Architecture and Urban Design Program
Bachelor Thesis (Project and Report) Regulations

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1. Objective

According to the GUC study regulations for the faculties of Engineering, in this case for the Architecture and Urban Design Program, students enrolled in the 8th semester of their studies are expected to work on preparing a Bachelor thesis (project and report) as part of their Bachelor program.

Students who have completed a Bachelor program should be able to:
1. Show that they have knowledge of the most recent developments in their academic field.
2. Use their knowledge and insights (including methodological skills) to address practical issues in their field.
3. Give a well-balanced assessment of their own work from an academic angle, from a practical side and from an ethical perspective.
4. Communicate- in drawings and models, orally and in writing- their ideas and insights to a diverse public audience.
5. Work independently.

2. Eligibility

In order to ensure a successful and useful Bachelor thesis (project and report), as well as a productive collaboration between the students and the professors and lecturers, the following conditions must be satisfied by the students, who intend to pursue a Bachelor thesis (project and report):

2.1 Bachelor Thesis in GUC Cairo campus

Bachelor topics offered by the faculty;
1. The student should not have more than two missing courses after the sixth semester in the core or basic modules.
2. The student should have passed all Design Studio and Building Technology courses till the seventh semester.
3. The student should not have more than two missing courses in the humanity courses, which include German (DE 101, 202, 303, 404).
4. The student should have passed the Research Paper Writing course (RPW401) by the end of seventh term.
5. The student should not be under probation, i.e. the student should have a GPA of 3.7 or better.

2. 2 Bachelor Thesis outside the GUC (Abroad)

Students willing to work on their thesis abroad;
1. GPA not more than 2.5 (German grading scale)
2. Completion of German level 4
3. Completion of Research Paper Writing (RPW)
4. No disciplinary actions

Requests by students not eligible for doing a B.Sc. abroad will not be accepted and hence the students will be assigned to a topic at the GUC.

GUC is not held responsible for any financial support for the students who plan to write their B.Sc. thesis outside the GUC. Students are held responsible for all financial payments and legal procedures including the Visa procedure and accommodation.

3. Study Duration

The bachelor thesis (project and report) is the final part of the Architecture and Urban Design Bachelor program. The duration of the Bachelor thesis (project and report) should not exceed four months starting from the registration date (see Section 3). This could be translated into 16 weeks (14 weeks supervised project duration and 2 weeks preparation and exams).

No time extensions are allowed for any reason. In case of force majeure, the student repeats the bachelor thesis (project and report) in the following semester.

A Bachelor thesis (project and report) can <u>ONLY</u> be performed during the winter or spring semesters in the academic year. This is determined according to the student's academic status with respect to his/ her specific graduation plan.

Delayed students, who take courses in parallel to the Bachelor thesis (project and report) during a semester, has to abide by the following:

- o Students can register for in a maximum of **two courses (from the basic or core modules)** in parallel to the Bachelor thesis (project and report).
- o Students cannot register in any Design Studio or Building Technology courses in parallel to the Bachelor thesis (project and report).
- o In addition, students can register in **one German** language course (students willing to do their Bsc. abroad must be done with all German language levels).

The Bachelor thesis is considered a full load semester, therefore adding any course to the bachelor thesis semester will be subject to extra hours additional fees (Please check the tuition fees policy)

4.   Selection Process

Any student who requests to register for a Bachelor thesis (project and report) has to apply according to the procedures described below.

4.1 Bachelor Thesis at GUC

The priority of assigning students to the selected topics will be according to the cumulative GPA. Hence, the assignment of the student to a topic will be done according to the following steps:

- The student selects and arranges the offered Bachelor thesis (project and report) topics according to his/her priorities and preferences. Students should check the intranet of the Architecture and Urban Design Program for further topic descriptions and should refer to the dean and professors to help with the topic selection.
- The student fills out and submits the form electronically. The form is available online under http://student.guc.edu.eg
- The assignment will be done automatically according to the cumulative GPA and the preferences indicated by the student, under the condition that a minimum of 5 students and a maximum of 20 students could register in each topic.
- Once this assignment has been determined, the system sends out a notice to each student with the topic.
- Once the assignment is done, the students have to sign and return an official Thesis Acceptance Form to the Student Affairs Office.

4.2 Bachelor Thesis outside the GUC (Abroad)

Students in bachelor's programs are able to arrange to write their degree thesis at one of the universities or research instititions abroad. Writing your thesis abroad allows you to gain insight into a field of specialization while developing your intercultural experience and competence.

When planning a thesis semester abroad, you have two options:

<u>Bachelor theses at one of our partner universities:</u>

- Some topics might be offered as non-sponsored by the GUC.
- Announcements and applications will be done through the GUC Students Affairs office.
- Final selection will be based on GPA and acceptance of the German supervisor.

<u>Contacting universities abroad by students independently:</u>

If the university where you would like to write your thesis is not one of GUC partner institutions, you can still arrange to spend a semester there via directly contacting the institution to see if they can accept you. This option is the most time-consuming for you as a student, as you will need to organize all aspects of the stay yourself. Once the student receives an approval from the university abroad to conduct the Bachelor thesis there, the following should be done:

- Application form should be picked up from the students affairs office
- Application form should be filled in neatly (computerized) and signed by the students, legal guardian, GUC internal supervisor, and faculty dean.
- An invitation letter from the host university should be submitted with the application form. It should include name of external supervisor, title of the thesis, brief description of the topic, and the expected period of the thesis.
- The application form and the invitation letter should be submitted to Students Affairs office.

5. Thesis

5.1 Thesis Structure

The thesis consists of a <u>project</u> and a <u>report</u>.

Students submit a complete design of **a project** of high complexity, based on researching the topic problem and concentrating on a specific question. The project is described and communicated clearly through drawings and models (scale is to be determined according to the project type). Students could also use any other medium of communication suitable for architecture. The context of the project should be expressly illustrated, the aims precisely defined, and the design should be based on clear criteria.

In addition, students submit **a report**, explaining theoretically the design of the project and concentrating on the same specific question. The report comprises an introduction, defining the problem (the specific question) and its relevance to the field; the core of the report should have a clear line of thought, illustrating the relation between the problem statement and how it is approached through the design of the project, clarifying what conclusions have been reached. The report must be in English. All drawings and photos of models must also be included, in a smaller scale, in the report.

5.2 Thesis Registration

All students have to sign and submit the Thesis Registration Form to the Students Affairs Office latest by the date announced.

5.3 Thesis Supervision

Students will be assigned a thesis (project and report) supervisor from the GUC (a supervisor, who is familiar with the thesis research area).

5.4 Thesis Submission

For the examination:
The project (drawings and models) will be submitted in the scale determined by the professor.
The report will be submitted in three hardcopies, including all project drawings and photos of models.

For the Library:
The report will be submitted in three hardcopies, including all project drawings and photos of models.

After the examination:
All students are required to submit an electronic copy in PDF format of their thesis, including all project drawings and photos of models.

All thesis submissions must be accompanied by the **Thesis Submission Form**.

5.5 Thesis Submission Procedure

All students are required to complete the following steps to ensure successful submission of their theses.

1. Upload the thesis soft copy using the GUC Administration System.
2. Confirm that the hard copy of the Bachelor thesis is an identical copy of the soft copy uploaded.
3. Print and sign the Bachelor Thesis Submission statement.
4. Submit **three** hard copies of the thesis and the submission statement to the library.
5. Collect a receipt for the Bachelor thesis submission from the library.

6. Assessment

The assessment of the thesis (project and report) consists of the following:

- The progress performed during the four months of work.
- The technical content of the project.
- The technical content of the report; the report has to be written in English (see Section 4.1).
- The final colloquium and jury, which constitutes 20 minutes of presentation, oral exam (jury) and discussions.

The assessment of the thesis (project and report) progress throughout the four months will be done by the internal GUC supervisor. In the final colloquium and jury, an examination committee will assess the student's thesis (project and report). The committee will consist of- *in addition to the internal*

GUC supervisor- two internal examiners from the GUC and one external examiner. The grade will be given on a scale of 0.7 to 5 (German grading scale). The thesis (project and report) can only be successfully completed after receiving a grade better than 3.3.

Students who will miss two sessions (without an approved excuse) from the weekly meetings will be warned and notified officially. Students who will miss four sessions (without an approved excuse) will be dropped from the Bachelor thesis and the thesis will be graded with 5.0 (fail).

To be able to take part in the final colloquium and jury, students should obtain at least 50% of the 20 marks for the work done throughout the thesis duration. The thesis must then be repeated either immediately or after finalizing the courses of the ninth and tenth terms. The student cannot graduate if the bachelor thesis is graded with 5.0 (fail).

7. Thesis Evaluation

The weights of the evaluation methods of the thesis (project and report- a total of 100 marks- are distributed, as follows:

	Marks
Sketch Designs (Colloquiums)	20
Final Thesis (Project and Report)	60
Final Colloquium and Jury	20
Total	**100**

The details of each evaluation method are as follows:

Sketch Designs (Colloquiums) (out of 20); the regular assessment of the project progress:

Sketch Designs (Colloquiums)	Marks
Colloquium 1	10
Colloquium 2	10
Total	**20**

Final Thesis (Project and Report) (out of 60), assessed according to the following criteria:

Final Thesis (Project and Report)	Marks
Design Concept	20
Formative and Presentation Aspects	20
Functional and Technical Aspects	20
Total	**60**

Final Colloquium and Jury (out of 20), assessed according to the following criteria:

Final Colloquium and Jury	Marks
Logical and orderly layout	2
Analysis of the research question	3
English style and spelling	2
Oral presentation of the project	8
Ability to answer oral exam questions consistently and sufficiently	5
Total	**20**

8. Integrity Policy

The GUC imposes academic integrity on all its members. Academic dishonesty, in any form, is ultimately destructive to the values of the GUC. Any documentation of the project and thesis research and results, as well as any other document submitted by the student must respect the principles of academic integrity.

Breaches of academic integrity include practices such as *plagiarism, cheating and falsification* (which include the creation of fictitious data for use in the thesis). If a breach of academic integrity is discovered in the research or project and thesis proposal, whether in draft or final form, the outcome is inevitably severe. All sorts of academic dishonesty will not be tolerated. The consequences thereof will be decided by an academic committee appointed specifically. In case of hard evidence of academic dishonesty, the committee has the authority to impose penalties as grave as expulsion from the university. Therefore, theses at the time of submission should be accompanied by a signed declaration from the student that the material presented for examination is his/her own work and has not been submitted for any other award.

Students have to fully acknowledge the work of others by providing appropriate references in their theses and declaring the contributions of co-workers. Students do not take credit that is not earned.