as to lose its validity as an indication of current knowledge in the field of study.

5. PhD Dissertation and candidacy

5.1. Definition: the nature of a dissertation

The dissertation research is the culmination of a period of intellectual growth and directed training; the dissertation is the manifestation of the knowledge garnered and the skills and techniques acquired. There is a consensus across disciplines that a doctoral dissertation must fulfill the following general requirements:

- A dissertation is a work of original research making a significant contribution to existing knowledge in the field
- A dissertation demonstrates the ability to address a major intellectual problem and arrive at a successful conclusion
- A dissertation demonstrates competence in research methods and tools of the chosen field of specialization
- A dissertation is based on a suitable topic that embraces some significant problem or body of material that will sustain a study of the scope of a book
- A dissertation should be publishable or potentially publishable writing accepted through a process of peer review in the academic world.

The dissertation topic need not necessarily originate with the student, but the approach must be developed by them. It is generally agreed that the choice of approach, the adaptation of it to the project, and the application of it, are the student's responsibility. Occasionally a student's faculty advisor will suggest a topic or project, which may be

an offshoot of a larger collaborative project which the faculty advisor has originated, and for which they has obtained funding (this is commonly the case in the sciences).

Under some circumstances, students are allowed to use work done in collaboration with others as part of the dissertation. If some collaboratively developed material is used, the part that is the student's work must be clearly defined. Permission for the inclusion of the work must be sought beforehand from the other collaborators and from the Dean of the Graduate Division. [Template letter for use by your dissertation chair](#)) A dissertation may not have joint authorship, that is, several students may not collaboratively produce a dissertation.

Students sometimes ask if previously published work may be included in the dissertation. Generally, this is allowed, but the previously published material must be integrated into the coherent argument that runs throughout the whole. It must include a common introduction and conclusions sections and the format must be consistent.

5.2. Dissertation committee

The preparation of the dissertation is supervised by a committee of three faculty members. The dissertation Chair must be from the Department of Architecture. It is possible to have more members as long as permission is granted from the BSTS committee and the Dean of Graduate Division. The dissertation Chair and other members must be a member of the Berkeley Academic Senate or have received special permission from the BSTS Committee, the HGA and the Dean of Graduate Division. In addition, the Chair shall not act as the chairperson of the qualifying examination committee for the same candidate. It is expected that your Dissertation Committee would be composed of members of your Qualifying Exam, however it is not required.

5.3. Filing fee

Under certain circumstances, a dissertation may be filed without being registered. Instead, if the student meets the eligibility requirements stated below they may apply for Filing Fee. "Filing Fee" is a reduced fee for graduate students who have completed all requirements for the degree except for filing the dissertation. For a small portion of the registration fees, a dissertation may be submitted but, it may only be used once, following a registered semester and the student cannot hold a student instructor or student research position nor receive any financial/departmental aid while on Filing Fee. Students must be fully registered in the semester, or for 3 units of Summer Session, immediately preceding the one in which Filing Fee status is requested. The duration of this status is one semester and the degree will state the end of the semester the dissertation is submitted. To apply, go to Student Resources / Submit a Form / Special Enrollment Petition and select Filing Fee.

Note: Filing Fee status is not equivalent to registration. Health insurance, library use and gym privileges will have to be paid separately by the student which requires a memo from the Arch Grad Office stating the student is in good academic standing. If student loans are an issue, find out what the implications of the status will be on the loan repayment schedule.

Application for Filing Fee must be requested by the first day of class. All outstanding questions of eligibility, i.e. incomplete grades, missing requirements, advancement to candidacy, must be resolved before applying for Filing Fee. If the application is approved, the dissertation may be submitted at any time on or before the end of the semester. If the application is denied, the student must register for the term or wait until the following summer for reduced fees.

5.4. Turning it in

A complete dissertation draft must be submitted to the entire dissertation committee at least three months, but preferably four, before the submission deadline. When the committee has approved the final draft of the dissertation, they will sign off on an approval page, the format of which is available at: [Dissertation Writing and Filing - Berkeley Graduate Division](#)

There are additional forms which must be submitted as hard copy and are noted at Graduate Division in the Procedure for Filing your Dissertation. [Dissertation Writing and Filing - Berkeley Graduate Division](#) The final draft of the dissertation is submitted electronically to Graduate Division.

6. MS Program requirements

Each student in the BSTS Master of Science program has been admitted to carry out research in Building Science, Technology and Sustainability Research topics outside of these fields or combinations of several areas of may be undertaken, subject to approval of the Departmental BSTS committee, if supported by qualified departmental faculty members.

The description below outlines the general program requirements for the Master of Science. As each person has been admitted to the program to carry out an individual research project, no specific curriculum sequence applies. Although the program is flexible, your coursework must fit into the various categories outlined below. With your advisors assistance, make a study plan as soon as possible to make the most of your opportunities.

Units required for degree at least 36, as follows:

- Research methods, Arch 241: 3 units
- Inside field: 9 units (minimum) or 3 classes
- Arch Breadth for students without a previous Arch degree: 6 units (minimum) or 2 classes outside their inside field
- Thesis/capstone work: up to 5 units
- Electives: up to 13 units

Degree work should be completed in three semesters. A minimum of nine units or three classes of Architecture course work must be completed in your specialty area as agreed to with your advisor. These courses should be numbers within the 200 level graduate courses. For those without an academic background in Architecture, a minimum of six units or two courses of graduate coursework in areas of the architecture curriculum outside of your area of specialty is expected. No waivers of this requirement will be made. Thesis coursework consists of up to a 5-unit independent study course (Arch 299) undertaken with the Chair of your thesis committee. The remaining number of units of course works related to-- or supportive of--the specialty area may be undertaken in departments outside of Architecture.

Required Classes: Arch 241 – Research methods in Building Science, Technology and Sustainability (BSTS). All students are required to complete a research methods course in their first year in the program if offered, otherwise in their second year.

6.1. Inside field

The Inside Field (sometimes called Major Field) is pursued within the intellectual context of one of the department's field of study: Building Science, Technology and Sustainability. You must complete a minimum of 9 units of graduate course work in your Inside Field of study in the department. Inside fields outside of these areas of combinations thereof may be undertaken, subject to support by qualified departmental faculty members who are available, willing, and competent to provide the necessary instruction and guidance. For students who wish to change to another Inside Field after they've joined the program, a formal request detailing the proposed change must be submitted to the BSTS Committee.

6.2. Waiving and substituting requirements

Occasionally a student will have reason to believe that a required course should be waived or they wish to substitute an upper division undergraduate course as part of their graduate program to fulfill their requirements. If you wish to seek an exemption from one of the above requirements, discuss your request with your faculty advisor. If they agrees that it seems reasonable, submit your request in writing--including the endorsement of your advisor-- to the BSTS committee using a waive and substitute form:

<http://ced.berkeley.edu/ced/students/graduate-advising/graduate-forms-documents/>

6.3. Thesis/capstone

In your final semester when you plan to complete the requirements for the MS degree, ask the Grad Office for a final "degree check" to make sure that you have satisfied all unit, subject area and residency requirements. You will be required to submit: [MS thesis/capstone proposal form](#) to propose your thesis topic and committee for the approval of the BSTS committee. You will have two options for advancing to candidacy. The first is Plan 1 which is a formal University thesis and you advance to candidacy through an electronic form in CAL Central, "Higher Degree Committees Form". The Second is Plan 2 which is processed through the GSAO. You will be automatically placed in Plan 2 when you enter the program and if you want to do the University thesis, you will submit the application for Plan 1 to change your candidacy.

An independent research work (Plan 1 or Plan 2) is the culmination of your Master of Science program. Of course your thesis topic will be developed over the course of your studies, but it must be formally proposed to your advisor at the beginning of your final semester. When your topic is approved, you will be given the course control number for your thesis coursework, up to a five-unit independent study course (Arch 299).

If you are doing a University Thesis under Plan 1, your thesis committee must have a minimum of three members, one of whom MUST be from a department other than Architecture. The remaining two members must be faculty from the Department of Architecture. All three must be members of the Berkeley Academic Senate (i.e., persons holding the academic title professor, associate professor, or assistant professor). Exceptions may be made for additional members not holding these titles. However, you may only have ONE such exception on your committee. See the Grad Office for more information. Be aware that your thesis committee requires a faculty member from outside the Dept. of Architecture. It is better to take classes from a potential committee member before asking him/her to be on your thesis committee, than to wait until the last minute and ask someone who does not know you or your work.

If you are doing a Departmental Thesis under Plan 2, your thesis committee must have a minimum of two members, and at least one must be in the Department of Architecture. If you also want someone outside the department as well, then you would have a three-member committee.

The University Thesis must be prepared according to the Graduate Division regulations. Guidelines are available at: [Thesis Writing and Filing - Berkeley Graduate Division](#). The Departmental Thesis is up to the discretion of the thesis committee.

One month before submission of your University Thesis to the Graduate Division, you are required to present your complete thesis draft to your committee members, who will review your work and suggest any final changes. It is your responsibility to make sure that your entire committee will be available to review your final draft and you will be able to process any changes, since it is a significant step in the completion of your degree program.

The Departmental Thesis must also be presented to your committee at least a month before the end of the semester for review, to allow for any editing changes or corrections.

Thesis proposal must be submitted before the beginning of the semester you intended to graduate. The university advancement to candidacy form must be submitted on CAL Central by the 3rd week of the semester. The deadline for submission of completed thesis, along with signature approvals from each committee member by the last day of the semester.

6.4. Filing fee

Under certain circumstances, a dissertation may be filed without being registered. Instead, if the student meets the eligibility requirements stated below they may apply for Filing Fee. "Filing Fee" is a reduced fee for graduate students who have completed all requirements for the degree except for filing the dissertation. For a small portion of the registration fees, a dissertation may be submitted but, it may only be used once, following a registered semester and the student cannot hold a student instructor or student research position nor receive any financial/departamental aid while on Filing Fee. Students must be fully registered in the semester, or for 3 units of Summer Session, immediately preceding the one in which Filing Fee status is requested. The duration of this status is one semester and the degree will state the end of the semester the dissertation is submitted. To apply, go to Student Resources / Submit a Form / Special Enrollment Petition and select Filing Fee.

Note: Filing Fee status is not equivalent to registration. Health insurance, library use and gym privileges will have to be paid separately by the student which requires a memo from the Arch Grad Office stating the student is in good academic standing. If student loans are an issue, find out what the implications of the status will be on the loan repayment schedule.

Application for Filing Fee must be requested by the first day of class. All outstanding questions of eligibility, i.e. incomplete grades, missing requirements, advancement to candidacy, must be resolved before applying for Filing Fee. If the application is approved, the dissertation may be submitted at any time on or before the end of the semester. If the application is denied, the student must register for the term or wait until the following summer for reduced fees.

6.5. Transition from the MS to the PhD

The MS degree is a step toward acquiring some research credentials that will qualify you to seek a research career in one of the sub disciplines of architecture. If your intention is to pursue a teaching and scholarly career, you might consider applying to the PhD program. All coursework completed during the MS program will count toward PhD requirements, even if there is a time gap between MS graduation and PhD enrollment. Being admitted to the PhD program is not guaranteed. The BSTS committee will compare your application with the others directly applying to the PhD program.

In addition to the 36 units that you are required to finish while pursuing the MS, you will be expected to complete your MS thesis before the beginning of the PhD program in the fall. Additional requirements after admission to the PhD program include:

- One or two Outside Minor Fields (Consisting of 4 regular graduate courses of 12-16 units; or 2 graduate classes in each if you pursue two fields with a 6 unit minimum in each);
- written qualifying examination;
- comprehensive oral examination; and
- dissertation.

In order to apply to the PhD program from the MS, you submit a PhD application to the University admissions website by the posted deadline with all the required material as if you were a new applicant. You will be evaluated with the other applicants to the program and considered for the funding awarded to PhD students.

Those who succeed in being admitted to the PhD program and who succeed in taking their qualifying exams by the end of their second year in the PhD program will also earn the Dissertation Completion Fellowship (DCF) which is offered by the Graduate Division. This fellowship covers tuition, fees and stipend for one whole year after advancing to candidacy.

7. General rules

7.1. Grading

A graduate student is required to maintain an overall grade-point average of at least 3.0 in all upper division and graduate level coursework taken (Courses numbered 100 and 200). Only courses graded A, B, C (with or without plus or minus signs), may satisfy graduate degree requirements. Classes graded Satisfactory (S) may be used for elective courses.

7.2. The S/U grading option

Courses may be taken on a Satisfactory/Unsatisfactory basis. No more than one-third of the total course work for the PhD degree may be fulfilled by courses graded Satisfactory. Arch 602, "Individual Study for Doctoral Students" which must be taken on an S/U basis is not included in this percentage. Courses in the 100 and 200 series graded Satisfactory may be accepted for academic residence and to fulfill the unit requirements for University fellowships, teaching assistantships, etc. A Satisfactory grade implies work of B- quality or better. No credit is allowed for work graded Unsatisfactory.

7.3. Incomplete grades

The grade "I" may be assigned if the work is of passing quality, but is incomplete because of valid circumstances beyond the student's control (e.g. sudden illness the day of the examination, family problems, or unanticipated research problems). If the instructor agrees that a grade of "Incomplete" may legitimately be given, they will report an "I" on the grade report at the end of the semester.

An "I" grade remains on the record until the work is completed and petitioned for the grade. The instructor changes the grade on CAL Central. Any "I" grades should be completed before the qualifying exams are scheduled. If there are more than two incompletes, it will block applying for the Qualifying Exam or being hired as a GSI or GSR. However, an Incomplete may stay on the record as long as the course is not needed for the degree and the work necessary to complete the "I" would only impede the progress toward the degree.

7.4. Class enrollment

Registration is done using the enrollment system on CAL Central. Well in advance of each semester (the middle of April for Fall semester and early November for Spring semester), continuing students can, with the aid of the Arch Department courses website: ([Courses - UC Berkeley College of Environmental Design](#)), the Campus Solutions Schedule of Classes ([Berkeley Class Schedule](#)) and in consultation with the advisor, choose the courses for the next term and enroll in them during Phase 1 of the enrollment period.

New students may sign up for classes according to the Class Enrollment Period listed on the CAL Central site. Students should have been notified of required courses with their department admission letter and in consultation with their advisor. During the first five weeks of the semester, the student may add and drop classes to adjust their schedule.

Registration is complete when the first installment of the fees, (at least 20%) is paid by the University posted deadline. A deferred payment plan is also available. For more information, go to: [Fee Payment Plan \(FPP\) | Student Billing](#)

7.5. Cal 1 Card

The official UC Berkeley identification card is white with a computerized photo of the student. Use it as a pass to campus services and facilities like access to Bauer Wurster Hall and other part of the building as CEDR 390. As soon as possible, go to the Cal 1 Card Office to obtain the card. For more info visit: [Cal 1 Card](#). The Cal 1 Card can be used as a debit card at a selection of campus and nearby merchants. In addition, Architecture students may use the Cal 1 Card for access to the Arch Shop and computer labs as well as Bauer Wurster Hall after normal building hours. All related fees for computer printing and lab, CAD/CAM printing and lab, Architecture Shop, and Architecture photo lab can all be paid for using the card.

7.6. Human subjects protocol

If the dissertation will involve human subjects in any way (including such interaction as interviews or questionnaires) the research must be approved by the Berkeley Campus Committee for the Protection of Human subjects before research begins. Federal law and University policy require that all research, on or off campus, involving human subjects in any way conducted by graduate students in pursuit of an advanced degree must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS). Research involving human subjects conducted without the approval of CPHS is invalid and the degree will not be awarded. Only CPHS can determine whether the research is eligible for exemption or will require a full review. Each student must be granted individual approval by CPHS. To ensure compliance with federal law and University policy, please visit <http://cphs.berkeley.edu>.

7.7. Arch 299: Special Studies Courses (Independent Study)

Content and purpose of special studies courses: An Arch 299 course offers the opportunity to undertake work with one of the faculty on an independent basis. The purpose of an independent study is to offer a greater flexibility in the range of course offerings, or the opportunity to search out and study in greater detail subjects unavailable in the ordinary course offerings. Comparable work per unit credit with regular courses is expected. Note that only 25% of the total units towards graduation credit can come from Arch 299.

Process for special studies courses: The student should plan special studies course work before the end of the preceding semester, but it is possible to add a special studies course during the add/drop period for classes. To do so, find a faculty member willing to sponsor your study and complete the [special studies form](#). The special studies form will ask for the following information about the work that is proposed:

- statement of intent and purpose
- the work involved and its schedule
- the end result (possibly the end product)
- what resource materials will be utilized
- schedule of meetings with the faculty sponsor

Have the faculty member approve the form; notify the GSAO who will forward it for review by the Chair of Graduate Advisors and if approved use the Class number and Permission Code to add the class. Significant faculty-student interaction is vital to a successful independent study. It is the student's responsibility to see that the work agreed upon is carried out. Meetings with the faculty sponsor should take place on a regular schedule.

7.8. Change of study list: Adding and dropping classes

The courses shown on the CAL Central Academic Summary are set in concrete. This process is, by University standards, a fairly simple one as long as add/drop 's are done before the deadlines: Save yourself money, drop classes by the end of the 2nd week and add by the end of the 3rd week.

It is possible to add or drop courses after the deadline but at a cost.

- A fee is charged for each class that is dropped or added: \$10 is charged for each class dropped: \$5 is charged for each class added
- Last day to add or drop without Dean of Graduate Division's approval is the last day of formal classes
- Grading option or unit changes may be changed until the last day of formal classes (no fee).

Petition to change class schedule is available [here](#). Adding or changing units to a course requires the instructor's approval. No instructor approval is required for drops or grading options. Turn in the completed form to the Graduate Office. The charges for the adds and drops will appear on CAL Central.

Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), or fellowship holder may not fall below the minimum number of 12 units a semester necessary to hold such a position or fellowship. International students may not drop below a full program of study.

7.9. Adding and dropping courses after the deadlines

After the deadlines, adding or dropping courses becomes more difficult. In addition to paying the fees noted above, the student must write a letter to the Dean of the Graduate Division outlining the extraordinary circumstances that lead to seeking an exception to the deadlines. Submit the "Petition to Change Class Schedule" and the letter to the Dean, to the Arch Graduate Office and they will submit the paperwork along with a supporting memo to Graduate Division to request the change. There is no guarantee that the Dean will approve the request.

Under no circumstances will a petition to drop a course be approved because the student finds an anticipated grade inconvenient. If you cease to attend a course and fail to drop it by the end of the semester, an "F" grade will be assigned at the end of the semester.

7.10. Leaves of absence

Leaves of absence and withdrawal should be very carefully considered and discussed with the faculty advisor, and must be approved by the Graduate Advisor. Two critical points should be noted:

- Withdrawal is considered a privilege and requires the approval of the BSTS committee and the Graduate Advisor. The Normative Time Program allows a maximum of two semesters of approved withdrawal for non-academic reasons like health or parental leave.
- Even though a student is on approved withdrawal status, submitting a year-end review is still required. Those advanced to candidacy need to be aware that in order to submit a year-end report on CAL Central, the student must be registered. If you cannot use CAL Central, a pdf for the year end report is available in the GSAO. Notify them to receive it.

7.11. In Absentia

In Absentia is a form of registration for graduate students doing fieldwork/research related to their degree who are physically outside the Bay Area for an entire term. Students registered in absentia are only assessed health insurance

fees and 15 percent of the combined University Education and Registration Fees. Non-Resident tuition will also have to be paid if applicable.

The student must be enrolled full-time (12 units) in regular U.C. units and advance to candidacy by the time In Absentia begins. The maximum use of in absentia is 4 semesters. Students may receive University fellowships and GSR appointments, but not GSI, Reader or Tutor jobs while on in absentia.

The e-forms for In Absentia are at CAL Central/Special Enrollment Petition

7.12. Cancellation/withdrawal and readmission

Registration can be cancelled before the first day of class by going to CAL Central and the Add a Withdrawal Request. Withdrawal before the first day of instruction will not be charged any part of the semester fees. After the first day of class prorated fees will be applied depending on the number of days into the semester. Health insurance and class pass fees are not prorated and the entire amount will be charged regardless of the withdrawal date. For a table of prorated fees: [Refunds After Withdrawal - Office of the Registrar](#)

While on withdrawal, the student is exempt from all fees, and is expected in turn to make no use of the university's facilities and resources (except those uses accorded to the general public).

In order to be considered for readmission to the program, contact the GSAO to request readmission so that a readmission request can be submitted on CAL Central. If there has been an absence of more than five years, the readmission should be accompanied by a letter explaining what has been happening during the withdrawal and a U.C. transcript covering all previous graduate work at Berkeley. If there has been attendance elsewhere, an official transcript of that work must also be presented.

The BSTS committee will consider your request for readmission, and after its review and approval, the committee will send the case along to the Graduate Division for action. When the Graduate Division has added its approval, official notification of readmission will be sent by email.

8. Managing in the program

8.1. Graduate Student Instructor

Many students hope to earn money and gain teaching experience by acting as a graduate student instructor. The Department will post a hiring announcement on the Architecture website and email it out to everyone toward the end of each semester about available GSI positions for the following semester. Most funding packages require students to GSI for about 6 semesters. Each student must apply for positions in those semesters where funding will be offered through such appointments. Generally speaking, it is assumed that applicants will have taken the course that they hope to teach (or its equivalent) and excelled in it.

After submitting the application for employment, the instructor of each course will review the applications submitted and make their selections from among them. The instructor then makes their recommendations to the Chair of the Department of Architecture, who, in turn, will make the departmental recommendations to the Graduate Division, which makes the final appointments. GSI's must be registered as full-time graduate students with a minimum of 12 semester units. The Graduate Division will not appoint people who have GPAs below 3.0 or with more than two incomplete grades. Appointments are normally semester by semester and tied into work with a specific course. For a list of available GSI/GSR positions in the department please visit the CED website under "Jobs

at CED.” [Work at CED - UC Berkeley College of Environmental Design](#) For a list of UC Berkeley GSI/GSR wage rates, refer to the Graduate Student Academic Appointments link: [Graduate Student Academic Appointments](#)

For general appointment information please refer to GSI, GSR, Reader, or Tutor Guide: [Graduate Student Academic Appointments](#) Information about requirements, salary, hours worked etc. are all listed at this site. The Graduate Division’s Appointments Office handles and monitors all graduate student instructor, research, and tutor positions. The hiring and processing of employment paperwork is done through ERSO and they will contact students about hiring requirements.

In addition to the above-mentioned compensation, GSI’s (and also Graduate Student Researchers employed at 25-44%) receive a partial fee remission of their health insurance and their University and Educational fees. Full fee remission is available for GSRs working at least 45% time. More information is available at: [Fee Remissions - Berkeley Graduate Division](#)

GSI’s may enroll in a GSI course (Arch 298) to receive between 1-3 credits to help with the 12 units each semester. This course may be repeated, however, no more than a total of three units will count towards the total unit requirements. This course must be taken S/U. Ask in the Arch Grad Office for details.

8.2. Graduate Student Researchers

Some professors have funded research projects for which they may hire a Graduate Student Researchers. There is no central listing detailing which professors are recruiting students, so it is best to look up professors whose areas are of interest, and contact them to see if a position is available. Fellow students are also a good source of information for possible positions. All GSR appointments at 25% time or more cover the following tuition and fees: Student Service Fee, Tuition, Health Insurance Fee, Berkeley Campus Fee, Class Pass (AC Transit) Fee, Instructional Resilience and Enhancement Fee (IREF). 50% GSR appointments cover Non-Resident Supplemental Tuition (NRST) in addition, but only for doctoral students.

8.3. Need-based financial aid

U.C. Berkeley offers a wide variety of financial aid programs to help students meet their educational expenses for research or dissertation writing. For University based funding and fellowships, go to: [Your Guide to Fellowships and Grants - Berkeley Graduate Division](#) for an outside funding databases. Students generally must apply for government financial aid or loans, six to nine months in advance of the award period (late applications are subject to the availability of funds after the needs of on-time applicants have been met). All domestic students must use the “Free Application for Federal Student Aid” which will be available online at <http://fafsa.ed.gov/>

8.4. Doctoral completion fellowship

Once students advance to candidacy, they will be eligible for a fellowship from the Graduate Division called the Doctoral Completion Fellowship. This provides two semesters of In-state fees and \$10,500 in stipend (currently) per semester. For more information about the programs go to: [Introduction to the Guide to Graduate Policy](#)

8.5. Fund for travel to conferences

For those who are invited to present a paper at a scholarly conference, there is a Graduate Fellowship Conference Travel Grant through Graduate Fellowships, [Conference Travel Grants - Berkeley Graduate Division](#) and the Department has a small fund dedicated to assisting students with the cost of their airfare. The BSTS committee has established a policy to assure fairness in the allocation of these travel grants:

- Each student is allowed a cumulative maximum of \$2400 during their time in the program.
- Applicants must be registered for the semester to receive the reimbursement.

How to apply: Once a written notification is received that the paper has been accepted for presentation, send in the [PhD Application for Conference Grants](#) notifying the GSAO.

The Grad Office will review the amount of available funds and notify the student of the amount of the award. If there is a high demand for grants in a particular academic year, the entire amount requested may not be possible but will be awarded in as equitable a fashion as possible.

The procedure for receiving the reimbursement upon return from the conference will require a submission of the receipt of the airfare, boarding passes/stubs/pdf, and a program of the conference with the student's name listed in it. It will take a couple of weeks for the reimbursement to go through.

8.6. Prizes and awards in architecture

A list of the various scholarships, fellowships, grants-in-aid, prizes and awards in the Department of Architecture — including requirements and deadlines — will be available on the departmental website throughout the academic year. Also make a practice of checking your email for information about outside fellowships, conferences, post docs and other opportunities. [Awards, Scholarships and Fellowships - UC Berkeley College of Environmental Design](#)

8.7. Graduate division's university fellowship office

The University Fellowship Office in 318 Sproul (phone: 642-0672) will be a valuable resource in your search for extramural funding. The Fellowship Office maintains information advertising requirements and deadlines for various fellowships and grants. This office also sponsors workshops for grant proposal writing. Much of this information can be found online at: [Graduate Fellowships and Awards](#)

8.8. Establishing California residency

U.S. citizens and permanent residents may apply for California Residency after being in the state for 366 days to waive non-resident tuition. For definitive information about residency matters, go to their website: <http://registrar.berkeley.edu/residency.html>

Pay special attention to the Information at the Residency website on how to become a California resident. Due to cutbacks in funding, the University has become very stringent concerning residency reclassifications. The earlier the above steps are taken, the better the chances will be for reclassification.

8.9. International student taxes

When any kind of award, stipend, or money from the University is received, international students are required to submit the Initial GLACIER Information Form. Depending on the home country, additional forms may be required. These are available at: [GLACIER/Foreign Tax Compliance System | Controller's Office](#). These forms must be on file before any of the money will be released. In order to avoid the taxes and forms, the Department will try to apply any awards directly as fees whenever possible.

8.10. Student budgets

The Office of Financial Aid has established average projected costs of attendance for students during the nine-month academic year. These budgets provide sufficient money for most circumstances, although architecture students traditionally spend far more on books and supplies than the budgeted amount. You can go to the University student budget site at: [Student Budgets \(Cost of Attendance\) - Financial Aid and Scholarships](#) . For University fees: [Fee Schedule - Office of the Registrar](#)

8.11. BSTS authorship guidelines

The leading author should propose the authors' list. All authors should agree to the list. To determine whom to include the Vancouver protocol (aka [ICMJE](#)) for authorship shall be followed. A summary: Authorship credit should be based only on contributions to one or more of the following: 1) formulation of theory and prediction; 2) contribution to conception and design; 3) acquisition, analysis, and interpretation of data; 4) drafting the article or revising it critically for important intellectual content. Honorary and ghost authorship are not allowed.

Order of authorship should consider the relative contributions of authors to the intellectually most critical aspects of the work. Contributions that give in decreasing importance should be: 1) the conception of the work being represented by the article, design of the work, analysis, and interpretation of data or other evidence presented in the article; followed by 2) drafting the article or revising it for critically important content; and 3) approving the final version of the article. The first author should have made major contributions in 1 and 2. The following sequence of authors should represent progressively lesser contributions. Typically but not necessarily, the last author(s) could be the team leader(s), the one who is the project lead, theme lead or who secured funding for the project. Yet, it will be decided by the first author and the rest of the other contributors.

Other individuals who have participated in the generation of the research paper but who do not meet the criteria for authorship should be listed in the acknowledgment section with a brief indication of the nature of their contribution.

Corresponding author (guidelines simplified from [Nature](#)). The corresponding author is responsible for communicating with the journal and with managing communication between coauthors. The corresponding author is responsible for the contributions to the manuscript from that team. This responsibility includes, but is not limited to: (1) ensuring that original data upon which the submission is based is preserved and retrievable for reanalysis; (2) approving data presentation as representative of the original data; (3) foreseeing and minimizing obstacles to the sharing of data, materials, algorithms or reagents described in the work; and (4) get approval for submission from all the co-authors before submitting the manuscript. Post-submission corresponding author's responsibility includes: 1) ensuring the accuracy of all content in the proof, in particular, that names of coauthors are present and correctly spelled, and that addresses and affiliations are current; 2) be the point of contact for queries about the published paper; and 3) informing all coauthors of matters arising and to ensure such matters are dealt with promptly. The name and e-mail address of this author are published in the paper.

List of authorship should be decided before the kick-start of the paper. Any change (adding or removing) to the authorship list should be informed and agreed upon among all contributors. The final order of authorship should be decided at least before the submission of the paper.

All authors should disclose relationships that could be viewed as presenting a potential conflict of interest. Authors are responsible for disclosing all financial and personal relationships between themselves and others that might bias their work. Authors shall explicitly state if potential conflicts do or do not exist. This could be done in the journal's COI notification page or in the accompanying cover letter.

Credit author statement. Some journals require a method to recognize individual author contributions. If available, this should be used. The corresponding author is responsible for ensuring that the descriptions are accurate and agreed by all authors. The role(s) of all authors should be listed, using relevant categories (this may change by journal): conceptualization, methodology, software, validation, formal analysis, investigation, resources, data curation, writing original draft, writing review and editing, visualization, supervision, project administration, funding acquisition). Authors may have contributed in multiple roles. More details [here](#).

9. The community

The Department of Architecture operates within a framework of rules made by the State, the University, the Berkeley campus, the College of Environmental Design and ourselves. The Department and Graduate Division rules for getting the degree are spelled out in various Graduate Division and Department websites: [Resources and Services for Graduate Students](#) or [Academic Policies < University of California, Berkeley](#). Should you run into problems, require clarification of the rules and regulations, or seek to waive some part of the requirements, start with the GSAO. We should be able to tell you at what level the solution to your problem will be found. Should the problem require a waiver of the formal rules, we will make sure that it comes to the attention of the appropriate party, the BSTS committee, The Head Graduate Advisor, or the Dean of the Graduate Division. Students do, however, have the responsibility to be aware of the rules. To avoid problems, please ask for information when you have uncertainties.

9.1. Your faculty advisors

Upon entering the MS or PhD program, you will be assigned two faculty advisors. Your faculty advisors provide counsel on matters pertaining to course work and degree requirements. They also maintain a familiarity with your overall progress, and each year reports on your progress to the BSTS Committee. It is your responsibility to maintain regular communication with your advisors, even during periods when you or the faculty member is on leave from the University. A change of advisors requires the approval from the new advisor. Students need to notify the GSAO who will notify the previous advisor. Your initial faculty advisor do not necessarily need to serve as the Chair of your dissertation research or qual exam or MS project I or II.

9.2. BSTS committee

The BSTS PhD/MS Committee (aka BSTS Committee) administers the PhD and MS BSTS programs. There are two PhD/MS Committees, one for BSTS and one for HTS, composed of faculty representing the two study areas of the program, along with one or more student representatives (elected by the PhD/MS students). They direct the Architecture PhD/MS programs in their area. The Committee is responsible for the following:

- defining the scope of the PhD/MS programs, and maintaining its overall standards, policies and procedures;
- conducting annual year-end reviews of all PhD students;
- reviewing applications for admission to the PhD/MS programs.

Students are encouraged to work with their representatives and/or with the chair to help shape the program.

Current members for the BSTS committee:

- Gail Brager
- Luisa Caldas
- Paz Gutierrez
- Simon Schleicher
- Stefano Schiavon (Chair)

9.3. Head graduate advisor (HDA)

The Head Graduate Advisor, usually the Chair of the Committee, is the official deputy of the Dean of Graduate Division in matters affecting graduate students in the Architecture program. For instance, only the Head Graduate Advisor is authorized by the University Graduate Division to approve the various forms, memos and petitions submitted by graduate students to the Graduate Division. If the student is asking for something out of the ordinary, such as late add/drops, readmission to the program, extension of candidacy, or increase in the amount of work hours as a GSI/GSR, the Head Graduate Advisor must judge whether or not the student's request or the proposed action is in order, is in the best interest of the student and the program, and is feasible under existing regulations. The Head Graduate Advisor speaks for the department on matters concerning the progress and standing of individual graduate students with the University. The Head Graduate Advisor is nominated by the Chair of the Department and appointed by the Dean of the Graduate Division. Decisions on PhD matters are made by the BSTS committee, which then makes its recommendations to the Dean of the Graduate Division via the Head Graduate Advisor. The current head graduate advisor is: Stefano Schiavon

9.4. Architecture graduate office (AGO)

The main contact in the Architecture graduate office is the Graduate Student Affair Officer (GSAO)

The Graduate Staff in 232 Bauer Wurster Hall maintains graduate students' files, including the following documents:

- all materials submitted at the time of application (previous transcripts, departmental application, letters of recommendation),
- UC cumulative grade records,
- any correspondence between the Graduate Office and the student, including year-end reports,
- copies of petitions submitted,
- summaries of interviews with the Chair of Graduate Advisors, and
- copies of fellowship and award notification.

You are entitled by law and University policy to examine your file materials, with the exception of letters of recommendation for which you may have submitted a waiver of access. Student records are confidential, and access is given only to University officials and employees who have a legitimate educational interest in the records. Records will be released to other third parties only with your prior consent. University policies concerning these matters are detailed in the Berkeley Campus Policy Governing Disclosure of Information from Student Records. If you wish to review your file you may do so. Please keep this information current so that we can contact you. E-mail, addresses, and phone numbers are confidential.

In short, the staff of the Architecture Graduate Office keeps abreast of the complex web of academic requirements. If you have questions, check here first.

The current Graduate Student Affair Officer (GSAO) is Kayli Minear.

9.5. Graduate division

The Graduate Division, located on the third floor of Sproul Hall, oversees the various graduate programs on campus. They maintain records of students' admissions, fulfilled requirements, changes in study lists or degree goals, fellowships and scholarships, employment and petitions. Its website can be found here: [Berkeley Graduate Division](#)

9.6. Other students

Your cohort will be one of your richest resources. Students regularly form reading and writing groups, counsel one another on the various aspects of the program, support students through their qualifying exams, and become life-long colleagues. Our students have organized lecture series, conferences, and symposia, created journals and other publications, arranged field trips, and helped shape the program. The program is eager to foster a supportive, non-competitive environment in which students work collaboratively. A common room has been set aside for BSTS PhD/MS students in 373C and 390 Bauer Wurster Hall. Some students will share offices with faculty members for whom they teach or do research. No matter where you are located, it is to your advantage to stay in contact with the other PhD students. Your cohort will become your future colleagues. Each year PhD/MS students elect a representative to the BSTS committee. Watch your e-mails for information on elections and other student meetings. (In addition, there are many other departmental, college, and university committees that seek student participation.)

10. Campus policy statements

10.1. Appeals procedure for student grievances

The University and Department are committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under The Regents, including administration, faculty, staff, student governments, University-owned residence halls, and programs sponsored by the University, are governed by this policy of nondiscrimination.

The University, in accordance with applicable federal and state law and University policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

The purpose of this grievance procedure is to provide Berkeley students an opportunity to resolve complaints alleging discrimination based upon any of the above listed grounds. The University policy is here: [UC Berkeley Campus Grievance Procedures for Students](#)

Informal Resolution Procedures: A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor to discuss the complaint and explore possible avenues of resolution. If informal resolution is pursued, it must be initiated, and should be completed within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

Formal Architecture Department Procedures: The following procedures have been established by the Department of Architecture to deal with student grievances. These procedures do not apply to grades, student employment, and student discipline, which are governed by separate University Policies in the link above.

- Informal Resolution: a student should attempt to resolve the matter informally with the person alleged to have committed the violation.
- If the matter cannot be resolved at Step 1, a student brings the grievance to the attention of the Chair of the Grievance Committee.
- If a satisfactory solution cannot be provided by the Grievance Committee, the Chair of the Department will make the final grievance resolution for the Department.
- If a student still wishes to appeal, the grievance shall be referred to the Dean of the College of Environmental Design.

- After recourse to the Dean of the College, the resources of the College will be considered to have been exhausted. Undergraduate students should file with the Office of the Vice Chancellor for Student Affairs and graduate and professional school students should file with the office of the Dean of the Graduate Division.

10.2. Sexual harassment policy

Please refer to the following University site Office for the Prevention of Harassment and Discrimination: [Office for the Prevention of Harassment and Discrimination](#)

- Campus resources on student matters
- ASUC Student Advocates Office: [Student Advocate's Office](#)
- Campus Police Department: 1 Sproul Hall, 642-6760 [Berkeley UCPD](#)
- Child Care and Family Services: [Support for Student Parents and Caregivers - Berkeley Graduate Division](#)
- Faculty Equity Associate: [Office for Faculty Equity and Welfare](#)
- Gender and Equity Resource Center (Student Activities and Services): [GenEq | Centers for Educational Justice and Community Engagement](#)
- Main Library Info for Grad Students: [the UC Berkeley Library](#)
- Ombudsperson for Faculty and Students: [Ombuds Office for Students and Postdoctoral Appointees | UC Berkeley](#)
- Personnel Office - Employee Relations: [People and Culture Staff and Services Portfolio](#)
- Sexual Assault Counseling: [Sexual Assault and Rape | University Health Services](#)
- Sexual Harassment and Violence Support and Education Program: [Addressing Sexual Violence and Sexual Harassment](#)
- Student Conduct Office: [Center for Student Conduct](#)
- Title IX Compliance Officer: [Meet our Team | Office for the Prevention of Harassment and Discrimination](#)

10.3. Respect and civility in the campus community

The University of California at Berkeley is a public institution of higher education committed to excellence in teaching, research, and public service. Our student body represents the diversity of our state, and will provide its future leaders. Together, the students, faculty, and staff form our campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interaction between all individuals, regardless of sex, ethnic or religious background, sexual orientation, or disability. Therefore, the administration of this University publicly declares its expectation that all members of the campus community will work to develop and maintain a high degree of respect and civility for the wealth of diversity in which we are all fortunate to live and work together. This civility and respect for diversity ought to flourish in an atmosphere of academic freedom that is considerate and tolerant of the ideas of others. The administration of this University expects you to consult the student conduct code for specific regulations regarding respect and civility.

10.4. Disability Access and Compliance

UC Berkeley is committed to assuring that all University-sponsored programs and services are equally accessible to people with disabilities. Campus Access Services is responsible for facilitating accommodations and services for non-course activities on the UC Berkeley campus. This includes CART/ASL requests, access information resources, and mobility accommodations for people with qualifying disability needs.

Disability Access & Compliance (DAC) manages requests for effective communications accommodations, including real-time captioning, sign language interpreting, and alternative formatting for print materials. DAC, in conjunction

with the Disabled Students' Program, also offers non-academic mobility accommodations including Loop golf cart requests, card key access, accessible furniture, and parking permit accommodations for students with disabilities. More details at <https://dac.berkeley.edu/home>

11. Useful info

List of forms:

1. [special studies](#) (Arch 298, Arch 299, Arch 602)
2. [outside field proposal](#)
3. [outside field completion](#)
4. [MS thesis/capstone proposal](#)

List of all the forms: <https://ced.berkeley.edu/advising/graduate-advising/graduate-forms>