

## POINTS TO CONSIDER DURING THE 2019-2020 ACADEMIC YEAR SPRING SEMESTER COURSE REGISTRATIONS

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### 1. THESIS SUPERVISOR DESIGNATION

1. The thesis supervisors must be designated until the end of the 1<sup>st</sup> Semester for the MSc. Students and until the end of 2<sup>nd</sup> Semester for the Ph.D. students.
2. The students completing the above semesters must submit their course advisor designation forms to their departments until the start of the first week of the course add/drop period. The students who completed the above-mentioned semesters and who does not currently have their advisors designated cannot add/drop courses.

### 2. COURSE ADD/DROP

1. **Please click [here](#) for the Course Plans of All Graduate Programs (obligatory-selective courses)**
2. During Course Add/Drop Period, the courses added by the students are subject to the advisor approval. So that, the students must communicate with their advisors during course add/drop periods. The procedures will be as follows:
  - The student will log in GSIS and add courses.
  - The advisor will log in GSIS; and check and approve the courses added by the students during the period stated in the course registration calendar (**click [here](#) for the calendar**).
  - The advisor approvals and the number of students registered into the courses will be checked by the Graduate School and the closed courses will be announced on the Graduate School's website.
  - The students who have registrations into the closed courses can register into other open courses during the course add period.
  - After the course adding, the added courses must be approved by the advisor again.
  - After the advisor approvals for the second time, the final course lists are completed.

**NOTE: There will be no course adding after the final approvals by the advisors.**

3. The regulations dictate obligatory courses within the curriculum (**Please click [here](#) for the lists of obligatory and selective courses**). The students who were registered into the

graduate programs **as of 2017/2018 Academic Year Fall Semester** must take a minimum number of courses of all the obligatory courses designated for a program. For example, there may be 5 obligatory courses designated in a certain program, however it may be enough for a student to take **2** of these courses. The total credit load of the student must be comprised of at least the **2** of those courses out of the 21 credits.

4. For all the students registered **as of 2017/2018 Academic Year Fall Semester**, the total course load during the graduate education, on the condition that **at least four courses (4x3=12 credits + Seminar + Ethics)** are taken within the program and include the minimum number of obligatory courses within the program, is comprised of the courses within the program. The students can only take three courses (3x3=9 credits) from other programs within their departments and can add them up in the total course load. Also, the two of these three courses (2x3=6 credits) can be from the undergraduate courses (Ph.D. students cannot take undergraduate courses.) of the department, can be graduate courses from other departments or can be graduate courses from other higher education institutions.
5. All students must take the Thesis Course, Field Specialization Course and Seminar Course from their departments. All the students who are at the thesis stage must add the thesis and specialization field courses each semester as required by the regulations.
6. The Research Methods and Scientific Ethics Course must be taken from within the department. If this course is not available from within the department at the relevant semester, the students can take this course from other departments with the approval of the Department and the Decision by the Executive Board of the Graduate School. The above procedures are commenced by a petition by the student during the course add/drop week. This way the Research Methods and Scientific Ethics Course will be treated as a program course.
7. The Seminar Course can only be added as of the second semester by the students with designated supervisors. If the students without designated supervisors add this course or this course is added during the first semester, the Seminar Course will be automatically deleted from those students' course schedules after course add/drop week.
8. The course substitution has been removed from practice as new regulation in YTU Senate Code of Practice dictates that the courses the students have failed will not be calculated in the CGPA's of the students. The students will not be able to substitute courses on GSIS.
9. Students enrolled in the programs with medium of instruction in the foreign language (English) must add all their courses in the foreign language and must conform to the instructions above.
10. The maximum period of study to complete the course load is 4 semesters and the registrations of the graduate students who have not completed their course loads throughout this period are being deleted. Because of the ongoing controls, the deletion of registrations extends into the course add/drop week and still going on. During the time, the students who have not yet been able to complete their course load and whose registrations have not yet been deleted because of that must not make the tuition fee payment. Their registrations will be DELETED regardless of whether those students added courses during the course add/drop week or not.

### **3. SCIENTIFIC PREPARATION COURSE STAGE**

1. The graduate students in scientific preparatory year can take a maximum of 2 (two) courses from the relevant program's course load with the approval of the head of the

department or program coordinator in addition to the scientific preparatory program's course load.

2. The adaptations of the students in the scientific preparation and who adds 9 (nine) credit graduate courses in total are made for the second semester (One semester is added to the current semester of the student.).
3. The achievement grade of the student must at least be CC (2.00/4.00) for the scientific preparatory courses from undergraduate level and CB (2.50/4.00) for the scientific preparatory courses from MSc. level.
4. The scientific preparatory courses are not included in the CGPA.

#### **4. THESIS AND SPECIALIZATION FIELD COURSE REGISTRATIONS**

- 1.** All students who are on thesis stage must add **Thesis and Specialization Field Courses** and must pass them at the end of the semester they would like to graduate.
- 2.** All students must register into the groups of their own supervisors for **Thesis and Specialization Field Courses**.
- 3.** **First semester** students **must not add** thesis and specialization field courses. If the students who are in their first semesters add thesis and specialization field courses, the Graduate School **will delete those courses from their transcripts**.
- 4.** **If the students have not added thesis and specialization field courses at the semester they would like to apply for graduation, their application will not be accepted.**
- 5.** **If Ph.D. students who are to submit the thesis monitoring committee reports have not added thesis and specialization field courses for the relevant semester, they will not be able to submit their thesis monitoring committee reports. Event if they submit their reports, they will not be processed, and those students will be considered to have failed the relevant semester's thesis monitoring committee reports.**
- 6.** The MSc. Program graduations require 120 ECTS credits completed. The MSc. Thesis Course is 20 ECTS and MSc. Specialization Field Course is 10 ECTS.
- 7.** The Ph.D. Program graduations require at least 240 ECTS credits completed. The Ph.D. Thesis Course is 30 ECTS and Specialization Field Course is 10 ECTS.
- 8.** The ECTS credit values will be included in CGPA if the students successfully pass thesis and specialization field courses.

#### **5. PH.D. QUALIFYING EXAM**

1. The students who have completed their course stages must take the Ph.D. Qualifying Exam till their 5<sup>th</sup> semesters the latest. Otherwise, they will be considered to have their first failure from the exam.
2. The Ph.D. Qualifying Exam applications are made through GSIS.
3. The students who failed their first attempt from the Ph.D. Qualifying Exam must take the upcoming Ph.D. Qualifying Exam. If they do not take the upcoming exam, they will be considered to have their second failure from the exam and their registrations are deleted.
4. The students who have successfully completed the Ph.D. Qualifying Exam Stage must constitute the Thesis Monitoring Committee within 1 month and must submit a Thesis Proposal within 6 months. Otherwise, the students will be considered to have failed from the submission of the Thesis Proposal.

5. The Ph.D. Qualifying Written Exam Stage one and stage two scores were updated as 60. The Average Score of Stage 1 and Stage 2 Ph.D. Qualifying Written Exam must be 70. The Average Score of Ph.D. Qualifying Written and Oral Exams are still 70.

## 6. PH.D. THESIS MONITORING COMMITTEE REPORTS

1. **TAKE NOTICE:** If the Ph.D. students who must submit thesis monitoring committee reports do not add Ph.D. Thesis course and Ph.D. Specialization Field course cannot submit the relevant thesis monitoring committee report for the relevant semester. The report they submit will not be processed and they will be considered to have failed the submission of the relevant report.
2. **The Ph.D. students who have added Ph.D. Thesis Course and Ph.D. Specialization Field Course and who is to submit Thesis Monitoring Committee Reports for the semester must submit their reports within the deadlines (The Thesis Monitoring Committee Report Deadlines: May-June, November-December).** The submissions outside these deadlines which are featured in the Senate Code of Practice Graduate Education Regulations will certainly not be accepted. Moreover, the reports completed as a result of the Thesis Monitoring Committee Report meetings must be submitted to the department on the same day and must be sent by the department to the graduate school within 3 (three) business days the latest. (For instance: A report completed as a result of a meeting held on 30<sup>th</sup> June, Tuesday must be sent to the graduate school by 3<sup>rd</sup> July Friday the latest through online document management system (EBYS). The reports sent after the deadline will not be processed.  
**“Ph.D. Thesis Monitoring Committee Report ARTICLE 32-(1)** The thesis monitoring committee for the Ph.D. Student whose thesis proposal has been accepted must convene twice a year during the time periods between May and June; and between November-December). (2) The thesis monitoring committee meetings are organized by the thesis supervisor. (3) **The student submits a written report from one month ago before the thesis monitoring committee meeting and defends this written report orally at the thesis monitoring committee meetings attended by all the thesis monitoring committee members.** In this report, a summary of all the work performed thus far and a study plan for the upcoming term are included in this report. An assessment report including an evaluation of the student’s thesis work as successful or unsuccessful is reported and sent to the Graduate School through the Department within 3 (three) business days. (4) The students who do not submit a written report to the thesis monitoring committee members regarding the progress on his/her Ph.D. Thesis or whose assessment reports from the thesis monitoring committee meetings are not sent to the Graduate School within the designated periods of time are considered failed the thesis monitoring committee report. The students who have health reports covering the thesis monitoring committee report period must submit a petition to the Department within the first 15 (fifteen) days as of the excuse for the health report presents itself. The student can be exempt from the thesis monitoring committee report for the relevant period of time with the opinion of the Department and approval by the Executive Board of Directors of the Graduate School. (5) The registrations of the students who fail twice subsequently and 3 (three) times in total with intervals are deleted.”

## 7. GRADUATION

- ❖ The students who have applied for graduation (including the ones who are in their final semester of their maximum period of study) must take their defense exam and must submit their hard-bound copy of their theses as part of their graduation procedures within the

deadlines stated in the YTU Senate Code of Practice on Graduate Education Regulations. In line with these deadlines, the students who are going to make their hard-bound copy thesis submissions after the start of the upcoming semester must make the tuition fee payment because of the fact that their final submission date of the hard-bound copy of their theses will be their graduation date as instructed in the regulation. Also, the students who have not completed their maximum period of study must make the tuition fee payment and add thesis and specialization field courses.

1. For Ph.D. Students:

- a. 7 Courses (21 Credits and at least BB) + Scientific Methods and Research Ethics + Ph.D. Seminar Course (6001) + 3 CGPA (An alternative for the Ph.D. Students who registered before **2016/2017 Academic Year Spring Semester** is 8 courses + 3 CGPA)
- b. The Ph.D. Students registered as of 2017/2018 Academic Year Fall Semester must take all the obligatory and selective courses stated in the list of courses specified for their programs by their Departments [Please see Section 2. Course Add/Drop (2. Ders Seçimi Hakkında)-Article 3 and Article 4].
- c. The students must meet the requirement of a minimum of 240 ECTS for Ph.D. program graduation. Scientific Methods and Research Ethics Course is 5 ECTS, each course (including Seminar) is 7.5 ECTS, Ph.D. Thesis Course is 30 ECTS and Specialization Field Course is 10 ECTS (The ECTS credit values will be included in CGPA if the students successfully pass the courses.).
- d. The publication requirements differ for Ph.D. and MSc. Students and they must meet the requirements before they can make an online application for graduation.
- e. If the students have not added thesis and specialization field courses at the semester they would like to apply for graduation, their application will not be accepted.
- f. The application for graduation is made through the online system ([lisansustu.yildiz.edu.tr](http://lisansustu.yildiz.edu.tr)) according to the deadlines of the graduation calendar published on our website.

2. For MSc. Students:

- a. For MSc. Course stage, the students must meet the minimum criteria of 7 courses (21 credits and at least CB) + 1 MSc. Seminar Course (5001) + Scientific Methods and Research Ethics and must have a minimum 2.50 CGPA out of 4.00.
- b. The MSc. Students registered as of 2017/2018 Academic Year Fall Semester must take all the obligatory and selective courses stated in the list of courses specified for their programs by their Departments [Please see Section 2. Course Add/Drop (2. Ders Seçimi Hakkında)-Article 3 and Article 4].
- c. The students must meet the requirement of a minimum of 120 ECTS for MSc. program graduation. Scientific Methods and Research Ethics Course is 5 ECTS, each course (including Seminar) is 7.5 ECTS, MSc. Thesis Course is 20 ECTS and Specialization Field Course is 10 ECTS (The ECTS credit values will be included in CGPA if the students successfully pass the courses.).
- d. The publication requirements differ for Ph.D. and MSc. Students and they must meet the requirements before they can make an online application for graduation.
- e. If the students have not added thesis and specialization field courses at the semester they would like to apply for graduation, their application will not be accepted.
- f. The application for graduation is made through the online system ([lisansustu.yildiz.edu.tr](http://lisansustu.yildiz.edu.tr)) according to the deadlines of the graduation calendar published

on our website. The MSc. Students who are planning to make Ph.D. program applications for the next semester must make an application for graduation for the Spring Semester 1<sup>st</sup> graduation period because they may not be able catch up with the Ph.D. program admissions if they make an application for graduation for the end-of spring semester graduation period.

- g. The maximum period of study is 6 semesters and the registrations of the students who have not made their hard-bound copy theses submissions and whose maximum period of study expired as of the end of 2019-2020 Academic Year Spring Semester will be deleted at the end of relevant procedures. **The students who have completed their maximum period of study and whose registrations have not been deleted yet must not make tuition fee payment for 2019-2020 Academic Year Spring Semester.**

## **8. INTEGRATED PH.D. PROGRAMS**

1. The regular period of study for the ones who are admitted to Ph.D. programs (integrated) with a BSc. degree is 10 (ten) semesters and the maximum period of study is 14 (fourteen) semesters.
2. The Program is comprised of, on the condition that it includes at least 42 (fourty two) credits, at least 14 (fourteen) courses, the Seminar Course, Research Methods and Scientific Ethics Course, the Ph.D. Qualifying Exam, Thesis Proposal, Thesis Monitoring Committee Reports and the Ph.D. Thesis.
3. The student must choose the Seminar Course (Course Code: 6001) and the Research Methods and Scientific Ethics Course (Course Code: 5004) of the Department.
4. The student must complete total credit/non-credit course load at the end of 6 (six) semesters with a minimum CGPA of 3.00/4.00.
5. The curriculum includes all the courses of the registered Ph.D. program along with its MSc. Program courses. In 6 (six) semesters, the Integrated Ph.D. program students must complete the total obligatory and selective credit/non-credit course loads of both the MSc. Program and the Ph.D. program altogether based on the regulations stated within the scope of obligatory and selective courses. The regulations regarding the MSc. and Ph.D. program obligatory and selective courses were stated above. The relevant and required courses must be added based on those regulations [Please see Section 2. Course Add/Drop (2. Ders Seçimi Hakkında)- Article 3 and Article 4]
6. The students can take a maximum of 4 (four) graduate courses from other higher education institutions with the approval from their supervisors, the consideration of the Department and the decision by the Executive Board of the Directors of the relevant Graduate School on the condition that there are not any courses that have not previously been taken by the students during their Bachelor's/Master's Degree education and on the condition that the registered university has not offered those courses for two semesters in a row.
7. The Program is comprised of a minimum 300 ECTS credits on the condition that the students take a minimum of 60 ECTS credits per semester.
8. The students must take the Ph.D. Qualifying Exam by the end of the seventh semester the latest.

## **9. NON-THESIS MSC. PROGRAMS**

1. **The Course Stage:** The students must take 10 courses (30 Credits and at least CB) + Term Project Course + **Research Methods and Scientific Ethics Course.**

2. The registrations of the Non-Thesis MSc. Program students are deleted if they fail at the end of 3 (three) semesters and if they cannot successfully meet the requirements necessary for the completion of the program.
3. Non-Thesis MSc. Programs Term Project Regulations were put into practice as of the 2019-2020 Academic Year Fall Semester. Please click [here](#) to access the relevant regulations.