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**YEDİTEPE UNIVERSITY**

**FACULTY OF COMMUNICATION**

**VISUAL COMMUNICATION DESIGN DEPARTMENT**

**GRADUATION PROJECT INSTRUCTIONS**

**FIRST CHAPTER**

**Purpose, Scope, Foundation, and Definitions**

**Purpose**

ARTICLE 1- (1) The purpose of this instructions manual is to uncover the methods and principals of the VCD 492 Graduation Project class which is within the Yeditepe University Visual Communication Design Undergraduate Program.

**Scope**

ARTICLE 2- (1) This instruction manual covers the rulings related to the graduation projects which are mandatory for the Yeditepe University Visual Communication Design undergraduate students.

**Foundation**

ARTICLE 3- (1) This article is created with accordance to the rulings identified by the Law of Higher Education number 2547 and “Yeditepe University Associate and Undergraduate Degrees Education and Examination Regulation” which is published in official newspaper number 28776 in 25/09/2015.

**Definitions**

ARTICLE 4- (1) The terms and abbreviations within this document are listed below:

1. Advisor: Defines an instructor which can only be picked out of the ones from the department by student, who supports and guides the graduation projects, and conducts project classes,
2. Department: Defines the Department of Visual Communication Design,
3. University: Defines Yeditepe University.

**SECOND CHAPTER**

**Principals Regarding the Graduation Project**

**Extent and purpose of the Graduation Project**

ARTICLE 5- (1) Graduation project is required to be chosen and passed by students in order to complete the program.

ARTICLE 6 – (1) The purpose of the graduation project is to provide students with opportunities to employ the processes and techniques needed for research, interpretation, and practice; which are deduced from the theoretical and practical knowledge that is gathered from the undergraduate education.

**Semester and conditions required for the Graduation Project**

ARTICLE 6- (1) Students take the VCD 492 Graduation Project course which is within the 8. Semester of the undergraduate program in order to carry out their graduation projects.

(2) Students who take the graduation project should not have any failed courses in the first four semesters.

(3) Students are required to attend to the Graduation Project Information Meeting which is held on the start of every semester by the Visual Communication Design Department in order to lay the groundwork for the Graduation Project course.

**Main Principals**

ARTICLE 7- (1) Guidance, preparation, implementation, and assessment processes of a graduation project are bound to the principals underlined in the “Graduation Project Guide” (APPENDIX-1) document.

(2) Methods and principals regarding the Graduation Project course procedure (such as deadlines, presentation dates, assessment, etc.) are notified by the advisor via the course syllabus.

(3) Every lecturer and instructor that actively teach in the department can serve as an advisor.

**Compulsory attendance**

ARTICLE 8- (1) Every student should abide the minimum required number of meetings identified by the “Graduation Project Guide” (APPENDIX-1) document and attend to the meetings regarding his/her graduation project which are held on the date and time designated by the advisor.

(2) Attendence of the Graduation Project class is monitored via the “Graduation Project Practice Report” (APPENDIX-3) which is filled by the advisor. Students are obligated to provide the department with a signed copy of the practice report at the end of the 8th semester.

**Identifying topic for the Graduation Project**

ARTICLE 9- (1) Topic of the Graduation Project should be picked considering to mirror and further develop each student’s research capacity, professional knowledge and skills.

**Appeal and approval of the Graduation Project topic**

ARTICLE 9- (1) Student picks a project topic according to the advisor’s influence and fills out 2 copies of the “Graduation Project Appeal and Approval Form” (APPENDIX-2), then the advisor signs those forms. One of the forms should be handed in to the department secretary. Advisors also keep one copy.

**Deadline of the Graduation Project**

ARTICLE 10- (1) Students are obligated to turn in their graduation projects at the end of the semester they picked the course, but maximum 3 semesters of additional time including the semester that the course is picked can be allowed according to the particular project’s requirements and approval of the advisor. Projects that are not finished within the given period are considered as unsuccessful. Students who are failed the Graduation Project should pick the class again.

**Application and preparation of the Graduation Project**

ARTICLE 11- (1) Each graduation project course is conducted with an advisor appointed according to the students’ choice. Advisor guides the student on issues such as planning the process, maintaining practice, and interpreting the results of the graduation project.

ARTICLE 12- (1) With the proposal of the student and the approval of the advisor, the Graduation Project can be realised by writing a report and creating an applied work within the domain of the visual communication design occupation.

ARTICLE 13 - (1) The Graduation Project should be created according to the “Graduation Project Guide” (APPENDIX-1) document provided by the department.

 (2) When needed, faculty or department officials can make changes upon the “Graduation Project Guide” document.

**Submission and evaluation criteria of the Gradation Project**

ARTICLE 14- (1) a) Graduation Project should be analyzed and refined prior to submission.

b) Students who completed the Graduation Project should undertake necessary arrangements according to the planned principals and the “Graduation Project Guide” document in order to make their projects viable for submission.

c) Projects that are ready to be submitted are to be given to the attending assistant as 3 copies and a project file by signature. Application projects need to be submitted with a project file. Technical and stylistic rules, writing rules and format are specified within the “Graduation Project Guide” (APPENDIX-1) document.

APPENDIX 15- (1) Assessment process of the Graduation Project is carried out within the terms specified in the “Graduation Project Guide” (APPENDIX-1) document. A mid-year assessment in the course’s extent and a final assessment at the end of the semester is made. 40% of the mid-year assessment and 60%of the final assessment add up to final grade.

Project Report takes up 20 points, project presentation takes up 20 points and the project application takes up 60 points.

(2) Students attending the Graduation Project course is assessed upon their project report and application with the criteria specified within the “Graduation Project Guide” (APPENDIX-1) document.

(3) The mid-year and final grades of VCD 492 Graduation project course is given on the scale of 100. Each student’s final grade is calculated on the scale of 100 and this calculated grade is converted into a letter grade according to the chart below.

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| --- | --- | --- |
| **SCORE** | **LETTER GRADE** | **4 POINT GRADE** |
| 90 – 100 | AA | 4.0 |
| 85 – 89 | BA | 3.5 |
| 80 – 84 | BB | 3.0 |
| 75 – 79 | CB | 2.5 |
| 70 – 74 | CC | 2.0 |
| 60 – 69 | DC | 1.5 |
| 50 – 59 | DD | 1.0 |
| 49 and below  | FF | 0.0 |

APPENDIX 16– (1) The grades regarding mid-year and final examination file contents is calculated with the criteria specified within the “Graduation Project Guide” (APPENDIX-1) document. Those grades then put into the “Graduation Project Mid-Year Assessment Form” (APPENDIX-4).

 (2) A jury of 3 instructor including the advisor of the student is picked by the Department Administration in order to assess the projects which are produced within the terms of the “Graduation Project Guide” (APPENDIX-1) document and cleared for final examination. Project jury is required to fill out the “Graduation Project Assessment Form” (APPENDIX-5) document, then the mean value of the 3 final grades given by 3 jury members is calculated which becomes the final grade of the project.

Final grade of the VCD 492 course is given by the advisor at the end of the semester and put into the “Graduation Project Assesment Form” (APPENDIX-6) document.

**THIRD CHAPTER**

**Final Rulings**

**Yürürlük**

ARTICLE 17- (1) This instruction document is valid from the date it is accepted by the Yeditepe University Senate.

ARTICLE 18- (1) This instruction document is updated with the changes on the Education and Examination Regulations for the Associate and Undergraduate Programs of Yeditepe University, and with the changes on the curriculum.

MADDE 19- (1) Rector of the Yeditepe University conducts this instruction document.

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| **Senate that Issued the Document** |
| **Date** | **Number** |
| 22.05.2019 | 2019/08/06 |
| **Board of Trustees Accepted the Document** |
| **Date** | **Number** |
| 27.05.2019 | 251 |

**APPENDICES:**

**APPENDIX-1:** Graduation Project Guide

**APPENDIX-2:** Graduation Project Appeal and Approval Form

**APPENDIX-3:** Graduation Project Practice Report

**APPENDIX-4:** Graduation Project Mid-Year Assessment Form

**APPENDIX-5:** Graduation Thesis Mid-Year Assessment Form

**APPENDIX-6:** Graduation Project Assesment Form

**APPENDIX-7:** Graduation Thesis Assesment Form