

Matters Regarding Graduate Programs

1. Graduate students select a thesis advisor and determine a thesis topic during the registration period of their first semester. This agreement is documented through a protocol.
2. Graduate students decide on the courses in their program in consultation with their thesis advisors. The total course load for the graduate program in our department consists of at least seven credit-bearing graduate courses, one ethics course, and one seminar course. The course load (ethics and seminar courses) must be completed within a maximum of four semesters. A minimum grade of CC is required in each course, an S grade must be obtained in the ethics and seminar courses, and the overall grade point average (GPA) must be at least 3.00.
3. The normal course load for graduate students in the first semester is 3 courses. However, this number can be increased to 4 with the student's request and the approval of the thesis advisor. For students with an Academic Deficiency Warning or those who have 4 or fewer remaining courses, the number can be reduced to 2. The Department Chair may apply different regulations regarding the course load of the department's research assistants.
4. The ME 521 course must be taken to fulfill the mathematics requirement.
5. **For students who started their graduate program in the Spring Semester of 2011-2012**, the required 7 courses are
 - (i) As Mandatory mathematics course: ME 521
 - (ii) Mandatory courses: Two courses from the following pool:
 - ME 502 Advanced Dynamics
 - ME 503 Advanced Gas Dynamics
 - ME 504 Advanced Heat Transfer I
 - ME 505 Advanced Heat Transfer II
 - ME 511 Modern Control
 - ME 517 Advanced Fluid Dynamics
 - ME 526 Vibration of Continuous Systems with Computational Methods (before Fall 2014: ME 532 Advanced Machinery Vibrations)
 - ME 537 Advanced Engineering Thermodynamics I
 - ME 541 Plasticity & Comp. Aided Metal Forming
 - ME 543 Theory of Elasticity
 - ME 547 Introduction to Continuum Mechanics
 - (iii) Two ME 5XX courses
 - (iv) Two ME 5XX, ME 7XX, ME 4XX, or courses from other departments, classified as 4XX, 5XX, or 7XX.
6. A graduate-level course that was taken as an elective during the undergraduate program, with a passing grade, cannot be repeated in the graduate program or counted towards the graduate program's course load.
7. Graduate students who wish to take fourth-year Mechanical Engineering courses or courses from other departments, as well as doctoral students wishing to take courses from other departments, must fill out the "Fourth Year and Non-ME Courses Request Form" and submit it to **the Department of Student Affairs by the last day of the registration week (Friday)**. Forms submitted after this date will not be considered. An unofficial academic transcript and course content should be attached to the form.
8. Graduate students must enroll in the non-credit courses ME 8XX "Special Studies" and ME 9XX "Advanced Studies" according to their thesis advisor's code every semester. Graduate students also enroll in the ME 500 "M.S. Thesis" course from the first semester until graduation. **The thesis advisor's code can be found on our department's website.**

9. According to the new Graduate Regulations published in the Official Gazette on August 25, 1996, graduate students must register for the ME 590 course and receive an S grade within a maximum of four semesters. Students enrolled in ME 590 must give a seminar on their thesis and the progress made. To obtain an S grade in ME 590, the seminar must be deemed successful by a jury of relevant faculty members, and the student must participate in a specified number of seminars (**10 Presentations**) in the same topic group, as determined by the course coordinators. A graduate student who successfully completes the course load and fulfills the requirements for the ethics and seminar courses must conduct a thesis study under the supervision of their thesis advisor and defend the results in English before a jury, following the thesis writing rules set by the Institute of Science. The duration for completing the graduate program is four semesters. If a student completes the credit-bearing courses, ethics, and seminar courses successfully but is unable to finish their thesis by the end of the fourth semester, an additional two semesters will be granted to defend the thesis before the jury.
10. Students nearing completion of their graduate studies should conclude their thesis work as early as possible and take the thesis exam. The final date to take the thesis exam will be specified in the academic calendar of the Institute of Science. Theses must be submitted to the Department Chair at least three weeks before the exam date, and a recommendation for the thesis jury must be submitted to the Institute of Science.
11. If a thesis is deemed incomplete or insufficient by the jury, the student may be granted an extension of up to 3 months to revise it. A repeated thesis examination will be conducted by the same jury members from the first exam.
12. Applications for changing thesis advisors are evaluated by the Graduate Committee and a recommendation is made to the Department Chair. For the change to be approved, the consent of both the old and new thesis advisors, as well as the compatibility of previously taken courses with the new thesis topic, must be provided. Additionally, the student must have at least two semesters left in the legal period to complete their thesis work.

Important Points to Consider During Graduate Registration

1. Graduate students' registration advising is conducted by their thesis advisors.
2. The ME 500 M.S. Thesis course is offered in multiple groups, and the end-of-semester grade entries for this course are made by the thesis advisor.
3. 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.

MANDATORY THESIS REGISTRATION FOR GRADUATE STUDENTS

ME 500 M.S. Thesis (Every semester throughout the graduate program)

ME 8XX Special Studies (Every semester throughout the graduate program) ME 9XX Advanced Studies (Every semester throughout the graduate program) **XX**: Thesis advisor's code number.

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. **Different applications are made for students who are admitted to the Doctoral Program with a Bachelor's degree. It will be helpful for these students to consult with their Doctoral Program Registration Advisor.**

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.

The following rules apply for students who began the Doctoral Program in the Spring Semester of 2011-2012:

1. 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). Doctoral courses must be completed within a maximum of 4 consecutive semesters.
2. The 7 required courses for doctoral students, valid from the Spring Semester of 2011-2012 onwards, are
 - (i) To fulfill the mathematics requirement, the ME 540 course must be taken.
 - (ii) One compulsory course from the following pool:
 - ME 502 Advanced Dynamics
 - ME 503 Advanced Gas Dynamics
 - ME 504 Advanced Heat Transfer I
 - ME 505 Advanced Heat Transfer II
 - ME 511 Modern Control
 - ME 517 Advanced Fluid Dynamics
 - ME 526 Vibration of Continuous Systems with Computational Methods (before Fall 2014: ME 532 Advanced Machinery Vibrations)
 - ME 537 Advanced Engineering Thermodynamics I
 - ME 541 Plasticity & Comp. Aided Metal Forming
 - ME 543 Theory of Elasticity
 - ME 547 Introduction to Continuum Mechanics
 - (iii) 2 courses from ME 5XX
 - (iv) 3 courses from ME 5XX, ME 7XX, or from other departments' 5XX, 7XX.
3. 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.
4. 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.

5. 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..
6. Each student must, by the latest, complete a thesis protocol with a faculty member from the Department of Mechanical Engineering before their second semester registration. Otherwise, their semester registration will not be approved.
7. 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.
8. Doctoral students who have made a thesis protocol will register for the following non-credit courses every semester "ME 600 Ph.D. Thesis", "ME 8XX Special Studies" and "ME 9XX Advanced Studies" The "XX" represents the thesis advisor's code number, which can be found on our department's website. **The advisor codes will be updated.**
9. 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.**
10. Students who fail the qualifying exam must take and pass the exam in the following semester. Otherwise, their doctoral program will be terminated.
11. **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.
12. **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.
13. 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.
14. 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 1, 2, and 5:

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.