

# **RULES AND REGULATIONS OF** **IAM**

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# **ADMISSION**

## **1. APPLICATIONS FOR GRADUATE PROGRAMS**

### **Time of application**

- Deadline for fall semester is the 30<sup>th</sup> of April.
- Deadline for spring semester is the 30<sup>th</sup> of November.

### **Required documents**

- The application form (available on our website).
- Two letters of recommendation.
- The original application pay-slip.
- Original undergraduate transcript.
- With respect to the regulations which were published in the official newspaper on the 23<sup>rd</sup> of December 2003, a photocopy of the LES exam score:
  - For graduate programs, the minimum limit is 45.
  - For Ph.D from undergraduate, the minimum limit is 50.
  - For Ph.D from graduate, the minimum limit is 60, and for CGPA the minimum limit is 3.00.
- A photocopy of an English Test score (Minimum Limit: İYS=65, TOEFL new=190, TOEFL old=520, IELTS=6.5, FCE=B, CAE=C, CPE=C).
- According to the decision of the University Senate on the 17th of February 2004:
  - the exam scores which have been mentioned above are valid for two years. Any scores which are older than two years at the time of application will not be accepted.
  - an English test score paper is not required for students who have been students at METU for at least one semester in the last four semesters.
  - a current English test score paper is not required for students who have PhD qualification. The English test score papers which were submitted during the application process are acceptable.

Application to graduate programs can be performed on the internet. Once the online form is completed, it is frozen until all the requested documents are transmitted to the Institute of Applied Mathematics before the deadline.

The students who are accepted to the graduate and Ph.D programs cannot be accepted to the School of Foreign Languages (except for “OYP/35”).

### **Implementation**

The documents which have been received by the Institute are stored on the computer.

- The documents are sent in writing to the related program director once they are completed.
- If the documents are not completed, they are left and the candidate shall be informed by e-mail

It is at the convenience of the Institute ABD director as to who starts semesters. A student is recommended to sign up for two semesters if his/her KPDS result is less than 60 or İYS is less than 55, and one semester if his/her KPDS result is between 61 and 69 and his/her İYS result is between 59 and 64.

A student who attended or graduated from a higher education institution and wants to increase his/her knowledge in a specific area can be accepted as a **special student** with the proposal of EADB and the consent of the Institute Board of Directors.

After the decision has been taken by Institute Administrative Committee:

- a copy of it is sent to Registrar's Office
- a copy of it is kept in the Institute
- The Acceptance/Rejection letters are sent to the candidates by e-mail.

## **2. LATE REGISTRATION**

### **Required Documents:**

- The Application form of the student, clarifying his/her reasons for not registering during the registration and add-drop periods, to the relevant department's administration.
- The Approval of the relevant department's administration in which the student has registered.

### **Conditions:**

Students must register for the program in the month after the add-drop period.

After the decision of the Institute Administrative Committee:

- A copy of it is sent to the Registrar's Office.
- A copy of it is sent to the relevant department's administration.
- A copy of it is kept in the Institute.
- The applicant is informed about the situation.

## **3. ADD-DROP**

The calendar and rules concerning ADD-DROP period will be announced by the registers office. The student is should check the web-site of METU for details.

### **3.1 LATE ADD-DROP**

**Registration Period:** The students should register for the program in the month after the add-drop period (except for the thesis and "special studies" courses).

### **Required Documents:**

- The Application form of the student, clarifying his/her reasons for not registering in the registration and add-drop periods, to the relevant department's administration.
- The document which has been given by the lecturer that proves the attendance of the student in the course to be added.
- The Approval of the relevant department's administration.
- The Approval of the advisor.

After the decision of the Institute Administrative Committee (Institute Administrative Committee):

- A copy of it is sent to the Registrar's Office (Registrar's Office).
- A copy of it is sent to the relevant department's administration.
- A copy of it is kept at the Institute.

## **4. SCIENTIFIC PREPARATION PROGRAM (SPP)**

### **4.1 ADMISSION TO SCIENTIFIC PREPARATION PROGRAM**

**Period of Application:** Until the last day of the add-drop period in the related term.

**Required Documents:**

The Registration form for the scientific preparation program

**Conditions:**

SPP is limited to one academic year and 18 credits. The courses consist of undergraduate courses approaching the level of M.Sc.. For the students accepted to SPP:

- The registration form for SPP and the status of application must be sent to Registrar's Office.
- If the registration form is not given during the acceptance period, it must be sent to the Institute before the end of the add-drop period in the related term.
- For the student, it is required to have at least DD grade for the M.Sc. courses of SPP. The program must be completed with a 2.00 cumulative average.
- It is required to have at least CC for the PhD courses of SPP. The program must be completed with a 2.50 cumulative average.

**The courses for students of SPP with respect to the programs are the following:**

Financial Mathematics:

I.Term: Math 260 and/or Math250 with one or two courses suggested by the Institute.

Cryptography:

Two courses of Math365, Math367 and Math 368.

### **4.2. CHANGE OF SCIENTIFIC PREPARATION PROGRAM**

**Period of Application:** Until the last day of the add-drop period in the related term.

**Required Documents:**

- The registration form for the scientific preparation program.
- The approval document prepared by the program that the student is registered to.

After the decision by Institute Administrative Committee:

-one copy of it is sent to Registrar's Office.

-one copy of it is sent to the related program Office.

-one copy is kept at the Institute.

-The student is informed about the situation.

## **5. ACCEPTANCE OF STUDENTS WHICH HAVE BEEN DISMISSED**

- A student, who has attended to a master or doctorate program and has been dismissed, can be accepted to a program according to the opinion of the relevant department's administration.
- To replace a course from a previous program, the previous 6 semesters for master program or the previous 14 semesters for doctorate program (including the empty semesters and semesters under permission) are reviewed and the courses in the corresponding range can be accepted according to the opinion of the department administration.

## **6. CONDITIONS FOR DISMISSAL FROM GRADUATE PROGRAMS**

- A postgraduate or Ph.D student whose CGPA is less than 1.50 at the end of the first semester.
- A student whose CGPA is less than 2.00 at the end of the second semester or thereafter.
- A student whose classes (500,600) which are relevant to their postgraduate or Ph.D program have been classified as 'U' for twice consecutively or three times non-consecutively.
- A student who has not completed their courses as designated by program in:
  - Postgraduate programs with thesis and Ph.D programs that are registered with the degree of Postgraduate 4.
  - Postgraduate programs without thesis and Ph.D programs that are registered with the degree of Postgraduate 6.
  - Semesters and/or the students whose CGPA is less than 3.0 at the end of the program.
- A student whose thesis is refused by the Committee.
- A student whose corrected theses is refused by the Committee.
- The doctoral qualification Committee can request students to take additional courses even if they have completed their course load. The additional courses with credit must have NI status and the student must have less than CB. The students who can not complete their courses with these requirements shall be dismissed (this article was added to the general regulations on November 2003 and shall be put into practice in the second semester of the Academic Year 2003 –2004).
- A student whose thesis is refused for the second time.
- A postgraduate student who cannot complete the program in the time required.

A student who falls into any of the above criteria will be dismissed from the program to which they are registered.

The minimum grade for passing the course is CC for postgraduate students and CB for Ph.D students.

# **COURSES**

IAM students may take undergraduate courses. For doctoral students who hold a masters degree, these courses do not count as part of the doctoral course or credits. However for students not from this group, at most two of these courses may be counted to their course load and credits.

## **1. REPLACEMENT OF A COURSE IN THE PROGRAM**

Replacement of a course in the program should be done on the computer. If it cannot be done on the computer, it can be done according to opinion of Institute Administrative Committee.

### **Required Documents:**

- The Registration document of the student taken from the relevant department administration.
- The Approval of the relevant department's administration.
- The Approval of the advisor.

### **Conditions:**

This procedure can only be done in the student's last semester or in case of the dismissal of the student.

### **Cancellation of the Replacement of a Course in the Program**

In general these are the replacements that have been done incorrectly on the computer.

### **Required Documents:**

- The Registration document of the student taken from the relevant department's administration.
- The Approval of the cancellation of the relevant department's administration.
- The Approval of the advisor.

Once the decision of the Institute Administrative Committee is taken:

- A copy of it is sent to the Registrar's Office.
- A copy of it is sent to the relevant department's administration.
- A copy of it is kept at the Institute.
- The applicant is informed about the situation.

## **2. REPLACEMENT OF A COURSE OUT OF THE PROGRAM**

### **General Rules:**

- A student must be registered for a Scientific Preparation program.
- Most of the courses to complete program should have been taken from the Institute.

- Student can apply in the second semester after starting the program. However in cases where that semester is dropped, it is expected to be done in first semester.
- For each of the three courses that are counted, one semester program is dropped.
  - Between 1-5 courses to be counted in the first semester.
  - Between 6-8 courses shall not be counted in the second semester.
- When counting non credit courses, semester is not dropped.
- In PhD programs, 4XX coded courses are not counted as course load.
- A counted course is not used for counting again in the program.
- The courses taken from other universities are assessed as 'S'.
- In case of counting courses taken from the other universities, the number of courses can not exceed two and they cannot be below BB.

## **2.1 COUNTING THE COURSES TAKEN AS A SPECIAL STUDENT**

### **Documents Needed:**

- The application form from program.
- Course counting form.
- The Transcript of the counted courses.

A maximum of 3 courses can be taken as a special student. The counted courses must have been taken within the last four semesters.

## **2.2 COUNTING OF THE COURSES TAKEN DURING THE SCIENTIFIC PREPARATORY PROGRAM**

### **Documents Required:**

- The application form from program.
- Course counting form.
- The Transcript of the counted courses.

## **2.3 COUNTING OF THE COURSES TAKEN FROM THE OTHER UNIVERSITIES**

### **Documents Required:**

- The Application form from program
- Course counting form.
- The Transcript of the counted courses (These courses must not be counted toward a degree and the grades must be at least BB. The courses must have been completed in the last 6 semesters for Master's and 14 semesters for PhD).
- Information Catalog of the course.

## **2.4 COUNTING OF THE COURSES TAKEN FROM OLDER PROGRAMS**

### **Documents Required:**

- The Application form from program.
- Course counting form.
- The Transcript of the counted courses (the grades that are related with these courses must be at least BB. However, the grades CC and CB can be accepted given the recommendation of the ministry of program. The courses must have been completed in the last 6 semesters for Master's and 14 semesters for PhD).

### **Application:**

- In case of counting the courses that have been taken in our university, the course grades must be at least BB. However, grades below BB that are accepted by the ministry of program can be counted (For Master's degree, they should be at least CC, for PhD degree, they should at least be CB).

## **2.5 COUNTING OF THE COURSES TAKEN AS NI FROM AN OLD PROGRAM**

### **Documents Required:**

- The Application form from program
- .
- Course counting form.
- The Transcript of the counted courses (The grades that are related with these courses must be at least BB. However, the grades CC and CB can be accepted given the recommendation of the ministry of program. The courses must have been completed in the last 6 semesters for Master's and 14 semesters for PhD).

After the decision is taken by Institute Administrative Committee:

- One copy of it is sent to Registrar's Office.
- One copy of it is sent to the related ministry of program.
- One copy of it is left at the Institute.
- The student is informed about the situation.

## **2.6 COUNTING OF THE COURSES FOR THE STUDENTS ENROLLED IN MORE THAN ONE PROGRAM**

- The students enrolled on more than one master program can count 3 courses equivalent to IAM courses taken from another program.
- The registration for the courses should be done on the computer system.

## **2.7 COUNTING ELECTIVE AS MUST COURSES**

- If the courses taken during the undergraduate program contain any of the must courses, elective courses can be taken instead of these courses.  
E.g. 530, 521-520



### **Documents Required:**

- The application petition to program in which the student declares that the courses should be counted as must courses.
- The Approval prepared by the program to which the student is registered.
- The Approval of the advisor.

After the decision is taken by Institute Administrative Committee:

- One copy of it is sent to Registrar's Office.
- One copy of it is sent to the related ministry of program.
- One copy of it is left at the Institute.
- The student is informed about the situation.

### **3. TAKING A COURSE FROM ANOTHER UNIVERSITY WHILE ENROLLED IN THE PROGRAM**

#### **Documents Needed:**

- The application petition to program in which the student declares that the course should be counted as a must course.
- The Approval prepared by the program to which the student is registered.
- The information catalog of the course that belongs to the other university.
- The Approval of the advisor.

#### **Practice:**

- The Admission procedure is carried out by writing an approval letter to the related Institute in the University at the end of the semester.
- The courses taken from other universities which have at least 3 credits are assessed as 'S' (the grade of the courses must be at least BB).
- The courses taken from other universities can be counted as course load (no more than two courses can be counted).

After the decision is taken by Institute Administrative Committee:

- One copy of it is sent to Registrar's Office.
- One copy of it is sent to the related ministry of program.
- One copy, together with the approval letter, is sent to the related Institute of the University.
- One copy of it is left at the Institute.
- The student is informed about the situation.

# **CONDITIONS FOR LEAVE OF ABSENCE**

All graduate students may take permissions for at most 4 semesters under the the following reasons.

## **1. HEALTH**

**Period of Application:** Any time.

### **Required Documents:**

- Cahier of the student.
- A committee report arranged by the hospital (comprising 1/3 of the semester, for at least 35 days)\*.
- The Document showing the validity of the committee report as arranged by the METU Medical Centre.
- The opinion of the advisor.
- The Student Permission Form signed by the program director.

**Period of Permission:** Up to the duration approved by METU Medical Centre.

## **2. EDUCATION**

**Period of Application:** The student's cahier date is the last day of the add-drop period in the related semester.

### **Conditions of Permission: \*\***

The students who are successful in the related semester can apply for permission.

- For the First semester, grades must be more than 2.00
- For the Second and third semester, grades must be more than 2.50
- For the Fourth semester, grades must be more than 3.00

### **Required Documents:**

- The Cahier of the student.
- The document stating the length of time in which the student stays in university or in the research centre for his/her thesis.
- The document showing the scholarship for beneficiary students.
- The opinion of the advisor.
- The Student Permission Form signed by the program director.

(\*)**A:** The reports taken by students during their education at the university, METU Medical Centre or the hospitals where METU Medical Centre directed to.

**B:** For the reports taken from special hospitals, the approval of METU Medical Centre is required.

(\*\*) **A.** The permission is not given to the students of Scientific Preparatory.

**B.** The permission is not given to the students who are appreciated by the jury and given additional time.

**Time of permission:** Unless students obtain specific permission for studying on their theses at the time of acceptance, the time given is one term.

### **3. MILITARY SERVICE**

#### **3.1 TO BE CALLED UP TO MILITARY SERVICE**

**Time of application:** The last date on which the students can submit their petitions is the deadline of the add-drop period.

**Required Documents:**

- The petition of the student.
- The document of showing call up.
- The opinion of the advisor.
- The student permission form signed by the program director.

**Requirements**

At least one semester must be completed and the criteria of achievement (mentioned above) must be fulfilled in the related semester.

- For the First semester, grades must be more than 2.00
- For the Second and third semester, grades must be more than 2.50
- For the Fourth semester, grades must be more than 3.00

**Time of permission:** The recruitment time.

#### **3.2 IF CONDITIONED RECRUITMENT IS ASKED**

**Time of application:** The last date for the student to submit the petition is the deadline of the add-drop period.

**Requirements:**

At least one semester must be completed and the criteria of success (mentioned above) must be fulfilled in the related semester.

- For the First semester, the grades should be more than 2.00
- For the second and third semester, the grades should be more than 2.50
- For the Fourth semester, the grades should be more than 3.00

The document of call up must be submitted to Registrar's Office before the date which is specified in the Institute Administrative Committee decision.

**Required Documents:**

- The petition of the student.
- The opinion of the advisor.
- The student permission form signed by the program director.

**Period of Permission:** The Period of military service.

(\***A.**No permission is given to the scientific preparation students.

**B.**No permission is given to students taking the jury and continuation.

(\*\***A.** If the student has not been registered and has not taken the military service yet, this status can be re-evaluated.

## **4. MONETARY**

### **Period of Application:**

The student's last cahier date is the last day of the add-drop period in the related term (it is not important for the student to be registered or to give the money).

### **Conditions of Permission:**

- No permission is given to scientific the preparation students.
- No permission is given to students taking the jury and continuation.
- In cases where students request permission for the reason of working, they should fill in the form of approval.
- No permission is given to the research assistants in the university.
- For students attending the university for at least one semester, the following criteria of achievement is required (teachers who work in schools related to MEB or military officers may be exceptional).
  - For the First semester, grades must be more than 2.00
  - For the Second and third semester, grades must be more than 2.50
  - For the Fourth semester, grades must be more than 3.00

### **Required Documents:**

- The Cahier of the student.
- The Document for the Employee given by the association.
- The approval form given by the association.
- The opinion of the advisor.
- The Student Permission Form signed by the program director.

### **Period of Permission:**

- In Ankara: only for 1 term.
- Out of Ankara: for 1 or 2 terms.
- For teachers working in government schools (in or out of Ankara): for 1 or 2 terms.

**Application:**

- If the period of application is less than one third of the term, for the probable missing of an exam, a form of “incompletion” or an early exam right (without Institute Administrative Committee decision) is sent to program.
- In cases of assignation for teachers and military students, even if they apply after the end of the add-drop period, their applications may be evaluated.

**5. OTHERS\*****Period of Application:**

The student’s last cahier date is the last day of the add-drop period in the related term.

**5.1 Students admitted from other universities for M.Sc. and Ph.D. Programs.****Conditions of Permission:**

For attending school for at least one term ,the following criteria of achievement are required:

- For the First semester, grades must be more than 2.00
- For the Second and third semester, grades must be more than 2.50
- For the Fourth semester, grades must be more than 3.00

**Required Documents:**

- The Cahier of the student.
- The document for students showing the time, place and for how long the student stays in the university for M.Sc. and PhD programs (this is permitted only if he/she is registered for the related program).
- The opinion of the advisor.
- Student Permission Form signed by the program director.

**Period of Permission:** The permission is given for one semester, if the student asks again.

**5.2 FAMILY REASONS****Conditions of Permission:**

- An official document showing that a family member has a sickness.
- An official document showing the military service of the husband.
- Any other similar reason.

(\*) No permission is given to Scientific Preparation Students.

**Required Documents:**

- The Cahier of the student.
- The official document showing that the family has problems.
- The opinion of the advisor.
- The Student Permission Form signed by the program director.

**Period of Permission:** The duration stated in the documents.

After the decision of The Institute Director Committee:

- one copy of it is sent to Registrar's Office.
- one copy of it is sent to the related program.
- one copy is kept at the Institute.
- the student is informed about the situation.

After the Rector's approval is sent by Registrar's Office, the information is recorded on the computer and logged in the files of the Institute.

# **THESIS WORK**

## **1. THESIS WORK**

Master program with thesis is expected to be completed within 4 semesters. Students that completed the required courses and seminar course but could not complete the thesis work in this period can be given a minimum of two additional semesters to complete the thesis work, subject to the director of the Program.

## **2. ASSIGNMENT OF A THESIS ADVISOR**

- With regarding to theses: the assignment of a thesis advisor, the common thesis advisor's assignments, theses' titles and related changes concerning the theses are shown in the program numbered 71 on the computer system. After getting the approval of graduate students, thesis advisors (if there are common thesis advisors) and program Office, the approved list showing the process that is performed in that week is sent to the Institute by the program Office.
- For the M.Sc. and PhD Programs, thesis advisor assignment processes should be performed by the end of the second term of the student and each thesis should be shaped as a BAP project. A student who does not prepare a thesis in the program is assigned to a project advisor by the end of the third term.
- If the assignments are accepted by the Institute, the printouts are sent Institute Administrative Committee for approval using the program numbered 71.
- Originals of the approved forms signed at Institute Administrative Committee are sent to the program Office.
- The assignments rejected by the Institute are announced verbally to the related program.

## **3. MASTER'S THESIS FOLLOW-UP BOARD**

- For each student of the Institute program with thesis: from the related program office, the thesis follow-up board is set up and comprises at least 3 people (with one of them out of the ABD). This board is set up by the end of the first year of the student and the student is required to present in October, February and May(3 times a year).

After the decision is taken by Institute Administrative Committee:

- the original form is sent to related program Office.
- one copy is kept at the Institute .
- the student is informed about the situation.

## **4. DOCTORAL PROGRAM**

The maximum period to complete course work is 4 semesters for students holding a masters degree and 6 semesters for students accepted with a bachelor's degree doctoral program must be completed within 8 semesters by students who hold a masters degree and within 10 semesters by students holding a bachelor's degree However in the regulations may complete

the program in a shorter period of time. Students who have completed the required course work, passed the doctoral qualifying examination and whose thesis proposal have been accepted, but could not complete the thesis work until the end of the eighth semester may be given a maximum of 4 additional semester of complete thesis work.

## **5. Ph.D QUALIFYING COMMITTEE:**

- The Ph.D. qualifying committee will be appointed for three years by the director of program and the board of directors of the Institute. This committee will perform the announcements for Ph.D qualifying exams and their contents. At the least, these five committee members should have a Ph.D degree.

## **6. Ph.D QUALIFYING EXAM:**

**The Application Time:** Until April for the Ph.D qualifying exam performed in May  
Until October for the Ph.D qualifying exam performed in November

### **Required Documents:**

- The Application Form of the student to program.
- An English test result showing that proficiency level has been achieved.
- The list taken from program presidency that shows the names of the students who will enter the Ph.D qualifying exam.

### **Practice:**

- It has a written and oral component and is done two times in a year - in May and November.
- The Ph.D students that have completed all the courses related to the Ph.D qualifying exam or the students that are approved by the program, who have sufficient knowledge in the related areas, will be submitted to Ph.D qualifying exam in their second semester at the latest.
- The students, who do not fit into the above criteria, will be taken to Ph.D qualifying exam no later than their second semester. The decision of the Ph.D qualifying committee will be sent to the related institute together with a written report in 3 days.
- If the students are successful in the qualifying exam and complete their required courses, then the Ph.D qualifying committee, will request extra courses of them. The status of these courses will be NI, and at least the CB grade should be obtained. If the students do not satisfy these conditions, then their relationship with the program will be terminated (this part of the regulations was added to the regulations in November 2003, and will become valid in the second Semester of the 2003-2004 term).

After the Ph.D qualifying exam written report arrives:

- the original copy is sent to Registrar's Office.
- a copy is kept at the Institute.
- the student will be informed about the situation.



## **7. “THESIS FOLLOWING” COMMITTEE APPOINTMENT**

### **The Application Time:**

The thesis following committee of a student, who was successful in the Ph.D qualifying exam, will be appointed in one month.

### **Required documents:**

The thesis following committee appointment form.

### **Conditions:**

The thesis following committee consists of three members: a thesis advisor and two lecturers (one of them outside and one of them inside the related program). The co-supervisor will only be a listener in the thesis following committee.

The appointment form of the thesis following committee, satisfying these conditions, shall be presented to the board of directors of the institute.

After the decision is taken by the Institute Administrative Committee:

- a copy is sent to the related program director.
- a copy is kept at the Institute.

## **8. THESIS PROPOSAL DEFENCE**

### **Practice:**

- The student will orally defend his/her thesis before the thesis following committee no later than six months after their appointment. The student will distribute his/her thesis proposal defence to the members at least 15 days in advance.
- The decision of the thesis following committee will be communicated to the related institute in the form of a written report within 3 days.
- A student, whose thesis proposal is not accepted, has the right to choose a new advisor and a new thesis subject. In this situation, a new thesis following committee will be appointed. The student who continues the program with the same thesis advisor will be required to defend their thesis proposals within 3 months. The student who changes their thesis advisor and thesis subjects will be required to defend their thesis proposal within 6 months. If the student's thesis proposal is subsequently not accepted, then their relationship with the program will be terminated.
- The thesis following committee of the student, whose thesis proposal has been accepted, will meet twice a year, between January-June and July-December.

After the thesis defence proposal written report arrives:

- the original copy is sent to Registrar's Office.
- a copy is kept at the Institute.

## 9. THESIS JURY APPOINTMENT

**Application duration:**The applications should be made at least 15 days before the date on which the thesis jury meet.

### Required documents:

The thesis jury appointment form.

Note: At least 15 days before the date on which the thesis jury meet, a preliminary copy of the thesis - appropriately prepared in the thesis format - must be submitted.

### Conditions:

- The master jury consists of five members, an advisor and four lecturers (at least one of them must be outside of the affiliated lecturers). One of the substitute members must be chosen from the affiliated lecturers. The other member must be chosen from outside the affiliated lecturers. If three of the noble members are from outside the department, then two of the substitute members can be chosen from the same department.
- Master's theses are expected to be finished in four semesters. For any extensions, the decision of program committee is required.
- The Ph.D. jury consists of five members. Three of them must be chosen from the lecturers that are in the thesis following committee of the student, and at least one of them must be chosen from a different university. One of the substitute members must be from the department, and the other should be a lecturer in a different university. All of the jury members should have at least Ph.D degree.

The thesis jury appointment forms that satisfy these conditions will be presented to the board of directors of the institute.

After the decision is taken by the Institute Administrative Committee:

- a copy of it is sent to Registrar's Office.
- a copy of it is sent to the related program director.
- a copy is kept at the Institute.
- a copy of it is sent to the student/advisor.

## 10. POSTPONING THE THESIS JURY DATE

Reasons for postponing the thesis jury date:

- Jury members or the thesis advisor are outside of Ankara.
- Jury members or the thesis advisor are on annual vacation.
- Discomfort of the student or thesis advisor.
- Family related reasons of the student.

### **11.1 POSTPONING THE THESIS JURY DATE(STUDENT ORIGINATED):**

#### **Required documents:**

- The petition of the student that states the reasons to postpone the date.
- The opinion of the thesis advisor concerning the postponing.
- The OKAY letter taken from program to which the student is registered.
- If the postponing is due to the discomfort of the student: starting from the beginning of the report date, 5 working days will be added to report period.

### **12.2 POSTPONING THE THESIS JURY DATE(NOT STUDENT ORIGINATED):**

#### **Required documents:**

- The Opinion of the thesis advisor concerning the postponing.
- The OKAY letter taken from program to which the student is registered.

After the decision is taken by Institute Administrative Committee:

- a copy is sent to Registrar's Office.
- a copy is sent to the related program presidency.
- a copy is kept at the institute.
- The student will be informed about the situation.

# **TERM PROJECT**

## **1. TERM PROJECT**

Students of Master's programs without thesis (MPWT) are required to choose a faculty member to supervise their term Project not later than the end of their first semester in the program. It is expected that the student and his/her supervisor meet at least three times each academic semester.

- MPWT students must register for IAM 589 (under the section of their supervisor) in their last semester.
- IAM 589 students are required to:
  - Report the title of their Project to the institute within the first month of the semester
  - Submit a copy of their term Project to their supervisor prior two weeks before the end of the semester.
  - In the last week of the semester give a presentation (about 20 min) of their term project to the institute.
  - Submit a copy of their approved term Project to the institute.

# **SCIENTIFIC HR DEVELOPMENT PROGRAM** **(OYP)**

## **1. OYP and ARTICLE 35 RESEARCH ASISSTANTS**

### **General Information:**

- With respect to Article 35 of law 2547, the research assistants coming from other universities registered to the OYP program, having temporary staff and doing their PhD in this university, can continue their education according to their OYP program.
- According to Article 35 research assistants who passed the PhD qualifying exam can be supported from the institute's budget: 50 million Turkish liras for domestic trips and 250 million Turkish liras for international trips (these amounts are valid for the year 2003).
- OYP research assistants are supported in accordance with OYP travel policies.

## **2. OYP at IAM**

- OYP students are evaluated as PhD students.
- These students are admitted to the M.Sc. Program and the given topic for their masters thesis is expected to be a part of their PhD thesis.
- The duration for M.Sc. cannot exceed two years and the total duration is expected to be 7 years at most.
- **The Institute's Administration Responsibilities:**
  1. To take the OYP thesis projects from the faculty and send these to the related universities or to the director's office.
  2. To obtain information about the university quotas.
  3. To form the juries with respect to the main science branches.
  4. To announce the qualified candidates on the internet.
- **The Program's Responsibilities:**
  1. To introduce the potential advisors to the OYP students and to assign the students' thesis advisor during the registration period of the first semester.
- **The Responsibilities of The Faculty Members Who Entered the OYP:**
  1. To prepare thesis topic suggestions.
  2. To prepare OYP thesis projects (BAP1) for students admitted to OYP.
  3. For each OYP student: to form a thesis committee in which one of the members should be from the student's university.
  4. To send the student evaluation form to the student's university at the end of each year (a copy of such form is also sent to the institute).

## **3. OYP TRAVEL POLICIES**

OYP has a financial fund for any kind of travel by OYP students who continue their education in METU. This policy has been prepared to explain the general rules about travelling. In

accordance with program, travel is divided into two categories: “short-term” and “long-term” travel. The details about what type of travelling is supported by the OYP student’s project budget are explained in the following articles:

#### **Article 1: Short-Term Trips Abroad:**

This kind of travels can be for at most three weeks. The aim of the travel is: to help the student attend to the scientific activities related to his/her thesis; to let the student increase their level of international experience; and to expose their works to such environments. Before conducting such travel the following should be considered:

- a) A student can attend only two short-term trips abroad. It is possible for the student to travel once before the PhD qualifying exam, but the second time must be later than the qualifying exam.
- b) The scientific activity can be a symposium or a congress related to the student’s thesis, but it is required that the student submit a poster or an abstract concerning the activity.

After the decision of institute director committee, the thesis advisors can also attend a symposium or a congress after presenting posters or abstracts. The travel is supported by the project budget.

#### **Article 2: Short-Term Domestic Trips (for students)**

Students can attend to any national or international activity in Turkey. For international activities, the attendance registration fee is supplied only if they submit a poster or make a verbal presentation.

#### **Article 3: Long-Term Trips Abroad:**

This kind of trip abroad can be up to 9 months. The purpose of these assignments is to help the students increase their knowledge and experience. Thus, it can consist of making some analysis in a related area, or participating in summer schools and workshops. The general rules concerning these trips are as follows:

- a) Students must go to a university or a research center or a scientific institution.
- b) The trip can be taken after the qualifying exam and thesis suggestion is made.
- c) The trips abroad can only be taken twice and the total duration of the trips cannot exceed 12 months.
- d) The student informs the IAM, the advisor, and the thesis committee by written report every 3 months.

#### **Article 4: Expenditure and Budget**

All short and long-term travel and associated expenditure is supported by the OYP student’s budget.

**a) All international and domestic travel plus associated expenditure for a student and faculty member are supported by project budgets. It can not exceed \$7000 (US Dollars) for the project’s duration.**

b) After the decision of director committee is taken, the faculty members are supported if they submit a poster or verbal presentation related to the project topic.

**c) The amount of financial aid given to students who attend to a symposium or a congress are given below:**

- 1) **First** Group Countries: **\$800** (US Dollars)  
(Egypt, Tunisia, Algeria, Jordan, Lebanon, Bulgaria, Romania, Greece, Albania, Yugoslavia, Slovenia, Croatia, Bosnia Herzegovina).
- 2) **Second** Group Countries: **\$1200** (US Dollars)  
(European Countries not in First Group, Iran, Israel, and Middle East Countries).
- 3) **Third** Group Countries: **\$1460** (US Dollars)  
(Pakistan, India, South Africa, Eastern US-New York, Chicago and its neighbours)
- 4) **Fourth** Group Countries: **\$1740** (US Dollars)  
(Far East, Continental US (areas not covered by Third Group), Australia)

d) The amount of money given from the project budgets to the students who travel **long-term** cannot exceed 30% of the amount stated in the Official Newspaper: reference 25025 published on the 19<sup>th</sup> of February, 2003. \*

**\*These amounts can be adjusted in accordance with the amounts stated in the Official Newspaper published every year.**

The support that is provided for attending international activities in Turkey together with an abstract can not exceed the amount of the registration fee for the congresses that are held abroad in that year.

e) The application forms related to the long and short-term trips are attached.

Attachment: The pages 8 and 9 of Official Newspaper 25025 published in 19 February, 2003.

## **22. PREASSESSMENT BASIS FOR BAP II PROJECTS**

1. BAP does not support the projects of OYP assistants.
2. BAP II does not support thesis student's oversea education and conference expenditure.
3. Being compatible with the mission of IAM, DAP( Interdisiplinary projects) have priority.
4. Projects of thesis advisors to newly appointed Assist. Prof. and Instructors have priority.
5. The support of all persons continuing BAP II will carry on according to budget constraints.
6. Amount of support: the support given by BAP II will be in accordance with budget opportunities and application numbers.
  - a) Because DAP is similar to BAP I, the support of these will be greater.
  - b) The budget support given to newly appointed young researchers may be increased from different resources.
  - c) It is advised that the budget should be prepared more for expenses, travel and services than equipment.
  - d) In supporting part of the offered projects, it is important that budgetary items should be comprehensively defined and well-grounded.
7. Suggested projects are evaluated according to the evaluation criteria of TUBİTAK and AFP.

## **23. SPECIAL TOPICS (7XX) COURSE ACCEPTANCE**

**Application Period:** specified in the Academic Calendar.

### **Required documents:**

- Approval paper drawn up by EADB.
- Formatted copy of the course to be entered on the computer system.
- Copy of the Academic Board's judgement from the relevant institute's department.

7XX courses, approved by Education committee, will be presented to the Institute Board. Course codes will be controled by our Institute.

### **Requirements :**

One course, and at most two, will be opened as Special Topics(7XX).

After the approval of Academic Board of the Institute;

- One copy will be sent to Registrar's Office.
- One copy will be sent to the relevant program director.
- One copy will stay at the Institute.



## **24. 5XX and 6XX COURSE ACCEPTANCE**

**Application Period:** specified in the Academic Calendar.

**Required documents:**

- Approval paper drawn up by EADB.
- Formatted copy of the course to be entered on the computer system.
- Copy of the Academic Board's judgement from the relevant institute's department.

5XX and 6XX courses, approved by the Education committee, will be presented to Institute Board.

After the approval of Education committee:

- One copy will be sent to Registrar's Office.
- One copy will be sent to the relevant program director.
- One copy will stay at the Institute.

## **19. LECTURERS IN THE INSTITUTE STAFF**

### **19.1 APPLICATION OF A NEW LECTURER:**

**Required documents:**

- The application form of the applicant, to be given to the related program director.
- The CV of the applicant.
- The proposal of the related program director.
- The English communication report obtained from the director of the Department of English.
- For the candidate, an appropriate report obtained from the jury, consisting of three members, on the principles of appointment and the evaluation of a lecturer.

All the documents will be presented to the Rector after they are presented to the board of directors of the institute.

### **19.2 EXTENSION OF THE LECTURER DUTY PERIOD:**

**Required documents:**

- The application form of the applicant, to be given to the related program director.

- The CV of the applicant.
- The proposal of the related program director.
- The report arranged by the committee, consisting of three people, showing the evaluation of the candidate.

All documents are sent to Rector after being seen by the Director Committee of the Institute.

### **19.3 DOMESTIC AND INTERNATIONAL TRAVEL FOR FACULTY MEMBERS:**

#### **Required Documents:**

- The travel Form filled in by the candidate.
- The invitation letter or official documents issued by the congress.

All documents are sent to Rector after being seen by the Director Committee of the Institute.

If a faculty member has an OYP project, he/she is supported by the amount indicated in the OYP travel policies.