The Best of British Education in Dubai

Programme Handbook

PhD Architecture and Sustainable Built Environment (ASBE)

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LETTER FROM THE HEAD OF PROGRAMME

Dear Student

Welcome to your new Doctoral programme at the British University in Dubai. We are very happy to have you join the programme and start your journey towards the highest academic qualification with us. We pride ourselves on being able to offer a high-quality and flexible approach to post graduate education. We look forward to getting to know you and travelling with you till you graduate and receive your PhD Degree. I commend this to you as your goal; our goal is to keep you moving in the right direction so you will achieve your goal in a timely manner.

A PhD degree in Architecture and Sustainable Built Environment from the British University in Dubai will give you a deep knowledge in your chosen area of research and position you for new opportunities in academia or higher management. You will learn a broad spectrum of competencies in conducting rigorous and worthwhile research and how to apply the results of your endeavours in a myriad of contexts within the UAE, the Gulf region and more broadly at an international level.

Your supervisors come with a wide range of experience and specialisms – you can focus your research in a particular industry or sector and in areas as diverse as innovation management, finance, governance and leadership and global Architecture and Sustainable Built Environment.

As well as three modules on research methods and four specialised elective modules, you will engage in a major doctoral-level research in the field of Architecture and/or Sustainable Built Environment of your own choosing – with guidance from your Director of Studies. In addition, scholarly workshops are offered throughout the year and all students are expected to benefit from these. A further requirement for all students is to develop publications of their work with members of their supervisory team, leading to joint papers in high calibre academic journals and presentations at international conferences.

In these first days and weeks, enjoy your first steps into this new world, get to know your fellow PhD scholars, your supervisors and module tutors, the administration staff and library staff – and, as a small university, you are sure to also have the chance to meet senior staff of the University. You will get Visiting Occasional Student status at Cardiff University and, in due time, have your own Cardiff University Academic Advisor.

Finally, remember your continuing education is only part of a balanced life. Please get to know your Director of Studies and feel free to chat with them about getting the work-study-life balance right for your own wellbeing, especially when your personal circumstances change. You cannot rush a PhD!

Have a great PhD experience!
Best wishes

Prof. Bassam Abu-Hijleh

Head of Programme – ASBE PhD programme

1. This document

This Programme Handbook is your guide to the PhD in Architecture and Sustainable Built Environment at the British University in Dubai. It may be updated and revised from time to time. You will be informed of any changes or updates to this document by the Faculty Administrator. Please keep any and all such updates and revisions with your Programme Handbook. You may request the current version of this document at any time from the Faculty Administrator. In case of an appeal the current version of the handbook at the time the appeal is made shall apply.

The Handbook should also be read in conjunction with the current BUiD Policies and Regulations – maintained by the Office of Quality and Institutional Effectiveness.

2. Welcome to the Faculty of Engineering & IT

Welcome to the Doctor of Philosophy (PhD) programme in Architecture and Sustainable Built Environment offered by the Faculty of Engineering & IT at the British University in Dubai. This section will briefly explain what the aims of the British University in Dubai are and the way that the PhD programme fits in with these aims.

Broadly, the British University in Dubai aims to run high-quality research-based masters and doctoral programmes, serving the entire United Arab Emirates. This is done in cooperation with leading universities in the UK. The Architecture and Sustainable Built Environment programme is affiliated with the Cardiff University (CU), which has an excellent research assessment rating in the UK Research Assessment Exercise. This means that the modules you are taking have been designed in cooperation with Cardiff University. The degree has also been accredited by the Ministry of Higher Education and Scientific Research (MOHESR) in the UAE to ensure that the qualification is recognised in all UAE Emirates and the GCC countries.

This PhD degree offered by the Faculty of Engineering & IT is designed to meet the needs and interests of aspiring researchers, academics and professionals working within an Architecture and/or Sustainability related environment in any sector. This may be in public or private sector organisations of any size.

3. University Mission

The Mission of the British University in Dubai (BUiD) is to provide world class scholarship, education and research that make a distinctive British contribution to

supporting the aspirations of the Dubai Government to become a hub for education and research in the region.

4. University Goals and Objectives

The goals of the University are to:

- Make a distinctive British contribution to the higher educational system in the United Arab Emirates (UAE) through the creation of a high quality research-led university
- Develop leading-edge research capabilities in key disciplines
- Offer the highest international competitive level of research-informed education in key modern disciplines
- Interact with regional industry and play a leading role in stimulating a knowledge-based economy in Dubai and the Emirates
- Provide opportunities for study and research for the purpose of gaining degrees in arts and sciences
- Apply the systems of study and research that are used in distinguished British universities with the aim of enhancing the standard of university education in the UAE
- Qualify and educate nationals who are scientifically and practically trained in all fields of knowledge, through advanced educational and training programmes
- Serve the various sectors of society, especially the commercial and industrial sectors, by providing consultation, technical services and research in the various fields of science and technology and the other disciplines, which will be offered by BUiD
- Consolidate educational, scientific and cultural links with distinguished British universities and institutions, and with other internationally distinguished universities.

5. The PhD programme goals

In pursuance of BUiD's goals this PhD programme is designed to:

- Make a distinctive contribution to the higher education system in the United Arab Emirates through the creation of a doctoral level programme of equivalent standard to that run in the UK.
- Develop leading-edge research capability in Architecture and/or Sustainable Built Environment through the training of doctoral level students who will carry out research in the region.
- Support the Higher Education institutions in the region by training students at the doctoral level to teach in such institutions in the Architecture and Sustainable Built Environment discipline.

- Support other research-led organisations and institutions by building their capacity to carry out distinctive research into Architecture and Sustainable Built Environment in the region in order to provide sound policies based on research.
- Become a centre of excellence for research and the training of researchers in Architecture and/or Sustainable Built Environment related disciplines within the wider Gulf and Middle East (ME) region.

What this means for you? It means that:

- Your degree will make a distinctive contribution to the higher education system in the United Arab Emirates and the region.
- The modules are of the same standard as those at Cardiff University. The curriculum is of the same standard in every respect as the UK degree although there will be opportunity to focus on issues of the region rather than the UK in addition to providing a foundation in Western theory and research literature.
- Faculty members are of equivalent standard to those who work at Cardiff University and all Fellow at Cardiff University.
- The thesis proposal and thesis portion of your work will also benefit from academic advisors from Cardiff University to provide support and advice to ensure that your research is progressing well.
- The quality of your work and the grades awarded will be moderated by an External Examiner to ensure that your degree awarded is of the same quality as those awarded in the UK.

The guiding principles for a PhD programme are:

- A focus on the use of theories and research literature to critically examine, interpret and understand practice in the field.
- A focus on producing original research in theoretical and/or empirical form that will contribute to the development of knowledge and understanding within the field.
- In some modules there will be colleagues from other faculties allowing for a cross-fertilisation of ideas to create an active research environment.
- Two thirds of the work on the degree is devoted to conducting a major study, your thesis, which gives you the opportunity to develop leading-edge research in an area of relevance to your chosen field and context.
- The emphasis in grading is not on the repetition and display of knowledge but on analytical and critical thinking about module subjects and selected topics for assignments and the thesis.

Overall, the degree aims to provide resources and space for you to grow intellectually and to be able to carry out research in a Architecture and/or Sustainable Built Environment related area, which is crucial for continued economic prosperity in the region and for your own academic and professional growth. Most sessions will consist of discussions and debate, often based on

background readings to complement lecture sessions in modules. These sessions will stimulate ideas and are where the excitement and fun of doing the degree are located. Although the degree will involve hard work, the reward, satisfaction and enjoyment of taking part in intellectual debate is, in the end, the major reward for following the degree. The quality of what you get from the degree is directly related to the work you put in. The degree is for your growth: take the opportunity and we assure you that you will benefit from and enjoy your study to the full.

Once again, welcome to an exciting learning experience.

6. Programme Structure and Duration

The programme consists of 7 taught modules for 180 credit hours plus a thesis of 360 credit hours for a total of 540 credit hours. Detailed Module Descriptors can be found on the university's blackboard system once you have registered.

Module Descriptions and Syllabi

Core Research Modules (all to be taken)

RES604 Qualitative Research Methods and Paradigms (30 CR)	This module covers the underlying theory and forms of qualitative research approaches, methods and ethics as they apply to education. This includes acquiring a critical and interpretive understanding of qualitative research approaches, theories and concepts, as well as methods and techniques that constitute the qualitative research realm. This also includes an introduction to epistemology, ontology, and research ethics. The emphasis in this module will be on an understanding of and rationale for adopting qualitative research for education, as well as controversies and debates about qualitative forms, the role of the researcher, rights of the research subject, cultural and social norms, and research practices in educational settings. This involves examining some of the more prominent forms and examples of qualitative research that are well-established in educational fields, such as grounded theory, ethnography, narrative research, semiotics, visual sources, historical methods, case studies, research for critical theory, existential, hermeneutic and phenomenological approaches. Also covered are a number of the major research methods including various types of interviews, types of observations, focus groups, archival and documentary sources, visual records, and journaling.
RES605 Quantitative Methods (30 CR)	This module introduces students to, and familiarises them with, a wide range of methods of data collection, analysis and interpretation. It will consider the strengths and weaknesses of experimental, quasi-experimental approaches, the proposal and testing of hypotheses and the suitability of such methods. It will

	introduce students to a range of descriptive and inferential statistical techniques used for interpreting numerical data.
RES606 Research Design and Planning (40 CR)	This module concentrates on the development and design of student research proposals, consisting of two main parts: Part I, developing the research question, aims and relevant theoretical approaches; Part II, designing the research methodology, including the approach, methods, instruments, data analysis and project management techniques.

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Core ASBE Modules (2 modules)

Core modules	Module descriptor summary
SDBE 601 Advanced Building Performance Modelling (20 CR)	In this module the students will learn advanced modelling techniques to simulate and optimise the performance of different components used in buildings. Integration of renewable energy resources will also be addressed, e.g. solar and wind. The integrative effect of these components will also be studied. This includes both thermal & fluid modelling for some components as well as mathematical modelling and optimization for the control systems. One or more commercial software packages will be used, e.g. IES and Homer.
SDBE 602 Sustainable Architecture: Past, Present and Future (20 CR)	Gaining in-depth knowledge with regard to the history of, and theories underlying, the notion of sustainable architecture will help us understand both how it has evolved over the years and what its future directions are likely to be. This module aims to develop critical understanding of past, present and future trends in sustainable built environment. Topics to cover include vernacular architecture; evolution of building materials and design; principles as well as myths associated with sustainable architecture. After successfully completing this module, students will be expected to acquire a strong theoretical background of various aspects that affect the development of sustainable architecture.

ASBE Elective Modules (2 modules to be taken)

Elective modules	Module descriptor summary
SDBE 603 Advanced Building Acoustics (20 CR)	Studies have shown that noise and vibration can have significant impacts on indoor occupant health, comfort and well being. Creating solutions to avoid discomforts that may arise from noise and vibration usually requires sophisticated and ingenuous endeavour. This module aims to provide students latest research development knowledge and skills needed for achieving this task. They will learn how to administer survey and other assessment tools such as use of measuring instruments, walkthrough investigation and interview. They will also be provided with knowledge required in conducting modelling, laboratory and field studies. It is envisaged that at the end of this module, students would have acquired knowledge and skills needed to conduct independent research and/or practice as consultants in the industry.

Elective modules	Module descriptor summary
SDBE 604 Advanced Indoor Air Quality and Climate (20 CR)	Creating healthy indoor environment sequel to acceptable indoor air quality and climates usually requires sophisticated and ingenuous endeavour. This module aims to provide students latest research development knowledge and skills needed for achieving this task. They will learn how to administer survey and other assessment tools such as use of measuring instruments, walkthrough investigation and interview. They will also be provided with knowledge required in conducting modelling, laboratory and field studies. It is envisaged that at the end of this module, students would have acquired knowledge and skills needed to conduct independent research and/or practice as consultants in the industry.
SDBE 605 CFD Applications in the Built Environment (20 CR)	In this module the students will learn the fundamentals of Computational Fluid Dynamics (CFD) including the governing equations, laminar and turbulent flow, steady and unsteady flows, turbulence modelling, discretization & meshing, types and application of boundary conditions, and the different types of convection heat transfer (natural, mixed and forced). The students will also learn how to use CFD to model internal and external fluid and heat flow as applied to different scenarios in the built environment. One or more commercial CFD packages will be used, e.g. ANSYS, Phoenics, Envimet.
SDBE 606 Environmental Economics and Policy (20 CR)	The module tackles aspects related to impact of the economy on the environment and the appropriate ways of regulating economic activity in order to strike a balance among economic, environmental and social goals. Not only will students learn about economics-related concepts such as externalities and public good, but they will also establish an understanding of the role of markets and regulations in determining the 'right' amount of pollution levels that lead to achieving a socially-desirable environment. Through the use of advanced software packages, students will also learn how to assess the marginal costs and benefits associated with an individual policy as well as those resulted from a combination of multiple policies and actions. Last but certainly not least, it is envisaged that by the end of this module, students will appreciate the complex roles of governments in designing and implementing environmental policy.

Elective modules	Module descriptor summary
SDBE 607 Lighting Performance and Strategies (20 CR)	This module offers an in-depth look at natural light performance and design in the built environment. It aims to provide advanced knowledge on various aspects related to design issues and strategies, the effect of daylighting on occupant performance, calculations methods and visual comfort evaluation. The module will also highlight the role of electrical lighting and investigate ways to compromise its use with daylighting systems. The delivery of this module will largely depend on offering an international perspective with case studies from around the world and up-to-date knowledge of daylighting and electrical lighting innovative designs.
SDBE 608 Smart Infrastructure (20 CR)	This module offers an in-depth look at sustainable engineering practices in an urban design context. It aims to provide advanced knowledge on various aspects related to achieving smart and sustainable infrastructure including water resource management, materials, environmental performance, site planning and transportation-related issues. The delivery of this module will largely depend on offering an international perspective with case studies from around the world.

Duration of the Programme

Mode of Study	Minimum Period of Study	Maximum Period of Study
Full time	Three years	Five years
Part time	Four years	Seven years

Transferable Skills (Non-credit)

During the programme students are expected to successfully complete a number of hours of training through special sessions to develop competence and skills in targeted areas relevant to scholarly activity and Architecture and/or Sustainable Built Environment practice as discussed with your Director of Studies.

The Thesis (360 credit hours)

This element comprises the planning, development and submission of a doctoral research thesis of approximately 80,000 words; this is an indicative number and

the focus will be on the quality rather than the quantity. This will draw on a major research investigation that you have carried out. It requires individual work under the supervision of a Director of Studies and second supervisor and critical feedback and oversight from an academic advisor. The PhD thesis will be expected to make a distinct and original contribution to the knowledge of the topic addressed.

Study at the doctoral level consists of a mixture of investigation, enquiry, interpretation and critique, presented in the taught modules, into the latest research findings within an area combined with the ability to criticise and extend this knowledge, leading to a major piece of independent research. Please refer to the Assessment Section below to see how these skills and abilities are distributed across the assessment criteria.

The following diagrams represent the stages of the programme students must successfully complete in order to be eligible for the award of PhD. There are two tracks of study one can undertake: Full Time and Part Time.

Table 1: Full-Time Structure over 3 Years

	Term 1	**Term 2**	**Term 3**
Year 1	SDBE601 (core) SDBE604 (elective)	SDBE602 (core) RES604 (RM1)	SDBE60y (elective) RES605 (RM2)
Year 2	RES606 (RM3)		Formal proposal defence
Year 3	Research work, write up of thesis & Viva		

Table 2: Part-Time Structure over 4 Years

	Term 1	**Term 2**	**Term 3**
Year 1	SDBE601 (core) SDBE604 (elective)	SDBE602 (core) RES604 (RM1)	SDBE60y (elective) RES605 (RM2)
Year 2	RES606 (RM3)		Formal proposal defence
Year 3	Research work, write up of thesis (cont.)		
Year 4	Research work, write up of thesis & Viva		

7 Progression through the Degree

Each student will prepare an Individual Study Plan with the allocated Director of Studies. This Plan will be monitored and revised if necessary each term. Students have the option of taking one or two modules per term, depending upon individual circumstances and supervision capacity.

There will be regular meetings with your Director of Studies, Second Supervisor and Academic Advisor throughout the programme. A full schedule of the expected meetings, the participants and outcomes are in Appendix 1.

All meetings with supervisors must be documented by students in a Student Log which forms an important source of evidence for the Board of Examiners.

Students must pass all taught modules successfully, as per the grading criteria defined in the Assessment Criteria Section below. Having passed all of the taught modules, students must also successfully pass the Proposal Defense before progression to the research element is permitted.

Although the normal period of study for full time students is 3 years and for part-time students is 4 years, students may have a further period to submit their thesis if approval is granted after a formal request to the Board of Examiners for an extension of time. Any such requests must have the support of the Director of Studies and must include details of why the extension is being requested, together with an agreed plan and timetable for the remaining work.

Students interrupting their studies must obtain Faculty approval to do so which will include agreement on the arrangements for return to study.

Students whose circumstances mean they will miss classes or submission due dates or reduce their performance significantly should immediately complete a Mitigating Circumstances form with as much detail as possible and documented evidence where available. This will be considered by the Board of Examiners.

8 Expected Workload

Module hours vary depending upon the credit value. Please consult the module descriptors for a breakdown. Typically, a 20-credit module consist of 36 hours for classroom seminars and lectures, plus additional hours for group/meeting work and tutorial study. As a rough estimate, at the graduate level there should be 3 hours of private study for each hour of classroom and tutorial time. Module work includes the following:

- Reading for sessions and assignments
- Preparation of work for sessions (e.g. presentations)
- Face-to-face teaching in lecture and seminar formats
- Post-session follow-up work
- Online discussion with the tutor
- Preparation and research for assignments
- Writing up of assignments
- Group/ meeting work
- Other

Following the initial meeting on entry to the programme, supervisory meetings will be held with the student each term. During the first year, usually in term 1, an Academic Advisor from Cardiff University will be appointed. End of term review reports will be completed by the student and DOS which will be made available to

the Dean of the Faculty, the Board of Examiners and to the Director of Studies. Throughout the programme, each student is required to maintain a Student Log. This should record your ongoing evaluation of the contribution to learning and research direction from your modules, notes from your supervisory meetings and general progress notes on your research experience, proposal and, later, thesis.

9. Attendance Requirements and Other Module Policies

A minimum of 70% attendance in modules is required. The details of attendance policies and related procedures are listed in the BUiD Student Handbook. It is important that you familiarise yourself with the Handbook – please browse through it so that you know what range of policies are included.

10. Residency Requirements

The residency requirements for full-time students are to remain in the UAE throughout the programme in order to allow for attendance at modules and face-to-face supervision and tutorial support. Part-time students should be resident for the full period of modules taken. Additional information is in the BUiD Student Handbook.

11. Assessment

11.1 Criteria of Assessment and Grades

All assignments and work on both the taught elements and in the thesis are assessed using the same criteria appropriate to the doctoral level.

Table 3: Assessment Criteria

Knowledge and Understanding	Application, Argument & Analysis	Communication & Presentation
1. Identification of key issues and recognition of leading edge ideas Wide range of background reading including contemporary sources; explicit identification of theoretical formulation of argument; explicit identification of significant themes that recur and of areas of dissonance between studies/ authors/domains within the overall field. **2. Awareness of a variety of standpoints** Attention drawn to the level of consistency evident within the accounts of leading authors / researchers / commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted.	**3. Extension and application of theoretical knowledge to generate new understandings** Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and / or research findings have been or could be used to inform practice and make an original contribution to knowledge. **4. Critical analysis of the sources or evidence bases** Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of 'evidence'; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research design such as sampling, methods of data collection and analysis; evidence of active endeavors to control for confirmatory bias.	**5. Suitability and /or potential for dissemination / publication** Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail.

During the first term, assignments must show at least three of the five criteria as pass and two criteria may be allowed to show 'no evidence' in order to pass. During the second and subsequent terms assignments must pass all criteria in order to pass the assignment. The thesis must show all given criteria as pass.

Although all assessed components will be assignments, and will be marked on a pass/fail basis, the University may provide information grades and/or percentage values for feedback purposes.

11.2 Assignment FAQ

What is the purpose of the assignments? All modules in the programme have written assignments. Some modules also have an examination – see individual module descriptors. The assignments have three functions: to help in the development of critical and compositional skills necessary to the thesis; attaining a critical understanding of the module content at the doctoral level; and provide an opportunity to examine topics that you may wish to research in the thesis.

What can I expect from my module instructor? You will be provided with guidelines on the assignment. This will include help in the development of topics for module assignments. However, module instructors are not expected to supply the ideas for assignments.

Can I expect a tutor to read a draft? Yes, the instructor can read one draft of each assignment, however, drafts need to be given sufficiently ahead of the assignment due dates allowing for comments and guidance that can be used in redrafting. You should allow at least 4 days for the tutor to look at and comment on your draft. No drafts should be given to the tutor later than 10 days before the due date for the assignment. Full details will be provided by the module instructors.

Can I get my language checked? The Academic Success Unit is available to assist with compositional aspects of papers, however, the staff require sufficient time to do this. Please review the ASU's policies and requirements on Blackboard.

What feedback can I expect on my work? Once the work is graded, and a provisional grade is released, you will receive written feedback from the module instructor in about three weeks' time on the quality of the work and suggestions, where necessary, on how work can be improved. The final result will not be released until after the Board of Exam usually held about 6 weeks after the end of the term.

12. The Thesis

> The thesis is the major element of your programme. It will of approximately 80,000 words; this is an indicative number and the focus will be on the quality rather than the quantity.

The following are the stages to be undertaken:

- A formal proposal together with an oral defense will form the progression to the thesis stage of the PhD.
- A plan or timetable - indicating how the work is going to be undertaken and flagging deadlines and critical points when the advisory team and student should meet. While the details of the plan will vary, it is of paramount

importance in all cases that draft chapters be submitted to the advisory team in enough time for feedback to be provided.

- Regular tutorials will be scheduled with your supervisor(s) for you to discuss the progress of your research, including the gathering of data and to review the writing up of different sections of the thesis.
- At an appropriate point in the last year of study, the supervisory team will meet to discuss the suitability of the work for submission to examination.
- Any thesis submitted must conform to the University's agreed standards for PhD theses.
- Once submitted the thesis will be examined by one internal examiner and one external examiner.
- Following initial consideration of the thesis the student will be required to attend a vive voce examination during which they will be expected to present and defend their research, as detailed in the thesis.
- Following the viva voce examination the examiners, via a joint written report to the Board of Examiners, will make one of 5 recommendations, ranging from satisfying the degree requirements, without or with amendments, to failing.
- Following a recommendation from the examiners that the PhD should be awarded, the University will confirm eligibility for the award following submission of two final, hard bound, copies of the thesis to the University and following the settlement of any debts to the University.

13. Who to go to for help

Head of Programme (HoP)

The Head of Programme, has the ultimate responsibility for programme monitoring, development and review. Any notices concerning the overall programme will be posted on Blackboard or conveyed to individuals by the Faculty Advisor through email.

Student Academic Tutor (SAT)

Students are assigned a SAT from within the Faculty. The SAT selection will be based on student topic of research keeping in mind that the SAT is most likely going to end up becoming the student's DoS. This selection process will be completed at the start of the programme. The SAT takes full responsibility for the overall management and direction of the student's academic matters during the taught stage of the programme, with the exception of the proposal writing module (Research Design and Planning - RES606B), in addition to administrative issues relating to the student's registration and progress.

Director of Studies (DoS)

The DoS assumes full responsibility for the overall management and direction of the student's research programme from the start of the proposal-writing module (Research Planning and Design module - RES606B). The Director of Studies performs the main supervisory role for a doctoral student and will meet regularly

with the student and advise on academic progress. During this period the DoS will also deal with any administrative issues relating to the student's registration and progress. The DoS will normally be from the faculty to which the programme belongs and have had previous experience of successful doctoral supervision.. If the student has any difficulties that they would prefer to discuss with someone other than their DoS, they can approach the Head of Programme.

Second Supervisor (SS)

A SS will be appointed for every student. The SS will be drawn from the staff of BUiD and will normally contribute specific expertise in assisting the DoS throughout the development of the student's research programme and may act as a supervisor of sections of work in progress in consultation with the DoS.

Module Coordinators/Instructors (MC/MI)

The MC/MI (s) is/are responsible for all aspects of a module, and may at times co-teach or collaborate on parts of a module with another faculty member.

14. Communications with BUiD

You will be registered with Blackboard which is a learning platform that can be accessed from the Internet. You will be registered on

1. the modules you are actually following at any point, and also
2. on the PhD ASBE site.

You should check both. Any new announcements will appear on the general screen when you open Blackboard. You will also be assigned a BUiD email address, and will be added to a PhD mailing list for additional information outside of module material, such as library news, request for information, organizing events, etc.

Each module instructor will post information about modules (schedule, weekly tasks, assessment guidelines etc.) for student access. Blackboard will also be used to send out emails to the BUiD email address.

15. Library and Access to e-resources

All students will have the right to borrow 10 books at a time. These books are on loan for specified periods but can be renewed on-line. Books already on loan can also be reserved. For general loan policies see the General Student Handbook.

If you need the library to purchase books relevant to your research topic, contact the Programme Coordinator with the relevant information.

Access to full-text journal articles is available through the BUiD's e-resources which can be accessed off-campus as well.

16 Board of Studies and Programme Evaluation

The programme is governed by a Board of Studies (as are all programmes in BUiD). The Board of Studies consists of all the BUiD staff who teach in the programme, faculty adjunct to the programme who may serve as DoS or second supervisor, a faculty member external to the programme, and student representatives. It meets twice a year, discussing all elements of the programme. It is the forum for discussion of any common issues which either the students or faculty wish to raise. Each cohort of students elects representatives who report to the Board on issues that have been raised with your representatives.

We are very interested in hearing your ideas about the programme and there will be opportunities for you to raise issues concerning your modules through student evaluations at the end of each module. There will also be opportunities for you to discuss collectively issues concerning the programme as a whole in the Staff Student Liaison Committee which is usually conducted via a group evaluation session.

17. Members of Academic Staff

Profiles and curricula vitae are available for all BUiD faculty members on the BUiD website through links from the “People” page.

Appendices

Appendix 1: Mandatory Meetings Timetable

Table 4: Timetable Showing Mandatory Meetings with Candidates and Outcomes

	Formal meetings	Those present	Reporting to	Outcomes
Years 1 & 2 or until successful proposal defense	*Initial meeting* To introduce supervisory team, and agree the full taught study plan.	SAT (year 1) DoS + Second Supervisor (year 2)	Faculty Administrator who in turn reports to HOP, Dean and Board of Examiners	DoS and Supervisory team and full programme module plan established and recorded by Faculty Administrator
	Regular meetings Once or twice a month with DoS and/or Second Supervisor to discuss progress during terms.	DoS and/or Second Supervisor		Meeting outcomes recorded by student in Student Log in consultation with DoS
	End of term meetings End of Term progress meeting with DoS and Second Supervisor to discuss Student Log and end of term progress evaluation forms and report from the Academic Advisor (if any)	DoS and Second Supervisor	Head of Programme, Dean	Completed progress forms go to Faculty Administrator who circulates them to Head of Programme and Dean. Taught module results, outcomes from evaluation forms and copies of any Academic Advisor reports submitted to BoE
	End of year meeting End of year progress meeting with DoS, Second Supervisor and Academic Advisor to discuss Student Log and end of year progress evaluation forms and report from the Academic Advisor.	DoS Second Supervisor	Head of Programme, Dean, Board of Examiners	Completed annual progress forms go to Faculty Administrator who circulates them to Head of Programme and Dean. Taught module results, outcomes from annual evaluation forms and copies of any Academic Advisor reports submitted to BoE

	Formal meetings	Those present	Reporting to	Outcomes
Proposal defense	*End of taught stage* Oral examination to proceed to thesis stage.	DoS Second Supervisor	Head of Programme, Dean, Board of Examiners RDC	Examination result reported to Board of Examiners and RDC
All subsequent years following successful proposal defense	*Regular meetings* Regular meetings once or twice a month with DoS and/or Second Supervisor to discuss progress	DoS and/or Second Supervisor		Progress status update reported to BoE each term and recorded in BoE minutes
	End of year meetings End of year annual progress meeting with DoS, and Second Supervisor to discuss progress and advise whether thesis is ready to be presented and arrangements for examination	DoS Second Supervisor	Head of Programme, Dean, Board of Examiners	Annual progress report and decisions about continuation submitted to Board of Examiners. If appropriate, plans for submission, examination arrangements, including external examiner arrangements, submitted for agreement.
Final examination	*Viva Voce* Oral examination to qualify for the award of PhD	One internal examiner & One external examiner	Head of Programme, Dean, Board of Examiners	Result reported to BoE

All meetings with supervisors will be documented by students in the Student Log and will form the core of the progress reports submitted to the Board of examiners. The Board of Examiners will meet at least twice per annum.

Appendix 2: Extension Guidelines

The Faculty of Engineering & IT operate the following policy as regards extensions/late submissions.

1. The Mitigating circumstances procedure (see General Student Handbook, Section 4.10) will be used for short-term lateness (up to 5 working days) which could not be foreseen.

2. However, an extension procedure will be used to grant longer term extensions which can be foreseen further in advance.

3. Such negotiated extensions should first be discussed with the Module coordinator for whom the work is going to be presented. If the Module tutor is in agreement, then the student should write formally to the Dean explaining the reasons for the request who will formally grant the extension. Evidence should be provided where possible.

4. Each case should be considered on its merits and below are examples of acceptable/unacceptable circumstances.

Acceptable	**Unacceptable**
Major computer problems (e.g. failure of university IT systems, such as network or server failure)	Minor Computer problems (e.g. lost or damaged disks, printer breakdown)
Significant medical problems	Lost assignments
Personal problems	Desired books not in library
Compassionate, (for example, family bereavement)	Unverifiable travel difficulties
	Not realising deadline imminent

Such extensions will not normally be granted for overwork, but special circumstances should be considered: Special consideration will be given to students who have had to re-submit earlier assignments.

Late submissions will be noted on your student progress reports and communicated to the Board of Examiners who will recommend whether or not you should continue.

Appendix 3: Useful information

Referencing Guide

In your academic writing you will be using information from a variety of sources, mostly books, journals, and websites, but also lectures, handouts, official documents, magazines and possibly emails and unpublished dissertations and theses. All these sources from which you have gathered information and ideas must be acknowledged, both in the text and at the end of your essay or dissertation in a reference or bibliography. Certain conventions are used in writing bibliographies and references (including the Harvard Referencing System, APA, and MLA) – the style guide required at BUiD is Harvard. There are some differences between them. For example, the Harvard System does not use footnotes but incorporates the information into the main text using direct or indirect quotations. However the underlying principle is the same for all systems. You must name your sources. Not doing so is plagiarism. It is stealing someone else's work and ideas and therefore dishonest. If you have any doubts about what to do, it is always better to provide a reference.

Please download from Blackboard the BUiD Harvard Guide for Referencing.

General points to remember

1. the authors in a reference or bibliography must be listed in alphabetical order by their surname
2. titles such as Dr. and Prof. are not used
3. all sources must be acknowledged
4. underlining or italics is used for the name of a book or journal
5. the year of publication is required, not the date the book was reprinted
6. a reference lists the sources we used, whereas a bibliography includes sources we read but did not use. Sometimes both are required. Find out from your dissertation supervisor.
7. the information you need from a book will usually be found on the first page inside the cover
8. if you use an author's ideas or words you found in another book, in your text you write both names, but in the reference you only write the details of the second book (the secondary source).

Study Skills

Writing a bibliography or reference can be a tedious process. Make sure to attend the relevant study skill workshop provide by the Doctoral Training Centre. To make it easier make sure you remember to use the following study skills:

1. note the details of the book, article or journal you are reading before you return it to your lecturer or the library
2. note the details of a useful website before you leave it

3. when you make notes for an assignment take down the details of the book you are reading including the page numbers
4. clearly date your notes from lectures, adding the name of the lecturer
5. note the details of books, articles or journals you make photocopies from
6. consult your department and follow the guidelines they require
7. use templates provided if available
8. build your reference or bibliography as you write your essay

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