

Matters Related to the Doctoral Program

In accordance with the ODTÜ Graduate Education Regulations and the general rules applied in our department, the points that doctoral students with a Master's degree should consider during their doctoral registration, the procedures they should follow during registration, and other matters that need to be adhered to are summarized below.

Starting from the Fall Semester of 2016-2017, students admitted to the Doctoral Program must take and successfully complete the ME 599 (Ethics) and ME 690 (Seminar) courses within 4 semesters.

1. Graduate students select a thesis advisor and determine a thesis topic by the deadline set and announced by the department chair. This agreement is documented through a protocol.
2. Doctoral students must successfully complete at least 7 of the credit-bearing courses they take each semester (with at least a CB grade in each course and a cumulative GPA of at least 3.00).
3. The course program of each student is designed by the student and his/her thesis supervisor according to following rules:
 - a. All courses must be at graduate level.
 - b. In order to satisfy the mathematics requirement, ME 540 should be taken.
 - c. At least 1 course must be selected from the following pool of courses:
 - i. ME 502 Advanced Dynamics
 - ii. ME 503 Advanced Gas Dynamics
 - iii. ME 504 Advanced Heat Transfer I
 - iv. ME 505 Advanced Heat Transfer II
 - v. ME 511 Modern Control
 - vi. ME 517 Advanced Fluid Dynamics
 - vii. ME 526 Vibration of Continuous Systems with Computational Methods (ME 532 Advanced Machinery Vibrations after semester 2022-1)
 - viii. ME 537 Advanced Engineering Thermodynamics I
 - ix. ME 541 Plasticity & Comp. Aided Metal Forming
 - x. ME 543 Theory of Elasticity
 - xi. ME 547 Introduction to Continuum Mechanics
 - d. At least 3 courses must be graduate courses offered by the Mechanical Engineering Department, excluding ME 521, ME 510 and ME 540.
 - e. The program may contain at most 3 courses (subject to the approval of departmental Graduate Programme Committee) offered by other departments.
4. Doctoral students must take a total of 2 mathematics courses and 3 pool courses in the Graduate Programs (Master's + Doctorate). Students who have completed their Master's degree outside of ODTÜ must apply to the Graduate Education Committee for approval of the equivalency of the mathematics and pool courses they have taken.

5. Students wishing to take credit-bearing courses from outside the department must have a thesis protocol and must indicate that their thesis advisor deems the course appropriate, along with the justification, on the relevant form. The Department of Mechanical Engineering will decide whether this course can be counted as part of their normal course load.
6. Doctoral courses must be completed within a maximum of 4 consecutive semesters:
 - a. * pass ME 690 PhD Thesis Seminar (non-credit) course before the end of their fourth semester,
 - b. * pass ME 599 Research Methods and Ethics in Engineering (non-credit) course before the end of their fourth semester.

* This rule is relevant for students who started graduate studies on 2016th first semester or later.

7. Doctoral students may take undergraduate courses. However, these courses will not count towards their course load or doctoral credit. Additional courses taken after completing the required minimum course load (7 courses) will not be included in the GPA but will be noted on the transcript.
8. The doctoral thesis advisor and thesis title will be defined by the student and thesis advisor using the MS-PhD Advisor Assignment program (Program 71) in the Internet Student Information System. It will then be approved by the Department Head and the Institute of Science. Otherwise, the student's doctoral thesis registration will not be valid.
9. Doctoral students who have made a thesis protocol will register for the following non-credit courses every semester “ME 600 Ph.D. Thesis”, and “ME 9XX Advanced Studies”. The "XX" represents the thesis advisor’s code number. The thesis advisor’s codes are shared by our department at the beginning of the semester, before course registration starts.
10. Students must take the Doctoral Qualifying Exam no later than their 5th semester (either in May or November). **To be eligible for this exam, students must have passed the ODTÜ English Proficiency Exam or another equivalent English exam as determined by the University Senate.** Students planning to take the Doctoral Qualifying Exam in this semester must obtain detailed information from their Doctoral Program Registration Advisor. During registration, students intending to take the qualifying exam must add the course with code 5690098 and submit the Doctoral Qualifying Application Form and the Doctoral Course Control Form, signed, to the department’s student office by the last day of registration week.
11. Students who fail the qualifying exam must take and pass the exam in the following semester. Otherwise, their doctoral program will be terminated.
12. Thesis Monitoring Committee (TMC) Assignment:
 - a. Students who successfully complete the Doctoral Qualifying Exam must submit the Thesis Monitoring Committee Assignment Form (FBE Form 29-A) to the Institute of Science within one month.

13. Thesis Proposal Defense (TPD):

- a. Students who have successfully completed the Doctoral Qualifying Exam must defend their thesis proposal within six months, and the FBE Form 30-B must be submitted to the Institute of Science within three days.
 - b. Students who fail to attend the thesis proposal defense by the specified date and do not submit a request for postponement to the Institute of Science will be considered unsuccessful, and their thesis proposals will be rejected. Reasons such as business trips, lack of information, or forgetfulness may not be considered valid for postponement requests or subsequent applications.
 - c. Students whose thesis proposals are rejected must defend their thesis proposal within three months if they continue with the same thesis advisor, or within six months if they change their thesis advisor. Students who fail the second thesis proposal defense will be removed from the program.
14. Students who passed the Doctoral Qualifying Exam in the previous semester and will take the Doctoral Thesis Proposal Defense this semester must add the course with code 5690099 during registration.
15. Thesis advisor change requests will be evaluated by the Doctoral Education Committee, and a recommendation will be made to the Department Head. For a successful thesis advisor change, both the old and new thesis advisors' approvals are required, along with an assessment of whether the student's previously taken courses align with the new thesis topic.

For students who started the Doctoral Program before the Spring Semester of 2011-2012, the following rules apply for points 2, 3-d, and 7:

1. Doctoral students must successfully complete at least 8 of the credit-bearing courses they take each semester (with at least a CB grade in each course and a cumulative GPA of at least 3.00). Doctoral courses must be completed within a maximum of 4 consecutive semesters.
2. At least 4 of these 8 successful courses must have the ME code (excluding ME 510 and ME 521).
3. Doctoral students may take undergraduate courses. However, these courses will not count towards their course load or doctoral credit. Additional courses taken after completing the required minimum course load (8 courses) will not be included in the GPA but will be noted on the transcript.

Students who are currently enrolled in the Department of Mechanical Engineering's Doctoral Program and have not completed their courses may graduate by taking seven courses if they meet the requirements of the new doctoral program's course structure.

Important Points to Consider During Graduate Registrations

1. Graduate students' registration advising is conducted by their thesis advisors.
2. Thesis advisors will define their students in the Student Information System using the 71-numbered MS-PhD Advisor Assignment program. Similarly, students will also define their advisors using the same program. The thesis advisor will not allow registration for students who have not been defined in this program by the 3rd semester and later. However, this assignment should be done before the 3rd semester to determine additional course loads appropriately.