

## POINTS TO CONSIDER DURING THE 2021-2022 ACADEMIC YEAR SPRING SEMESTER COURSE REGISTRATIONS

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### **1. YILDIZ TECHNICAL UNIVERSITY SENATE CODE OF PRACTICE ON GRADUATE EDUCATION DATED DECEMBER 29<sup>TH</sup>, 2021**

The updated Yildiz Technical University Senate Code of Practice was approved by the University Senate on December 29<sup>th</sup>, 2021 and has been made available at our webpage. It is very important that you refer to the YTU Senate Code of Practice on Graduate Education Regulations for the procedures and other details which were not included in this text. Please click [here](#) for the updated Senate Code of Practice.

### **2. 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. IT IS ADVISED THAT NEWLY REGISTERED STUDENTS COMPLETE THE PROCEDURES REQUIRED FOR THE DESIGNATION OF THEIR SUPERVISORS AS SOON AS POSSIBLE.
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 DO NOT CURRENTLY HAVE THEIR ADVISORS DESIGNATED CANNOT ADD/DROP COURSES. Please click [here](#) for all the forms.

### **3. 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. Please click [here](#) for the Course Add/Drop Calendar. The procedures will be as follows:

- The student will log in GSIS and add courses.
  - After the course add/drop calendar, the number of the registered students to all of the courses will be checked by the Graduate School and a list of the closed courses will be announced on the Graduate School's website (The courses with less than 3 registered students are closed by the Graduate. However, this condition does not apply to obligatory courses.).
  - The students who have registrations into the closed courses can register into other open courses during the course add period. After that, the final course lists are completed.
3. According to the decision by YTU Senate dated February 1<sup>st</sup>, 2022; regular daytime students can take courses from evening education course on the condition that they pay the relevant fees and evening education students can take courses from regular daytime programs. The students who want to add courses in this way must apply to their relevant departments with a petition within the course add/drop deadlines stated in the academic calendar.

**NOTE: There will be no course adding after the course add/drop calendar is completed.**

4. 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. According to the decision by YTU Senate dated February 1<sup>st</sup>, 2022; selective and obligatory courses of the MSc. and Ph.D. programs have been combined at the program level. For this reason, MSc. and Ph.D. courses have been added to a combined list at the program level and the number of minimum obligatory courses for each program is different. Please refer to the curricula for all the graduate programs for the required number of obligatory courses at the program level. Click [here](#) for the curricula of the graduate programs.
5. For the **MSc. and Ph.D. students** registered as of 2017/2018 Academic Year Fall Semester, at least 4 (four) of the 7 (seven) courses, excluding the Research Methods and Scientific Ethics and Seminar Courses, must correspond to the total course load to be completed within the first 4 semesters of the graduate education are comprised of the courses within the curriculum of the department and include the minimum number of obligatory courses within the program. **For the Integrated Ph.D. Students registered into the program with a bachelor's degree**, at least 8 (eight) of the 14 (fourteen) courses, excluding the Research Methods and Scientific Ethics and Seminar Courses, must correspond to the total course load to be completed within the first 6 semesters of the graduate education are comprised of the courses within the curriculum of the department and include the minimum number of obligatory courses within the program. The MSc. and Ph.D. Students can **only** take **3 (three)**,

and Integrated Ph.D. Students **can only take 6 (six) courses** from other departments or graduate courses from other higher education institutions, which can be transferred into the total course load during the graduate education of the students. If MSc. Students would like to take courses at the undergraduate level; only the 2 (two) of those 3 (three) courses (2x3=6 credits) can be taken from the undergraduate level of the graduate program (Ph.D. Students cannot take courses at the undergraduate level). The students who do not abide by the regulations above are considered not to have completed the total course load; and their registrations are deleted at the end of the 4<sup>th</sup> (fourth) semester.

6. MSc. Students can only take 2 (two) courses from other higher education institutions with the approval by the relevant department and with a Graduate School Executive Board Decision on the condition that the student has not previously taken these courses during a master's or bachelor's degree education and these courses have not been offered by the university over the last two semesters (Amendment made on Senate Code of Practice dated July 30<sup>th</sup>, 2021, and No. 06-05.).
7. Ph.D. Students registered into the programs with a master's degree can only take 2 (two) courses from other higher education institutions with the approval by the relevant department and with a Graduate School Executive Board Decision on the condition that the student has not previously taken these courses during a master's or bachelor's degree education and these courses have not been offered by the university over the last two semesters (Amendment made on Senate Code of Practice dated July 30<sup>th</sup>, 2021, and No. 06-05.).
8. 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.
  - ❖ MSc. Programs Thesis Stage: The time after the completion of courses,
  - ❖ Ph.D. Programs Thesis Stage: Successful submission of the thesis proposal.
9. **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.
10. The Seminar Course can only be added as of the second semester. 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.
11. 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. The students can take a course whose letter grade less than AA again, if they would like to. In this case, the latest letter grade of the course taken again will be taken into consideration.
12. 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.
13. **The maximum period of study to complete the course load is 4 semesters (for integrated Ph.D. students, it is 6 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.

#### 4. 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 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.
3. The scientific preparatory courses are not included in the CGPA.

#### 5. 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. Even 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 40 ECTS and Specialization Field Course is 20 ECTS.
8. The ECTS credit values will be included in CGPA if the students successfully pass thesis and specialization field courses.

#### 6. PH.D. QUALIFYING EXAM

1. The Ph.D. Students who have completed their course stages must take the Ph.D. Qualifying Exam;
  - ❖ The ones who registered into a Ph.D. Program with a master's degree, **until the end of the 5<sup>th</sup> semester the latest**,

- ❖ The ones who registered into a Ph.D. Program (integrated Ph.D. program) with a bachelor's degree, **until the end of the 7<sup>th</sup> semester the latest**.
  - ❖ The students who do not take the Ph.D. Qualifying Exam until the semesters mentioned above will be considered to have their first failure from the exam.
2. The Ph.D. Qualifying Exam applications are made through GSIS during the first nine days of each semester.
  3. The students who have made an application for the qualifying exam and do not take the exam will be considered to have failed the exam.
  4. The students who failed the first Ph.D. Qualifying Exam must take the upcoming exam. Otherwise, they will be considered to have their second failure from the exam and their registrations are deleted.
  5. 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.
  6. The Ph.D. Qualifying Exam is comprised of two stages – one is written exam and the other one is the oral exam.
    - ❖ Written exam has only **one stage**, and it is carried out by the Ph.D. Qualifying Exam Committee.
    - ❖ Ph.D. Qualifying Written Exam covers **the graduate courses** of the graduate program under the department.
    - ❖ The maximum duration of the written exam is 120 minutes.
    - ❖ The students must score at least 70/100 on the Ph.D. Qualifying Written Exam.
    - ❖ The students who fail the Ph.D. Qualifying Written Exam cannot take the oral exam.
    - ❖ Ph.D. Qualifying Oral Exam is carried out by the Ph.D. Qualifying Exam Committee and the students must score at least 50/100 on the Ph.D. Qualifying Oral Exam.
    - ❖ The arithmetic mean of the Ph.D. Qualifying Written and Oral Exams must at least be 70/100.
    - ❖ The students who cannot meet the minimum requirements of the scores in the Ph.D. Qualifying Written and Oral Exams are considered to have failed the Ph.D. Qualifying Exam.
    - ❖ The students who have failed the exam make an application during the next Ph.D. Qualifying Exam period and take the stage where they have failed – written or oral. The ones who do not make an application or take the next Ph.D. Qualifying Oral Exam are considered to have failed the exam second time. If the students fail the exam the second time, their registrations are deleted.

## **7. 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 are to submit Thesis Monitoring Committee Reports during the relevant**

**deadlines (The Thesis Monitoring Committee Report Deadlines: May-June for the spring semester, and November-December for the fall semester). 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.

- ❖ *“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.”*

## **8. 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 to be able to graduate;**

- 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 40 ECTS and Specialization Field Course is 20 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. **All students are subject to the YTU Senate Code of Practice on Graduate Education Regulations in practice during the semester they registered into their programs. Please click [here](#) for the publication requirements to which the students are subject.**  
NOTE: According to the YTU Senate Code of Practice on Graduate Education Regulations dated January 12<sup>th</sup>, 2021, No. 2021/01-10, the following statement “**To become involved as a scholarship holder/researcher/manager in a completed or ongoing national/international R&D project outside higher education institutions or to have submitted a project proposal and not have received rejection due to format**” was added to the Ph.D. students’ publication requirements 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) according to the deadlines of the graduation calendar published on our website.

## 2. For MSc. Students to be able to graduate;

- 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. **All students are subject to the YTU Senate Code of Practice on Graduate Education Regulations in practice during the semester they registered into their programs. Please click [here](#) for the publication requirements to which the students are subject.**
- 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) according to the deadlines of the graduation calendar published on our website.
- 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 2021-2022 Academic Year Fall Semester will be deleted after following 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 2021-2022 Academic Year Spring Semester.**

## 9. 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. For the Integrated Ph.D. Students registered into the program with a bachelor's degree, at least 8 (eight) of the 14 (fourteen) courses, excluding the Research Methods and Scientific Ethics and Seminar Courses, must correspond to the total course load to be completed within the first 6 semesters of the graduate education are comprised of the courses within the curriculum of the department and include the minimum number of obligatory courses within the program. Integrated Ph.D. Students can only take 6 (six) courses from other departments or graduate courses from other higher education institutions, which can be transferred into the total course load during the graduate education of the students.
6. The students can take a maximum of 4 (four) graduate courses from other higher education institutions with the approval by 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.

## 10. 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.