



WELLINGTON FACULTY OF
ARCHITECTURE & DESIGN INNOVATION
TE WĀHANGA WAIHANGA-HOAHOA

2025

Research Portfolio Outline

ARCI/INTA/LAND 593

**Architecture Research Portfolio / Interior Architecture Research
Portfolio / Landscape Architecture Research Portfolio**

This Research Portfolio Outline should be read in conjunction with the [Master's Thesis Regulations](#).

This document responds in particular to sections 6 and 13.5 of the Master's Thesis Regulations.

General: 120 points, ARCI/INTA/LAND full year Master's degree in the School of Architecture

Assessment: Examination of the completed Research Portfolio

Location: VS301, WG501 and WG507 – 5th year studios

Supervisors: <https://www.victoria.ac.nz/architecture/about/staff>

Supervisors are the first point of contact for academic guidance and administrative compliance (section 11.4 of the *Master's Thesis Regulations*)

Masters Research Director: To Be Confirmed

Office: TBC, Phone: TBC, Email: TBC

Prescription

The Research Portfolio is an independent design research project. Under the supervision of academic staff, students undertake a major design research investigation that contributes to theories and practices of architecture/interior architecture/landscape architecture. Research portfolios will demonstrate mastery of design thinking, resolution, development, and expression.

Milestones

Research Portfolio Milestones for 2025

24 Feb 2025	Start of enrolment
	Supervision begins formally. Studio spaces become available to use.
24 Mar 2025	Research Proposal Due
	Research Proposal and Confirmation of Research Proposal forms to be submitted to Nuku.
26 May-6 June 2025	Review 1
	Review of initial research progress.
1-5 Sep 2025	Review 2
	Review of the developed research progress.
15 Sep 2025	Progress report due
	6-month report to be submitted to Nuku.
13 Oct-24 Oct 2025	Full Research Portfolio Document draft due with the supervisor
	Research Portfolio Document draft submitted for feedback from the supervisor.

Completion Options

OPTION 1 – Examination in month 10 of enrolment

03 Nov 2025	Research Portfolio Document due (3pm, PDFs to be submitted digitally via Nuku/New Graduate Management System)
01-05 Dec 2025	Research Portfolio On-Site Examination

OPTION 2 – Examination in month 12 of enrolment

Working on the Research Portfolio	
12 Jan 2026	Research Portfolio Document due (3pm, PDFs to be submitted digitally via Nuku/New Graduate Management System)
09-13 Feb 2026	Research Portfolio On-Site Examination
12-15 May 2026	Master's Research Exhibition Opening

Progress

The School of Architecture expects Research Portfolio students to be enrolled full-time and to actively participate in the studio culture. Students are expected to maintain satisfactory progress throughout the Research Portfolio by attending supervisory sessions, presenting at the scheduled reviews, and submitting the required progress reports.

Examination of the Research Portfolio is on the basis of three components: a Research Portfolio Document, a Visual Display, and a Presentation.

Examination of the Research Portfolio is a complex process requiring coordination of the schedules of dozens of supervisors, examiners, and students. We therefore schedule two separate weeks in which all examinations must take place. Except in extraordinary circumstances, we require all students to be examined in one of those two weeks.

From the date of enrolment, University Regulations require that the work be submitted and examined within 12 months in normal circumstances. The school sets a date, normally in the 12th month, for examinations to take place and sets a date before this by which the written document that is part of the examination material must be submitted.

University Regulations also specify that the earliest that the work can be examined is after 9 complete months of enrolment. The School therefore sets a separate, earlier, examination date that enables students, who wish, to be examined after 9 months.

The two examination periods in the year are therefore normally during month 10 (December) and during month 12 (February).

No new work can be added to the written Research Portfolio Document after submission. However, students are permitted to continue to prepare their work for Visual Display and Presentation at the on-site examination. This additional material is examined solely during the on-site examination and is included as an addendum to the Research Portfolio Document for submission to the University Library after successfully passing the examination.

Only in exceptional circumstances can the examination take place after the end of the enrolment period. In such rare cases, the student is still required to complete and submit all material (i.e., the Research Portfolio Document and the Visual Display) before the end of their enrolment period. The on-site examination will then be scheduled at the next scheduled review or examination period that allows sufficient time for the examiners to receive and review the submitted portfolio. In these circumstances, students are not permitted to continue developing their work between submission and on-site examination.

Students need to take responsibility for printing and other preparations for examinations due to the possibility of high volumes of printing and similar demands in the build-up to examinations.

Please see Master's Thesis Regulations in relation to the full text on thesis requirements and regulation.

Group Work

Part of the assessment within a research portfolio may be based on group work. Such work will normally account for a maximum of 15% of the total, according to Thesis Regulations. The group work is submitted as part of each individual student's submissions, with a clear note explaining which parts represent the group work. The group work is not assessed separately.

Use of this option requires approval of the relevant supervisor(s) and the Head of School. To make a request for this, each member of the group should submit a plan for the group component at the one-month proposal stage. As part of this plan, students should agree with the supervisor(s) what percentage of the overall assessment will be awarded for the group work and how the group work will be recorded in final submission (in a common chapter, as an appendix, or by other means).

Research Portfolio Format and Submission

The completed Research Portfolio presents a coherent body of work consisting of:

- **Research Portfolio Document**

The final word count of the completed Research Portfolio Document will reflect the nature of the project, with a normal maximum of 22,000 words. 12–18,000 words is a typical range. Writing to a prescribed word limit is regarded as one of the skills being exhibited in the Research Portfolio Document. Any request to exceed the word limit must be made to the Head of School well in advance of the submission date; such requests will need exceptional justification. The Research Portfolio Document will be submitted digitally for examination as a PDF-file.

- **Research Portfolio On-Site Examination**

Approval: The University has an obligation to examiners to take reasonable steps to ensure that any work sent for examination is complete and otherwise suitable for examination. This means that all students are required to have their portfolio reviewed by a supervisor before their submission.

Visual Display: To be consistent this is defined by an area of wall typically 3m wide, 2m high with 2m of floor space in front. Significant variations in the display format should be discussed in the 6-month progress report and will require a formal request and approval by the Head of School.

Presentation: Students are allocated 50 minutes for the on-site presentations, which includes up to 30 minutes for them to present their work to examiners, followed by questions and feedback.

Variation: Upon request, the Associate Dean (Postgraduate Research) may approve variations to the on-site examination requirements based on a student's exceptional personal circumstances.

Research Portfolio Library Submission

Subsequent to the examination, a photographic and short textual note recording the on-site examination should be appended to the Research Portfolio Document. This addendum is for record keeping and is not assessed.

In all other aspects, the Research Portfolio submission to the Library is regulated by the Library. The degree cannot be conferred until an electronic copy of the Research Portfolio has been deposited in the library. This should be done within 3 months of receiving the examiners reports, and making any changes they require. See the Library pages on theses submission:

<https://www.wgtn.ac.nz/library/research/thesis-guide/submit-your-thesis>.

Research Portfolio Examination

The Research Portfolio is evaluated as a whole, and a single grade is awarded. The visual and written components of the Research Portfolio are integral to the overall assessment.

The School sets a date for the submission of the written document and the visual material. The work submitted on those dates is the work that is examined.

The Research Portfolio is examined by one internal and one external examiner. Examiners will be sent the Research Portfolio Document before their arrival for the Research Portfolio On-Site Examination. The examiners will participate in the On-Site Examination convened by a panel chair.

After the presentation of the work, the two examiners will discuss, and normally agree on a grade recommendation for the Research Portfolio. The panel chair will facilitate the On-Site Examination as a neutral observer and will record the grading discussion outcome.

Each examiner will produce an examination report. The examination reports may be completed remotely after the On-Site Examination and are to be submitted within 7 days of the On-Site Examination to the School Research Committee via the panel chair.

Examination Criteria

Students who complete the Research Portfolio should be able to:

Situate their research within a relevant disciplinary context.

Engage in independent design research.

Critically reflect on the process and outcomes of their design research.

Synthesize, document and communicate their research and consequent reflections.

The Research Portfolio examination will take into account the following criteria. These criteria will appear on the assessment documentation but each of these do not carry equal weighting. It is recognised that there is different emphasis in the different approaches to Design Research that might be adopted:

Research Agenda: Articulation of an appropriately scoped and defined proposition, question, or line of inquiry.

Context: Mastery of the chosen area of research within a relevant domain that may take in any or all of literary, visual and professional aspects.

Methodology: Selection of appropriate research methods and modes of inquiry that are relevant and suited to the nature of the research to be undertaken.

Research Process: Presentation of the logical, appropriate, and coherent design research explorations that underpin the chosen line of inquiry.

Reflection: Critical reflection on the process, the findings, and possible further design and research, with sound, insightful and well-justified conclusions.

Expression: Synthesised, cogently presented, and comprehensive communication of a design research investigation.