**YILDIZ TECHNICAL UNIVERSITY**

**FACULTY OF CHEMICAL AND METALLURGICAL ENGINEERING**

**DEPARTMENT OF BIOENGINEERING**

**PROJECT COURSE INSTRUCTIONS**

This directive has been prepared for the purpose of determining the execution rules of BYM3032 coded "Project" course in the 6th semester of undergraduate programs in the **DEPARTMENT OF BIOENGINEERING, FACULTY OF CHEMICAL AND METALLURGICAL ENGINEERING, YILDIZ TECHNICAL UNIVERSITY.**

**Purpose and Scope**

The purpose of the "Project" course is;

* To design a system, process, device or product to meet certain requirements under realistic constraints and conditions,
* To apply modern design methods for design purposes,
* To prepare a project report individually or in a team,
* To present and defense of the project in written and oral form.

**Project Subjects and Teams**

1. Students who will attend the Project course in the spring semester are determined within the last month of each fall semester. The on-line application form created for this purpose is filled by the students who will attend this course, the students who apply will be examined and the students who will take the Project course are determined by the “Project and Graduation Thesis Evaluation Board” and announced on the Department website.
2. The “Project and Graduation Thesis Evaluation Board” is responsible for advising all faculty members an equivalent number of Project students. The number of students that each faculty can advise is announced to all faculty members by the “Project and Graduation Thesis Evaluation Board”.
3. Students who will attend the project course will determine the subject and advisor faculty members they will work with by discussing with the faculty members. The faculty members submit the lists of students who applied to them within the quota assigned to them to the “Project and Graduation Thesis Evaluation Board”.
4. The “Project and Graduation Thesis Evaluation Board” makes the appointments of the students who are not appointed to any academic staff.
5. The students who will attend the Project course, the advisor lists that they are appointed are announced on the Department's website.
6. The project topics and the process of determining the advisor faculty member is completed within the last month of the fall semester.

**Project Work**

1. Each student is responsible for choosing this course via USİS during the course selection week of the semester he / she takes the course.
2. All students attending the Project course are responsible for following the courses on Project Management, Risk Management and Change Management, which will be given during the related course hour.
3. The subjects given by the faculty members within the scope of the project work should include a design study. In this context, system, process, device or product design can be made.
4. In the Project work, a comprehensive design should be carried out by considering (1) economy, (2) environment, (3) sustainability, (4) manufacturability, (5) ethics, (6) health and (7) safety, and (8) social and political perspectives. At least four of these perspectives should be considered. Students should also use engineering norms and standards in their designs as required.
5. The design method used in all design work carried out should be specified.
6. The lecturers who provide the project course should meet with the students they consult on a weekly basis. The absenteeism follow-up of the students attending the project course is carried out according to the YTÜ Undergraduate Education Regulation.

**Evaluation of the Project Study**

1. Students are evaluated with 1 midterm exam, 1 project report submission and 1 project presentation from the project course studies.
2. Project course midterm exam is carried out on Project Management, Risk Management and Change Management.
3. The project report is prepared using the “Project Report Draft” shared on the Department website. The prepared project report is uploaded to the online "Project Upload System" on the last day of the course. The name of the uploaded project report file is saved as “consultant surname\_student surname.pdf”. The "Project Delivery Form" signed by the project consultant is delivered to the Department Chair.
4. "Project Evaluation Juries" are determined by the "Project and Graduation Thesis Evaluation Board" and announced on the Department's website.
5. The students deliver their project reports by e-mail or by hand to the jury members.
6. Project presentations are presented to the “Project Evaluation Jury” at the date and time determined by the Department Chair during the final exams week. “Project Evaluation Jury” consists of 3 faculty members.
7. Project teams make their project presentations to the relevant “Project Evaluation Jury” at the specified date, place and time. The presentation should last no more than 15 minutes.
8. Members of the "Project Evaluation Jury" evaluate the project report and project presentation and fill out the "Project Study Evaluation Form". The "Project Evaluation Jury" is responsible for checking that the content, report format and presentation of the project work are in line with the requirements set out in this directive.
9. The students' grades are determined by taking 20% of the midterm exam grade and 80% of the project work grade determined by the "Project Study Evaluation Forms" and the letter grades are registered to the USIS system by the relevant advisor
10. The completed "Project Study Evaluation Forms" are submitted to the "Project and Graduation Thesis Evaluation Board".

**Storage of Project Study**

1. Files uploaded to the department on-line system at the end of each semester are kept in the system for at least 5 years.
2. The "Project Styudy Evaluation Forms" are kept in the archive during the retention of the exam documents specified in the university legislation.

**Project and Graduation Thesis Evaluation Board**

1. Project and Graduation Thesis Evaluation Board consists of Head of Department, a faculty member and The Project and Graduation Thesis Supervisor determined by the Head of Department.
2. This committee is responsible for determining the student quotas of the advisor faculty members in Project and Graduation Studies courses, assigning students to advisor faculty members, defining Evaluation Juries, and informing students and faculty members about the Project and Graduation Study.
3. This committee is responsible for keeping the reports and theses prepared by the students in the Project and Graduation Studies lessons held in the department, as well as the Evaluation forms for the Project and Graduation Studies.

**Opening the Project Course Out of Term**

The project course is opened in the spring semester of each academic year. However, for students who will graduate, course can be opened by the Department Chair in the fall semester. In order for this course to be opened, the relevant students must apply to the Head of Department with a petition.

Applicants must have at least one of the following conditions:

1. The student who has completed 8 semesters except for the preparatory class but has not graduated, to graduate at the end of the same fall semester with the courses taken at the beginning of the fall semester,
2. If the student who has completed 8 semesters except for the preparatory class but will graduate at the end of the next spring semester, the courses that the student has to take, excluding the project course, are more than 25 credits (28 credits if the student's AGNO is greater than 3).