YEDİTEPE UNIVERSITY

FACULTY OF COMMUNICATION

RADIO, TELEVISION AND CINEMA DEPARTMENT

FALL SEMESTER 2024

RTC 491 - 492 GRADUATION PROJECT GUIDELINE
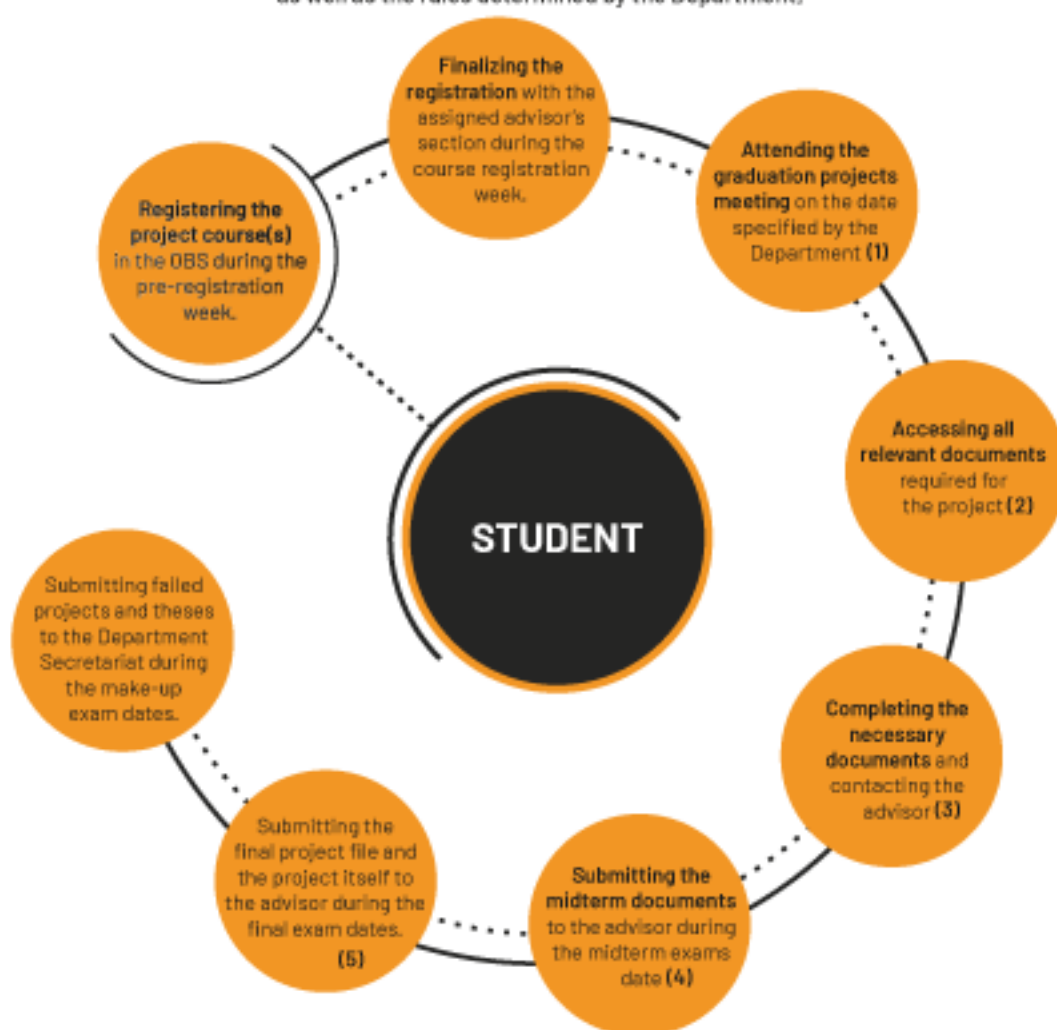
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APPLICATION AND COMPLETION PROCESS OF THE GRADUATION PROJECTS

Students who are eligible to enroll in the Graduation Project course are required to follow the procedures outlined below, in accordance with the pre-registration and course registration dates specified in the University's academic calendar for the relevant year, as well as the rules determined by the Department;

STUDENT

- **Finalizing the registration** with the assigned advisor's section during the course registration week.
- **Registering the project course(s)** in the OBS during the pre-registration week.
- **Attending the graduation projects meeting** on the date specified by the Department (1)
- **Accessing all relevant documents** required for the project (2)
- Submitting failed projects and theses to the Department Secretariat during the make-up exam dates.
- **Completing the necessary documents** and contacting the advisor (3)
- Submitting the final project file and the project itself to the advisor during the final exam dates. (5)
- **Submitting the midterm documents** to the advisor during the midterm exams date (4)

APPLICATION AND COMPLETION PROCESS OF THE GRADUATION PROJECTS

(1) The student is required to attend the graduation project information meeting, which is announced at the beginning of the academic semester via the OBS system and social media platforms.

(2) The Graduation Project Application and Approval Form, Graduation Project Guide, and Graduation Project Study Report, which are updated at the beginning of the academic year are uploaded to the webpage (see the "graduation project" tab under the "student" menu on website).

(3) The student must submit the Graduation Project Application and Approval Form that are completed according to the project guidelines, along with the Graduation Project Study Report to their advisor no later than the end of the Add-Drop dates.

(4) The student is required to carry out the midterm evaluation criteria by the midterm exam date set by the faculty, and submit the midterm project documents signed for by themselves to the advisor during related exam dates. (For details on midterm documents submission, see "Rules and Reminders Regarding Evaluation Conditions and Execution Processes of Projects." For the content of the midterm file, refer to the Graduation Project Guide, pages 11-16).

(5) The students must fulfill the final evaluation criteria and submit the final project documents and the final version of the project that are signed for by themselves to their advisor by the first day of final exams as announced in the academic calendar. (For details about the submission of the final exam documents and project, see **"Rules and Reminders Regarding Evaluation and Execution Processes of Projects"**. For the content of the final exam documents and project, refer to the **Graduation Project Guideline**, pages 1-17).

GRADUATION PROJECTS WORK SCHEDULE

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<tr><td>Week 3 (Add-drop week)</td><td>Submission of Graduation Project Application and Approval Form and Graduation Project Study Report to the advisors</td></tr>
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<tr><td>5th-7th week</td><td>Development of the project proposal</td></tr>
<tr><td>Week 8</td><td>Submission of project midterm file (MIDTERM)</td></tr>
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FEATURE FILM PROJECT WORK SCHEDULE

RTC 491 Graduation Project 1		RTC 492 Graduation Project 2	
Weeks	**Liabilities**	**Weeks**	**Liabilities**
Week 1-2	Informing students about the course Graduation Project Application and Approval Form, Graduation Graduation Project Guide and Graduation Project Working Minutes signed by the department from the secretariat.	1st-3rd week	Execution of the project construction process. Graduation Project 2nd Study Receiving the minutes from the department secretariat in return for signature and submission to advisors.
Week 3 (Add-drop week)	Graduation Project Application and Approval Form and Graduation Project Work Report delivery to advisors		
Week 4	A copy of the Graduation Project Application and Approval Form signed by the advisors submission to the department secretariat	4th-7th week	Execution of the project construction process
5th-7th week	Development of the project proposal		
Week 8	Submission of project midterm file (MIDTERM)	Week 8	Project midterm file and raw presentation of images (2nd Midterm)
9th-14th week	Developing and writing the script of the project	9th - 14th week	Completion of the shooting process and editing
Week 15	Presentation of the draft shooting script	Week 15	Submission of the project (FINAL)

WORK SCHEDULE FOR THESIS WRITING

RTC 491 Graduation Project 1			RTC 492 Graduation Project 2	
Weeks	**Liabilities**		**Weeks**	**Liabilities**
Week 1	Informing students about the course		1st-3rd week (Add-drop week)	Development of the thesis in accordance with the thesis proposal file. Graduation Project 2nd Study Receiving the minutes from the department secretariat in return for signature and submission to consultants.
Week 2	Graduation Project Application and Approval Form, Graduation Project Guide and Graduation Project Study Receiving the minutes from the department secretariat in returnfor signature.			
Week 3 (Add-drop week)	Submission of Graduation Project Application and Approval Form and Graduation Project Study Report Minutes to the advisors			
Week 4	By advisors signed Graduation Project Application and Approval Form submission to the department secretariat		4th-7th week	Development of the thesis in accordance with the thesis proposal file
5th-7th week	Development of a thesis proposal			
Week 8	Submission of thesis proposal file (1st MIDTERM)		Week 8	Presentation of the completed chapters of the thesis (2nd MIDTERM)
9th-14th week	Literature review and start of the writing process		Week 9	Completion of the thesis writing process
Week 15	Completion and submission of the introduction of the thesis (FINAL)		Week 15	Submission of the thesis (FINAL)

All necessary documents related to the process are available on the department's website.
https://iletisimfakultesi.yeditepe.edu.tr/tr/radyotelevizyon-ve-sinema-bolumu/mezuniyet-projesi-yonergesi

1.   DEFINITION OF FINAL PROJECT COURSES

The graduation projects carried out within the scope of RTC 491 Graduation Project 1 and RTC 492 Graduation Project 2 courses are not course assignments, but studies that show the success of the program carried out in the department, whether the students have sufficient knowledge and the ability to use this knowledge and equipment.

Every student enrolled in the Department of Radio, Television and Cinema must receive a passing grade in these courses in order to graduate. It is possible to choose two graduation project courses in the same semester with the decision of the academic advisor during the course selection in relation to the student's transcript.

Graduation projects will be carried out with the instructor that the student will choose as the project advisor at the beginning of the semester. The requirements and procedures of the course are specified in the Graduation Project Directive and Guide. All students are obliged to follow the rules specified in the guide and to follow the work schedule.

2.   SCOPE AND DURATION OF GRADUATION PROJECTS

Students can write thesis or create audio-visual content as a graduation project. Students who shoot feature films or write a thesis must complete their projects in two semesters. These students will choose RTC 491 Graduation Project 1 in the first semester and RTC 492 Graduation Project 2 in the second semester. Students who do an applied project other than a thesis or feature film are limited to 1 semester.

The proposals of students who wish to work in a field other than the types and formats specified below as a graduation project must be evaluated by the Graduation Project Evaluation Commission. Standards regarding project durations may vary with the approval of the advisor.

The duration of the audio-visual works and the lower and upper limits of the number of pages of the thesis are as follows. The current standards can be changed with the approval of the advisor.

Type of Project	Duration / Number of Pages
Documentary	10-20'
Short Dramatic Film	3-10'
Short Experimental Film	3-10'
Public Service Announcement	15"-3'
Music Video, "Clip "*	3-5'
Television Program	15-25'
Feature Film	60-120'
Radio Program	10-20'

Radio Theater	10-20'
Animation	1-3'
Thesis	70-150 pp.

* In order for public service announcements and video clips to be accepted as a graduation project, the approval of the advisor and 2 lecturers is required.

3.   IDENTIFICATION OF THE ADVISOR

Within the scope of the Graduation Project course, each student works with a lecturer who will advise him/her during the project work. During the course registration period, students register to the section of the advisor they prefer via OBS. The number of students advised by the chosen advisor, the subject of the student with the project and the available quotas may be adjusted. Changing the advisor during the project process can be carried out with the permission of the advisorand the approval of the department head depending on a valid reason.

4.   PROJECT PROPOSAL

Each student must submit the Graduation Project Application and Approval Form, which he/she will obtain from the department secretariat for the graduation project he/she wants to carry out, to his/her project advisor at the beginning of the semester, on the dates specified in the guide. The process starts again for proposals that are not accepted by the advisor.

5.   CONDITIONS FOR CHANGE OF PROJECT TYPE, FORMAT OR SUBJECT DURING THE SEMESTER

The format cannot be changed after the midterm grade is given. Exceptions will be discussed and decided by the department board with the approval and request of the advisor.

Students may change their project topics during the process with the approval of their advisors. In case of a change of project or subject, the student is obliged to comply with the work schedule.

6.   RULES AND REMINDERS REGARDING THE EVALUATION CONDITIONS AND THE EXECUTION PROCESS OF THE PROJECTS

1.   Students are obliged to meet with their advisors at least 4 times until the midterm period and at least 6 times in total until the final date according to the academic calendar. The frequency of the meetings must be distributed evenly across the weeks in the academic calendar, and cannot be compressed into a narrow time frame. The student is obliged to meet with his/her advisor on the dates agreed upon with his/her advisor throughout the semester by following the study calendar determined in the guideline.

2.   The obligation to meet regularly with the advisor also applies to students who receive an "X" grade. Until they submit their graduation projects, these students are required to submit a Graduation Project Study Report to their advisors at the beginning of the academic semester and their meetings with advisors during the relevant semester must be recorded in the report.

3. The use of stock images is limited to 10% and this percentage can only be increased with the approval of the advisor.

4. Projects design, production and production process weighted as studentmust have been carried out by the student. Students' participation fee is as follows:

   ● Synopsis, treatment, script, production, direction and editing **for TV/Film projects**;
   ● Treatment, script writing, program flow and editing **for radio projects**;
   ● **For animation projects,** at least one of the production, management, synopsis, treatment, script and storyboard, animation (animation), character design and post- production (editing, special effects, compositing) must be carried out by the project owner student.

   In these projects, the project owner may benefit from the support of students continuing their education at Yeditepe University within the scope of teamwork, except for the tasks mentioned above. In projects that require the use of internal or external support for the tasks specified in this article, the advisor must explain this choice in the "advisor's note" section.

5. Students are obliged to realize the production and post-production of their projects primarily in the studios and editing laboratories of the department. Projects edited on the student's own computer and/or in other studios must be approved by the advisor and are the responsibility of the advisor. Necessary information and explanation is given in the "advisor's note" section of the Graduation Project Study Report.

6. In Graduation Projects, professional support/help cannot be received in audio-visual works (or thesis writing). Students who are found to have received professional technical and content support from outside the university will be deemed unsuccessful.

7. The guests and presenters who take part in the radio and television programs realized in the Graduation Projects must be selected from real people; they must be experts in their fields, and their titles and status must meet the criteria of professional competence.

8. For the production of the projects, those who will work in television and radio studios must make an appointment at least two weeks in advance. Students who do not show up at the time of the production or fail to complete the production in the allotted time may re-enter the studio only after all other students have made their appointments. Any change of day, time or place regarding the production hours must be notified in advance. Compliance with studio rules will be reported and reflected in the grades.

9. The rules to be followed regarding the **thesis studies** and the steps to be followed for **submission** are as follows:
   ● Thesis writing language must be English. The thesis must comply with APA 7th Edition rules. Theses that are found to be plagiarized as a result of the Turnitin check by the advisor and that do not comply with the Yeditepe University Thesis Center Spelling Rules will not receive a passing grade. You can access the rules from the link. http://writingcenter.yeditepe.edu.tr/
   ● Before the deadline, the final version of the thesis is submitted for the approval of the

advisor and after the approval is received, it is uploaded **to the YULearn** system under advisor.

- The thesis is checked in the **Turnitin** system by the advisor and the student is given the necessary approval.
- The thesis is submitted to the project advisor on the announced dates together with **two** paper **copies** and **a** CD containing the PDF version in **return for signature**.
- In addition to physical submission, digital versions of the theses must be uploaded to the specified platform.

10. The rules to be followed regarding **audio-visual projects** and the steps to be followed for **submission** are as follows:
    - Before submission, the projects should be checked for compliance with the technical specifications (see p. 11).
    - The projects will be submitted in **two copies** (DVD or USB stick) on the date of the final **two copies** must be submitted **to the advisor** against signature.
    - For DVD format versions, <u>one copy must be</u> submitted in a standard DVD sleeve and <u>one copy in a</u> paper DVD envelope.
    - The student's <u>name, surname</u>, <u>number</u>, <u>course code</u>, <u>branch</u>, <u>advisor's name</u> and the <u>name of the project</u> **must be** written on the CD/DVD with a CD pen. If the DVD cover template is not in accordance with the DVD cover format given in Annex-7 andthe information is not written on the CD/DVD, the project will not be accepted.
    - In addition to the physical submission, digital versions of the final file and project must be uploaded to the specified platform.

11. A corrected copy of the project must be approved by the advisor before the deadline. Projects must be submitted after the advisor's approval. Projects must be submitted after the advisor's approval is obtained by signing the Graduation Project Study Record.
12. Projects must be submitted together with midterm and final term files.
13. The file cover to be used in the project files must comply with the attached template. See Annex 3.
14. For television and film projects, *roll caption* rules and sequencing must be followed. See Annex 4.
15. Radio projects must include jingles and audio credits (See Annex 5 and Annex 6, examples of audio credits). Depending on the type of the radio project, the audio credits in the relevant examples must be performed by the project owner at the end of the program.
16. Radio project files must be prepared in English.
17. Television and film projects must include **English subtitles.**
18. The project owner is obliged to keep the raw footage and the edited project files until the final grade is given.
19. The content of the projects cannot constitute a crime and cannot violate ethical rules. The University Ethics Committee is consulted if necessary.
20. Projects cannot be shared on the internet.
21. Students who do not follow the processes specified in the guidelines for the execution of the projects or do not comply with the necessary rules and conditions will be considered unsuccessful even if they complete their projects.

22. The process and rules that must be followed regarding the Graduation Project courses and which are included in the Graduation Project Guideline are explained in the first collective project meeting. Students who do not attend this meeting are responsible for their own awareness of the rules and conditions.

7. GRADUATION PROJECT TECHNICAL SPECIFICATION[1]

7.1. Television and film projects must be in MP4 file format on DVD (4.7 GB capacity) and meet the following <u>minimum values</u>

Duration	between 0-30 minutes		30-60 minutes	
Video data rate	20000 kbps		10000 kbps	
Video Codec	H.264		H.264	
Resolution	1920X1080		1920X1080	
Number of frames	25 fps		25 fps	
Audio Codec	MP3	WAV	MP3	WAV
Voice data rate	192 kbps	48 kHz, 24 bit	192 kbps	48 kHz, 24 bit
Audio Channel	Two channels (voices mixed)		Two channels (voices mixed)	

7.2. **Radio Projects** on DVD (4.7 GB) or CD (700 MB) must have the following values.

Audio Codec	MP3	WAV
Voice data rate	320 kbps	48 kHz, 24 bit
Audio Channel	Two channels (voices mixed)	Two channels (voices mixed)

7.3. **All film/television/radio projects must meet** the following <u>minimums </u>for **sound levels**.

Total Mix Level	-10db to -14db
Dialogue	-12db to -15db
Music	-18db to -22db
Sound Effects	-10db to -20db with spikes up to -8db.

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[1] Television and film projects must include English subtitles.

8.   GRADING AND EVALUATION CRITERIA FOR PROJECTS

The midterm grade of the graduation projects is determined by the advisor. Final grades are evaluated by the Graduation Project Evaluation Jury consisting of at least three lecturers, including the advisor.

8.1   GRADING AND EVALUATION OF SHORT FEATURE TV/FILM PROJECTS

The passing grade of the course for audio-visual projects except long-form projects is calculated by taking 30% of the midterm exam and 70% of the final exam. 10% of the final exam grade is compliance with the file, 90% of the jury evaluation grade average.

8.1.1   Midterm grade evaluation criteria for short feature TV/Film Projects

Compliance with work schedule
Midterm file content
Midterm file format

The midterm grade for short feature TV/Film projects will be evaluated on the basis of the midterm file proving the work plan related to research and preparation and compliance with the work schedule.

TV/Film Projects midterm file content:

● Graduation Project Application and Approval Form
● Graduation Project Study Report
● Synopsis / TV Program text
● Additional documents and data related to the research process and preparation. Additional documents are determined by the supervisor according to the nature of the project to be undertaken and may vary depending on the type of project. Example:
    o Venue photos
    o Shooting script
    o Treatment
    o Research on the topic chosen for TV programs, archive search and preparation of interview questions, etc.
    o Character and location analysis, storyboard, decor, costume sketches or photographs, etc. for fiction short film.
    o Source and archive scanning for the documentary, etc.
    o Storyboard, character design and animation preliminary work etc. for an animated movie.

8.1.2   Final grade evaluation criteria for short feature TV/Film projects

Logical/factual consistency
Compliance with ethical values

Originality and creativity
Technical quality
Narrative language and aesthetics

8.1.3 Short-length TV/Film projects final file evaluation criteria

Graduation Project Study Report
Midterm file
Scenario
Team list and task allocation

8.2 GRADING AND EVALUATION OF RADIO PROJECTS

The passing grade for radio projects is calculated by taking 30% of the midterm exam and 70% of the final exam. 10% of the final exam grade is based on compliance with the file and 90% is based on the average grade of the jury evaluation.

8.2.1 Radio project midterm grade evaluation criteria

Compliance with work schedule
Midterm file content
Midterm file format

The midterm grade for radio projects will be evaluated on the basis of the midterm file proving the work plan related to research and preparation and compliance with the work schedule.

Radio project midterm file content:

- Graduation Project Application and Approval Form
- Graduation Project Study Report
- Program flow and text
- Program jingle
- Additional documents may vary depending on the initiative of the advisor and the nature of the program. Example:
    o Conducting research on the selected topic and preparing interview questions, etc.
    o Character analysis, treatment, etc. for radio theater.

8.2.2 Radio project final grade evaluation criteria

Logical/factual consistency
Compliance with ethical values

Originality and creativity
Technical quality
Narrative language and aesthetics

8.2.3 Radio project final file evaluation criteria

Graduation Project Study Report
Midterm file
Scenario
Team list and task allocation

8.3 GRADING AND EVALUATION OF FEATURE FILM PROJECTS

Since feature film projects will be evaluated as a single project within the scope of RTC 491 and RTC 492 courses, the grading system differs. Midterm exam grades are given for the projects every semester. Final grades for 1st and 2nd semesters are given when the project is completed. At the end of the 1st semester, a passing grade of X is given to ensure the continuation of the process.

The passing grade of these projects is calculated by taking 15% of the midterm of RTC 491, 15% of the midterm of RTC 492 and 70% of the final grade of RTC 492. Final exam grade Compliance with the file constitutes 10% and the average grade of the jury evaluation constitutes 90%.

8.3.1 Feature film project midterm grade evaluation criteria

8.3.1.1 *RTC 491 Graduation Project 1 midterm grade evaluation criteria:*

Compliance with work schedule
Midterm file content
Midterm file format

The 1st midterm grade of the RTC 491 Graduation Project 1 course for feature film projects will be evaluated on the basis of midterm files proving the work plan related to research and preparation and compliance with the work schedule.

Feature film project RTC 491 course midterm file content:

● Graduation Project Application and Approval Form
● Graduation Project Study Report
● Synopsis and treatment

- Additional documents and data related to the research process and preparation: Additional documents are determined by the supervisor according to the nature of the project to be undertaken and may vary depending on the type of project. Example:
  - Character analysis, location, decor and costume research for fiction film, etc.
  - Source and archive scanning for the documentary, etc.
  - Character design and animation preliminary work for animation movie etc.

8.3.1.2 *RTC 492 Graduation Project 2 midterm grade evaluation criteria:*

Compliance with work schedule
Midterm file content
Midterm file format
Content of raw images

The midterm grade of RTC 492 Graduation Project 2 course will be evaluated based on the midterm file, submission of raw images and monitoring.

Feature film project RTC 492 course midterm file content:

- Graduation Project Application and Approval Form
- Graduation Project Study Report
- Scenario
- Shooting script
- Team list
- Equipment list
- Additional documents and data related to the research process and preparation. Additional documents are determined by the supervisor according to the nature of the project to be undertaken and may vary depending on the type of project. Example:
  - Location, decor, costume sketches or costume sketches for feature-length fiction or documentary photographs, shooting location permissions, storyboard, appointment of interviewees/actors and determination of shooting dates, etc.
  - Storyboard for animation film, completion of character design, animatics, etc.

8.3.2 Feature film project final grade evaluation criteria

Logical/factual consistency
Compliance with ethical values
Originality and creativity
Technical quality
Narrative language and aesthetics

8.3.3   Feature film project final file evaluation criteria

Graduation Project Study Report
Midterm files
Team list and task allocation

8.4   GRADING AND EVALUATION OF THE GRADUATION THESIS

The thesis will be evaluated as a single project within the scope of RTC 491 and RTC 492 courses. Midterm exams are graded each semester for the thesis. Final grades for 1st and 2nd semesters are given when the thesis is completed.

1. At the end of the semester, a passing grade of X is given and the process i s continued. Thesis writing language must be English.

The passing grade of the thesis is composed of 15% of the midterm grade of RTC 491, 15% of the midterm grade of RTC 492 and 70% of the final grade of RTC 492.

8.4.1   Evaluation criteria for the midterm grade of the graduation thesis

8.4.1.1   *RTC 491 Graduation Project 1 midterm grade evaluation criteria:*

Clarity of the project's topic, purpose, hypothesis and problematic
Consistency of research method and hypothesis
Completion of the thesis introduction
Literature review
Creation of an interim content plan

The 1st midterm grade of the RTC 491 Graduation Project 1 course will be evaluated based on the midterm file and compliance with the work schedule.

RTC 491 midterm file content of the graduation thesis:

- Graduation Project Application and Approval Form
- Graduation Project Study Report
- Thesis proposal file (Thesis Proposal Form and Interim Content Plan)

8.4.1.2   *RTC 492 Graduation Project 2 midterm grade evaluation criteria:*

Literature review
Content of the completed chapters of the thesis

The 2nd midterm grade of the RTC 492 Graduation Project 2 course will be evaluated based on the midterm file and compliance with the work schedule.

RTC 492 midterm file content of the graduation thesis:

- Graduation Project Study Report
- Literature review
- Completed chapters of the thesis

8.4.2 Evaluation criteria for the final grade of the dissertation

Consistency and accomplishment of the research methodology
Data collection and analysis
Academic language
Compliance with thesis writing guide

8.5 IN PROGRESS "X" GRADE CONDITIONS

Except for the feature-length audio-visual works, provided that the student **complies with the study schedule** specified in the Graduation Project Guide (Page 5)**, shows the continuity documented by the study report and the midterm file is completed completely**, in the following cases, provided that the semester in which the student enrolled in the course and the summer school are also counted as semesters, a maximum of one semester X remains with the decision of the Department. **The success grade of the projects completed during this period is entered into the system in the final semester of the relevant semester.**

2. Projects that are not completed at the end of the semester, on the make-up date in the academic calendar, are converted into a grade of FF.

"X" grade conditions:

1- In cases such as technical problems and family problems, the student must submit the petition written to the department head to the department secretariat after having it approved by the advisor.
2- Health conditions must be documented with a medical report.

Graduation thesis and feature works will be evaluated as a single project within the scope of RTC 491 and RTC 492 courses. For this reason, at the end of the 1st semester of the graduation thesis and feature works, a passing grade of X is given and the continuation of the process is ensured.

In the final semester of RTC 492 course for graduation thesis and feature works, 1 semester additional time request is approved depending on the above conditions and conditions. When the additional period is completed, theses and feature works that are not submitted on the make-up date in the academic calendar will be converted into FF grade.

8.6 CONDITIONS FOR UNSUCCESSFUL "FF" GRADE

Students who do not submit their midterm file on the announced midterm exam date despite having met with their advisor at least 4 times until the midterm period according to the study calendar, and students whose midterm file contains missing documents or whose file is evaluated as unsuccessful are evaluated as unsuccessful. The letter grade of students whose midterm and final

grade averages are below 50 is entered into the system as "FF".

In the final semester, the student will be considered unsuccessful under the following conditions:

- Projects found unsuccessful by the jury in the final semester project evaluation,
- The student's project that is not presented to the jury in the final semester despite the student's compliance with the study schedule and the attendance documented by the study report,
- Projects not submitted with the final file,
- Projects with missing documents and data in the final file,
- Projects that exceed the 10% limit of stock image usage without the approval of the advisor, which is recorded in the student file,
- The thesis work must comply with APA 6th Edition rules. Theses that are found to be plagiarized as a result of the Turnitin check by the advisor and do not comply with the Yeditepe University Thesis Center Writing Rules (See http://writingcenter.yeditepe.edu.tr/)
- Projects that do not comply with *roll caption* rules and sequencing for Television and Film projects,
- Radio projects without jingles and audio credits (See Annex 5 and Annex 6, Examples of credits content),
- Projects where the project owner contributes to the design, construction and production process of the projects below the rate specified separately for each format in the "Reminders on Evaluation Conditions and Rules" section,
- Projects whose production and post-production stages are carried out outside the studio and editing laboratories of the department without the approval of the advisor,
- Projects for which the advisor does not give approval for submission and/or whose signed approval is missing in the Graduation Project Study Record are evaluated as "FF" to be used for the right to make-up.
  The student who fails the make-up cannot apply with a new project proposal. If the same situation continues at the end of the make-up date, the grade is finalized as "FF".

8.7 ABSENTEE "FA" GRADE CONDITIONS

Students who do not meet with their advisor at least 4 times until the midterm periodaccording to the study calendar will receive a passing grade of "FA" for not attending the midterm. The frequency of the meetings should be distributed evenly across the weeks in the academic calendar, and cannot be compressed into a narrow time frame.

As stated in Article 1 of the "Evaluation Conditions and Rules", students who do not meet with their advisors at least 4 times until the midterm period and at least 6 times until the final date, even if they submit their projects, receive a grade of "FA" directly because they do not comply with the study schedule specified in the guide and do not show the attendance documented by the study report.

8.8 MAKE-UP CONDITIONS

All projects that are evaluated as "FF" by the jury in the final semester project evaluation can use the right to make-up.

APPENDICES

Annex 1. Graduation Project Application and Approval Form

<div align="center">

YEDİTEPE UNIVERSITY,
FACULTY OF COMMUNICATION
RADIO, TELEVISION AND CINEMA DEPARTMENT
GRADUATION PROJECTAPPLICATION AND APPROVAL FORM

</div>

INFORMATION ON THE PROJECT OWNER	
Name-Surname:	
Student No:	
Project:	□ RTC 491　　　　　□ RTC 492
Email:	
Phone:	

GENERAL INFORMATION ABOUT THE PROJECT	
Type of Project^2:	
Project Topic:	
Advisor:	

Advisor Signature

Student Signature

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^{2}To be filled in according to the Project Type table/information on page seven of the manual

ANNEX-2. Graduation Project Study Report
YEDİTEPE UNIVERSITY
FACULTY OF COMMUNICATION
RADIO, TELEVISION AND CINEMA DEPARTMENT
GRADUATION PROJECT STUDY REPORT

Student Name-Surname	**Number:**
Course Name and Code:	**First semester of enrollment:**
Advisor:	**Semester of enrollment:**

TRACKING CHART

Date	Progress in the process	Student Signature
Advisor's note:		
Approval:		

ANNEX-3. Project File Cover Sample

T.C.

YEDİTEPE UNIVERSITY

FACULTY OF COMMUNICATION

RADIO, TELEVISION AND CINEMA DEPARTMENT

RTC 491 / 492

GRADUATION PROJECT 1 / 2

PROJECT NAME

TYPE

Prepared by (Name-Surname)

(Number)

Advisor

(Title, Name-Surname)

20.. - 20. .....SEMESTER

ANNEX-4. TV/Film Projects *Roll Caption* Sample

Director

Producer

Script/Scriptwriter

Cameraman

Sound

Light

Edit

Music

Decor

Costume

Makeup

Player(s)/Server(s)

(Name-Surname)

Thank you

(List of Institutions and/or Persons)

T.C.

Yeditepe University Faculty of Communication

Department of Radio, Television and Cinema Rtc 491-492 Graduation Project 1 / 2

20..-20. Semester

Advisor

(Title, Name -Surname)

ANNEX-5. Radio Projects Audio Credits Content

<div align="center">

Project Name Type

(Radio Program)

Sound Effect

(Name-Surname)

Editing

(Name-Surname)

Duration

(Program Duration)

Course Code and Name

(RTC 491 Graduation Project or RTC 492 Graduation Project)

Year and Semester Information

(20th-20th ... Semester)

Advisor

(Title, Name-Surname)

Prepared by

(Name-Surname)

Presenter

(Name- Surname)

Guests

(Name- Surname)

Generic

(Name-Surname)

Jingle

(Name- Surname)

</div>

ANNEX 6. Radio Theater Audio Credits Content

<div align="center">

Project Name

Type

(Radio Program)

Duration

(Program Duration)

Course Code and Name

(RTC 491 Graduation Project or RTC 492 Graduation Project)

Year and Semester Information

(20th-20th ... Semester)

Advisor

(Title, Name-Surname)

Author

(Name-Surname of the Original Author if adaptation)

Adapted by

(Name-Surname of the adaptor)

Director

(Name- Surname)

Voices

(Name of the character - Name-Surname of the voice actor)

Generic

(Name- Surname)

Interludes

(Names and Composers of the Music Used)

Sound Effect

(Name-Surname)

Editing

(Name-Surname)

</div>

ANNEX-7. DVD Cover Sample

T.C.

YEDİTEPE UNIVERSITY

FACULTY OF COMMUNICATION

RADIO, TELEVISION AND CINEMA DEPARTMENT

RTC 491 / 492
GRADUATION PROJECT 1-2

PROJECT NAME

TYPE AND DURATION OF THE PROJECT

Prepared by

(Name-Surname, Number)

Advisor

(Title, Name-Surname)

20..-20. Semester