

## **SECTION 1- THE POINTS TO CONSIDER DURING REGISTRATIONS**

### **1. Designation of the Advisors**

- ❖ The advisors must be designated until the end of the 1st Semester for the MSc. Students and until the end of 2nd Semester for the Ph.D. students. 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. Thesis Monitoring Committee Reports**

- ❖ **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.**
- ❖ **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 28<sup>th</sup> June, Friday must be sent to the graduate school by 3<sup>rd</sup> July Wednesday the latest through online document management system. The reports sent after the deadline will not be processed.

### **3. Course Add/Drop Procedures**

- ❖ **Please click [here](#) for the Course Plans of All Graduate Programs (obligatory-selective courses)**
- ❖ 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 second advisor approvals, the final course lists are completed.

**NOTE: There will be no course adding after the final approval of the advisors.**

- ❖ The updated regulations dictate obligatory courses within the curriculum ([Please click here for the list of course plans](#)). The students who were registered into the graduate programs **as of 2017/2018 Academic Year Fall Semester** must take all of the obligatory courses stated in the list of courses specified for their programs.
- ❖ 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**, are 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 of the department, can be graduate courses from other departments or can be graduate courses from other higher education institutions.
- ❖ All students must take **the Thesis Course, Field Specialization Course and Seminar Course** from their departments.  
**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.**
- ❖ **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.
- ❖ 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.
- ❖ The course substitution has been removed from practice as new regulation 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. Also, they are not to submit any petitions for course substitution.

- ❖ 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.
- ❖ **The registrations of the graduate students who have not completed their course loads within the maximum periods stated in the YTU Senate Code of Practice for Graduate Education will be deleted as of the end of 2018-2019 Academic Year Fall Semester. Because of the entering of the grades of the re-sit exams into GSIS system and the course add/drop week of 2018/2019 Academic Year Spring Semester, the deletion of registrations will extend into the course add/drop week. During the time, the students who have not yet been able to complete their course load 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. **For the MSc. and Ph.D. Students registered before 2016/2017 Fall Semester:**

- ❖ The maximum periods for the students registered before 2016/2017 Fall Semester are calculated as of 2016/2017 Fall Semester.
- ❖ **MSc. STUDENTS Registered Before 2016/2017 Fall Semester**
  - **The Course Stage** is a maximum of 4 semesters and the registrations of the students who have not been able to complete the course stage during this period were deleted as of the end of 2017/2018 Academic Year Spring Semester. The deletion of registrations of those students are still in progress as the procedure takes place after the files of the students are examined. The students who have not been able to complete the course stage and whose registrations have not been deleted yet **must not make any tuition fee payments and must not add any courses** during the course add/drop week.
  - **For MSc. Course stage, the students must meet the minimum criteria of 7 courses (21 credits and at least CB) + 1 Seminar Course.**
  - The MSc. Students who have completed the course stage have 2 more semesters to complete their MSc. Theses. The maximum period for an MSc. Program is 6 semesters, so those students must submit their theses by the end of 2018-2019 Academic Year Spring Semester.  
**Otherwise, their registrations will be deleted.**
  - **For MSc. Graduation: 7 courses (21 credits and at least CB) + 1 Seminar + MSc. Thesis Course + MSc. Specialization Field Course**
  - All students who are on thesis stage must add **MSc. Thesis Course and MSc. Specialization Field Course** and must pass them at the end of the semester they would like to graduate.

- **Publication Requirements:** 2014 YTU Senate Code of Practice on Graduate Education applies.

❖ **PH.D. STUDENTS Registered Before 2016/2017 Fall Semester**

- **The Course Stage** is a maximum of 4 semesters and the registrations of the students who have not been able to complete the course stage during this period were deleted as of the end of 2017/2018 Academic Year Spring Semester. The deletion of registrations of those students are still in progress as the procedure takes place after the files of the students are examined. The students who have not been able to complete the course stage and whose registrations have not been deleted yet **must not make any tuition fee payments and must not add any courses** during the course add/drop week.

**For Ph.D. Course Stage: 8 courses (24 Credits and at least BB) or 7 Courses (21 Credits and at least BB) + Scientific Methods and Research Ethics + Ph.D. Seminar Course (6001) + 3 CGPA**

- The Ph.D. Students who have completed the course stage have 8 more semesters to complete their Ph.D. Theses. The maximum period for a Ph.D. Program is 12 semesters, so those students must submit their theses by the end of the maximum period. **Otherwise, their registrations will be deleted.**
- **For Ph.D. Qualifying Exam Stage:** The students must complete the course stage. (As of 2016/2017 Academic Year Fall Semester, the students who have never taken the Ph.D. Qualifying Exam and failed must take the Ph.D. Qualifying Exam during their 5<sup>th</sup> semester the latest. Otherwise, they will be considered to have the first failure of the exam).
- **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 failure of submission of the Thesis Monitoring Committee Report.
- **For Ph.D. graduation:**  
8 Courses (24 Credits and at least BB) + Ph.D. Thesis Course + Ph.D. Specialization Field Course  
**OR**  
7 Courses (21 Credits and at least BB) + Ph.D. Seminar (6001) + Scientific Methods and Research Ethics + Ph.D. Thesis Course + Ph.D. Specialization Field Course
- All students who are on thesis stage must add **Ph.D. Thesis Course and Ph.D. Specialization Field Course** and must pass them at the end of the semester they would like to graduate.

**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.**

- **Publication Requirements:** 2014 YTU Senate Code of Practice on Graduate Education applies (For articles submitted to journals, acceptance letter is obligatory).

**5. For the MSc. and Ph.D. students registered as of 2016/2017 Academic Year Fall Semester**

- ❖ To complete the course stage, the students must take the **Research Methods and Scientific Ethics** course. Also, the Ph.D. students must take **Seminar (6001)** course as of this semester.
- ❖ **Obligatory Course Regulation:** The MSc. and Ph.D. students registered as of **2017/2018 Academic Year Fall Semester** must take all the obligatory courses stated in the list of courses specified for their programs by their Departments.

❖ **MSc. STUDENTS registered as of 2016/2017 Academic Year Fall Semester**

- **The Course Stage** is a maximum of 4 semesters and the registrations of the students who have not been able to complete the course stage during this period will be deleted. The registrations of the students who were registered as of **2016/2017 Academic Year Fall Semester** and who could not complete their course load as of the end of **2017/2018 Academic Year Spring Semester** were deleted. The deletion of registrations of those students are still in progress as the procedure takes place after the files of the students are examined. **The students who have not been able to complete the course stage and whose registrations have not been deleted yet must not make any tuition fee payments and must not add any courses during the course add/drop week.**
- The procedures for the deletion of registrations of the students who were registered as of **2016/2017 Academic Year Spring Semester** and could not complete their course load as of the end of **2018/2019 Academic Year Fall Semester** is still ongoing. **The students who have not been able to complete the course stage and whose registrations have not been deleted yet must not make any tuition fee payments and must not add any courses during the course add/drop week.**

- The MSc. Students who have completed the course stage have 2 more semesters to complete their MSc. Theses. The maximum period for an MSc. Program is 6 semesters, so those students must submit their theses by the end of the maximum period. **Otherwise, their registrations will be deleted.** For instance, the students registered as of 2016/2017 Academic Year Fall Semester must complete their theses by the end of 2018-2019 Academic Year Spring Semester taking the deadline on the graduation calendar into consideration. Otherwise, their registrations will be cancelled.
- For MSc. course stage: 7 courses (21 Credits and at least CB) + MSc. Seminar (5001) + Research Methods and Scientific Ethics Course
- For MSc. Graduation: 7 courses (21 Credits and at least CB) + MSc. Seminar (5001) + Research Methods and Scientific Ethics Course + MSc. Thesis Course + MSc. Specialization Field Course
- All students who are on thesis stage must add MSc. Thesis Course and MSc. Specialization Field Course and must pass them at the end of the semester they would like to graduate.
- **Publication Requirements:** 2016 YTU Senate Code Practice on Graduate Education Publication Requirements apply to all students registered as of **2016/2017 Academic Year Spring Semester** (2018 YTU Senate Code of Practice on Graduate Education features the same publication requirements).

❖ **PH.D. STUDENTS registered as of 2016/2017 Academic Year Spring Semester**

- **The Course Stage** is a maximum of 4 semesters and the registrations of the students who have not been able to complete the course stage during this period will be deleted. The registrations of the students who were registered as of **2016/2017 Academic Year Fall Semester** and who have not been able to complete the course stage during this period were deleted as of the end of 2017/2018 Academic Year Spring Semester. The deletion of registrations of those students are still in progress as the procedure takes place after the files of the students are examined. The students who have not been able to complete the course stage and whose registrations have not been deleted yet **must not make any tuition fee payments and must not add any courses** during the course add/drop week.
- The procedures for the deletion of registrations of the students who were registered as of **2016/2017 Academic Year Spring Semester** and could not complete their course load as of the end of **2018/2019 Academic Year Fall Semester** is still ongoing. **The students who have not been able to complete the course stage and whose registrations have not been deleted yet must not make any tuition fee payments and must not add any courses during the course add/drop week.**



- The Ph.D. Students who have completed the course stage have 8 more semesters to complete their Ph.D. Theses. The maximum period for a Ph.D. Program is 12 semesters, so those students must submit their theses by the end of the maximum period. **Otherwise, their registrations will be deleted.**
- **For Ph.D. Course Stage:** 7 Courses (21 Credits and at least BB) + Scientific Methods and Research Ethics + Ph.D. Seminar Course (6001)
- **For Ph.D. Qualifying Exam Stage:** 7 courses (21 Credits and at least BB) + Scientific Methods and Research Ethics Course + Ph.D. Seminar (6001). **(The students who have never taken the Ph.D. Qualifying Exam and failed must take the Ph.D. Qualifying Exam during their 5<sup>th</sup> semester the latest. Otherwise, they will be considered to have the first failure of the exam).**
- All students who are on thesis stage must add **Ph.D. Thesis Course and Ph.D. Specialization Field Course** and must pass them at the end of the semester they would like to graduate.
- **For Ph.D. Graduation:** 7 Courses (21 Credits and at least BB) + Ph.D. Seminar (6001) + Scientific Methods and Research Ethics Course + Ph.D. Thesis Course + Ph.D. Specialization Field Course + **At least 3 successfully submitted Thesis Monitoring Committee Reports**
- All students who are on thesis stage must add **Ph.D. Thesis Course and Ph.D. Specialization Field Course** and must pass them at the end of the semester they would like to graduate.  
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- **Publication Requirements:** 2016 YTU Senate Code Practice on Graduate Education Publication Requirements apply to all students registered as of **2016/2017 Academic Year Spring Semester** (2018 YTU Senate Code of Practice on Graduate Education features the same publication requirements).

#### 6. **Non-Thesis MSc. Students:**

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

## 7. Deletion of Registration (Failure)

- ❖ **The registrations of the graduate students who have not completed their course loads within the maximum periods stated in the YTU Senate Code of Practice for Graduate Education will be deleted as of the end of 2018-2019 Academic Year Fall Semester. Because of the entering of the grades of the re-sit exams into GSIS system and the course add/drop week of 2018/2019 Academic Year Spring Semester, the deletion of registrations will extend into the course add/drop week. During the time, the students who have not yet been able to complete their course load 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.**
- ❖ **The registrations of the students who fail or cannot complete the program at the end of the designated maximum periods are deleted.**
- ❖ **The registrations of the students who fail at the end of two semesters designated for the Scientific Preparation Program are deleted.**
- ❖ For MSc. programs, the registrations of the students
  - who cannot complete the obligatory credit/non-credit course load of the program during graduate education at the end of four semesters with a minimum CGPA of 2.50/4.00
  - who fail the thesis within the maximum period
  - who do not take the thesis defense exam or who cannot meet the requirements to take the thesis defense exam
  - whose thesis work are denied by failure**are deleted.**
- ❖ 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.
- ❖ For Ph.D. programs, the registrations of the students
  - who cannot complete the obligatory credit/non-credit course load of the program during graduate education at the end of four semesters for the students who got admission into the program with a Master's Degree or at the end of six semesters for the students who got admission into the program with a Bachelor's Degree with a minimum CGPA of 3.00/4.00
  - who fail the thesis within the maximum period
  - who fail the Ph.D. Qualifying Exam twice
  - who got failure from the Thesis Proposal twice



- who got failure from the Thesis Monitoring Committee **twice successively** or **thrice in total**
- who do not take the thesis defense exam or who cannot meet the requirements to take the thesis defense exam
- whose thesis work are denied by failure

**are deleted.**

## **SECTION 2. THE UPDATED REGULATIONS IN THE YTU SENATE CODE OF PRACTICE ON GRADUATE EDUCATION**

### **1. For the Students with Compulsory Scientific Preparation:**

- 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.
- The Toplamda en az 9 (dokuz) kredilik lisansüstü ders alan bilimsel hazırlık öğrencilerinin intibaki ikinci yarıyla yapılır.
- 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.
- The scientific preparatory courses are not included in the CGPA.

### **2. Course Substitution:**

- All the courses the students have taken so far will be included on their transcript and only the ones they successfully completed will be calculated in the CGPA. Therefore, the students will not need to substitute the courses they have failed with others
- If the students whose registrations were deleted for any reasons qualify for registration again for the same program, only 5 (five) of the courses can be transferred to the current course load.
- The students can transfer a maximum of 3 (three) courses to their program if they have taken and passed courses as a special student before from the same program and they can transfer a maximum of 2 (two) courses to their program if they have taken and passed courses from other programs of the Graduate School of Science and Engineering.
- The transfer of the Research Methods and Scientific Ethics Course from the graduate level is carried out separately.

### 3. Co-Supervision:

- A co-supervisor can be designated from the faculty members or individuals with a Ph.D. degree from organizations other than universities with the nomination of the supervisor, the approval of the department and the decision of the Executive Board of the Graduate School in case of the quality of the thesis work requires more than one supervisor.

### 4. Ph.D. Qualifying Exam

- The Ph.D. Qualifying Written Exam Stage one and stage two scores was updated as 60/100. The Average Score of Stage 1 and Stage 2 Ph.D. Qualifying Written Exam must be 70/100. The Average Score of Ph.D. Qualifying Written and Oral Exams are 70/100.

### 5. Ph.D. Thesis Monitoring Committee Report

- To be exempt from the Thesis Monitoring Committee Report during the relevant Thesis Monitoring Committee Report Submission Period due to health issues (with an official report), the student must submit a petition to the department with the attached report to the department within 15 (fifteen) days after the health issue has become present. With the approval from the department and the decision by the relevant graduate school executive board, the student can be exempt from the Thesis Monitoring Committee Report Submission during the relevant period.

### 6. Measurement and Assessment:

- The following achievement grades can be used for grading the thesis courses:

Thesis In-Progress Successful	TD	Attending and successful in Thesis courses
Thesis In-Progress Unsuccessful	TDZ	Attending but unsuccessful in Thesis courses
Thesis-Not-In-Progress Unsuccessful	TZZ	Not attending and unsuccessful in Thesis courses

- The CGPA is the value attained through a calculation where the numerical value of the grade from each of the courses a student achieved is multiplied by the credit of the relevant course and the sum of the result of each course is divided by the sum of the credits of the relevant courses. The result is rounded up in two-digit decimals after the integer.
- The CGPA is calculated over all the courses a student has achieved. The courses a student has failed is not calculated in CGPA. However, all the courses added by a student are included in the transcript of records.

## **7. Leave of Absence and Reserve of the Rights:**

- The student who wants to take a leave of absence must submit a petition stating his/her request to be given leave of absence with the relevant documentation within the 15 (fifteen) days after the excuse has become present to the graduate school through the department.

## **8. The Seminar Course:**

- The Seminar Course must be taken from the relevant department and can only be added **as of the start of the second semester and by the students with designated supervisors**. The minimum achievement grade of the course is CB for MSc. Degree and BB for Ph.D. Degree. The grade is not calculated in CGPA.
- Providing that the seminar course has been added before the start of the second semester or by the students without designated supervisors, the Seminar Course will be deleted automatically from those students course schedules.