

YILDIZ TECHNICAL UNIVERSITY

FACULTY OF ARCHITECTURE DEPARTMENT OF ARCHITECTURE

ARCHITECTURE UNDERGRADUATE PROGRAM COMPLETION STUDY WORKING PRINCIPLES DIRECTIVE

Part One Purpose, Scope, Basis and Definitions

ARTICLE 1 - Purpose, Scope and Basis

This directive came into force by being published in the Official Gazette dated 19/01/2012 and numbered 28178, in order to regulate the procedures and principles regarding the execution and evaluation of the studies in the Graduation Study course included in the curriculum of Yıldız Technical University (YTU) Faculty of Architecture Department of Architecture Undergraduate Program. "YTU Associate and Undergraduate Education Regulation" and "Regulation on Amendments to the YTU Associate and Undergraduate Education Regulation", which came into force after being published in the Official Gazette dated 30/01/2013 and numbered 28544, titled "Graduation Work". It was created in accordance with the article.

ARTICLE 2 - Definitions

The definitions of the concepts used in this directive are given below.

- a. Higher Education Institution: Yıldız Technical University.
- b. Relevant Senate: Yıldız Technical University Senate.
- c. Relevant Faculty Board: Yıldız Technical University Faculty of Architecture is the "Faculty Board".
- D. Relevant Faculty Board of Directors: Yıldız Technical University Faculty of Architecture is the "Faculty Board of Directors".
- to. Related Department: Yıldız Technical University Faculty of Architecture is the "Department of Architecture".
- f. Relevant Department Board: Yıldız Technical University Faculty of Architecture Department of Architecture is the "Department Board".
- g. Architectural Design 7 Course: It is the design course in the 8th semester of the YTU Faculty of Architecture Department of Architecture Undergraduate Program curriculum. Architectural Design 7 (MT 7) course; It is the last project carried out by the student within the scope of the Department of Architecture Undergraduate Program. MT7; It is a study aimed at evaluating the architect candidate's knowledge level and professional skills on the design and implementation of advanced programmed projects through the project he/she presents.
- h. Architectural Design 7 Core Jury: It is a board consisting of faculty members who conduct the course throughout the relevant semester within the scope of MT7 and supervise and evaluate mid-semester and end-semester studies. It consists of at least two faculty members from the relevant department.
- I. Architectural Design 7 Advisory Jury: It is a committee consisting of faculty members whose knowledge and experience are consulted in line with their areas of expertise in mid-semester and end-semester evaluations throughout the relevant semester within the scope of the MT7 course.

Second part

## Procedures and Principles Regarding the Execution and Evaluation of Studies in the Architecture Undergraduate Program Graduation Course

### ARTICLE 3 - Definition and Purpose of the Architecture Graduation Course

Architecture Undergraduate Graduation Study is considered as proof that the student has reached a certain professional maturity. Architecture Undergraduate Graduation Study course is designed to evaluate the current situation by using the professional and academic qualifications gained by the student during the Department of Architecture Undergraduate Program education, the knowledge/skills acquired from the courses taken and the knowledge/skills gained from other disciplines, under the supervision of an advisor, to solve problems, to conduct research using reliable sources to access information, MT7 It is a set of studies in which the ability to express the intellectual background of the project designed within the scope of the course, verbally and in writing, is tested in a multi-layered manner. The purpose of the Graduation Study is; It is to test the professional competence of the professional candidate who has received architectural education and training within the scope of the topics of the MT7 course. Final Study; It is taken together with the MT7 course, which is the last design course of the relevant department program. For this reason, the scope and limits of the final study are determined in the MT7 course.

### ARTICLE 4 - Architecture Graduation Course Content

The content of the graduation study consists of the following headings:

#### 1. Introduction

##### 1.1. Defining the Subject

##### 1.2. Determining the Study Content

#### 2. Theoretical Research on the Subject

##### 2.1. Conceptual Foundations of the Subject of Study

##### 2.2. Sample Designs and Evaluations

#### 3. Location Reading

##### 3.1. Environmental Analysis

###### 3.1.1. Topography Relationships

###### 3.1.2. Climatic Analysis

###### 3.1.3. Transportation Relations

###### 3.1.4. Relationship to Existing Structures

###### 3.1.5. User profile

###### 3.1.6. User Requirements

###### 3.1.7. Other

##### 3.2. Inferences / Interpretation

#### 4. Presentation of the MT7 course project prepared by the student in the relevant period

##### 4.1. Location-related decisions taken and solutions developed

## 4.2. Spatial decisions and solutions

### 4.2.1. spatial fiction

### 4.2.2. Organization of Functions

## 4.3. Structural and structural decisions and detail solutions

## 5. Conclusion

## 6. Resources

Before the introduction, the content of the study; Lists of figures, tables, abbreviations, etc. and a summary should be written.

### Language of the Graduation Study

The language of the Graduation Study is Turkish for YTU Faculty of Architecture Department of Architecture Turkish program and English for YTU Faculty of Architecture Department of Architecture English program.

Graduation Paper Writing Guide The writing guide of the Graduation Paper is given in Annex 1 and the cover format is given in Annex 2.

### ARTICLE 5 - Assignments in the Architecture Graduation Course

- a. The Architecture Graduation Study Evaluation Jury consists of three faculty members from the MT7 course Core Jury or two from the MT7 course Core Jury and one from among the Advisory Jury Members.
- b. A rapporteur is appointed among the research assistants assigned by the relevant department for the MT7 course each semester in order to support each consultant jury group during the Architecture Graduation Course course.
- c. Architecture Graduation Study Evaluation Juries, Rapporteurs and Calendar, determined according to the above conditions, are announced by the relevant Department Head one week before the start of each semester.

### ARTICLE 6 - Architecture Graduation Study Topic Selection

- a. The prerequisites for the student to be eligible to take the Architecture Graduation Course, the Graduation Study and MT7 course subjects to be opened in the relevant semester, and the Evaluation and Advisor jury members are notified in writing by the Departments to the relevant Department Head in the previous semester.
- b. The study topics and quotas for the Architecture Graduation Study and MT7 course are announced to the students by the relevant Department Head on the department boards and/or web page before the course registrations specified in the academic calendar begin.
- c. Students register to the Graduation Study group on the same subject as the announced MT7 course through the automation system.

### ARTICLE 7 - Conduct of Architecture Graduation Study

- a. The mid-term studies of the Graduation Study are organized in the form of two interim audits under the supervision of the relevant advisors. The student is present at the designated place to

submit his/her work for evaluation and to discuss it on the days and hours specified in the Weekly Work Program (Appendix 3) announced at the beginning of the semester.

b. Among the students who cannot attend the Audits with a valid excuse within the reasons specified in the relevant Articles of YTU Associate and Undergraduate Education Regulations, students who have a health report, within three business days following the end of the report period; Students who have excuses other than health problems must submit the documents regarding their excuses to the Department of Architecture within three business days from the date of the excuse. An Excuse Audit is conducted for these students only once, on the date announced by the advisors.

c. Students who do not attend the Audits without providing a valid excuse for the reasons specified in the relevant Articles of YTU Associate and Undergraduate Education Regulations lose their right to submit their Graduation Work. It is mandatory for the student to attend at least one of the midterm exams (Audit/Evaluation/Jury).

#### ARTICLE 8 - Delivery of Architecture Graduation Work

a. The final submission of the Architecture Graduation Study is made by filling out the Submission form given in Annex 4 on the date specified in the final exam program announced by the Department.

#### ARTICLE 9 – Measurement and Evaluation Procedures in the Architecture Graduation Course

Architecture Graduation Study consists of 1st Audit, 2nd Audit and Final submission and Evaluation.

a. 1. Inspection; It is carried out in order to check the conceptual infrastructure of the student's work and the user profile-space-function relationships determined by the detailed content developed by the student in accordance with the announced subject. The student submits the research and preparation file regarding the announced topic and concept to the Architecture Graduation Study Evaluation Jury. Architecture Graduation Study Evaluation Jury; Examines and inspects the presentation made by the student for compliance with the process and makes necessary warnings. 1. Inspection; The Architecture Graduation Study is conducted by the Evaluation Jury and is open to all students in accordance with the academic calendar. The result of the inspection is reported to the Department of Architecture with a report.

b. 2. Inspection; It is carried out in order to check the spatial fiction developed by the student for the project to be carried out in accordance with the announced subject, the technical-mechanical solutions he proposes, and the interventions that determine the spaces and relations between spaces. The student submits the research and preparation file regarding the announced topic and concept to the Architecture Graduation Study Evaluation Jury. The Architecture Graduation Study Evaluation Jury examines and inspects the presentation made by the student in terms of compliance with the process and makes necessary warnings. 2. Inspection; The Architecture Graduation Study is conducted by the Evaluation Jury and is open to all students in accordance with the academic calendar. The result of the inspection is reported to the Department of Architecture with a report.

c. The Final Evaluation Jury is held by the Architecture Graduation Study Evaluation Jury, open to all students, in accordance with the academic calendar. In the evaluation, the student's continuity and development line in the 1st and 2nd Auditions, the project he presented to the MT7 Evaluation Jury, the conceptual infrastructure of his project, detailed literature research on the subject, his answers to the questions asked by the jury during this presentation, and the opinions of the Architecture Graduation Study Evaluation Jury. is considered as a whole. Jury members fill out the "Graduation Work Evaluation Schedule" (Appendix 5) prepared by the departments.

D. The success evaluation of the graduation work is made by taking into account the work(s) prepared by the student(s) and their performance in the oral exam. In order for the final study to be considered successful, the final grade must be at least "CC (2.00/4.00)".

to. The "Graduation Work Evaluation Chart", prepared in one (1) copy and containing the success grade for each student and/or student group, is signed by the jury and forwarded to the Department Head.

f. A student who fails the Architecture Graduation Course cannot continue the same course in the following semester. The student must choose from the Graduation Study topics announced during the period in which he/she registers for the Graduation Study. Students must re-fulfill all course-related obligations and re-participate in all supervision and evaluations within the scope of the course.

### Chapter Three Miscellaneous Provisions

ARTICLE 10 - In cases where there is no provision in these working principles, the provisions of the "YTU Associate and Undergraduate Education Regulation", which came into force after being published in the Official Gazette dated 19/01/2012 and numbered 28178, and the policy decisions to be taken by the relevant faculty authorized boards are applied.

#### Force

ARTICLE 11 – These working principles come into force on the date they are accepted by the Yıldız Technical University Senate, following the approval of the relevant Faculty Board, and are carried out by the YTU Department of Architecture.

### APPENDIX 1 – FINAL STUDY WRITING GUIDE APPENDIX

#### 1.1 General

The Graduation Study text must be written in pure Turkish that is easy to understand and complies with the spelling rules. When writing the Final Study, A4 (210 x 297 mm) standard white paper should be used and it should be written on only one side of the paper.

#### APPENDIX 1.2 Spelling Feature

Only one of the characters "Calibri" or "Times News Roman" should be used in the entire work text. The outer cover (Annex 4) must be written in all capital letters, 14 point bold. Titles of the Dissertation (including subsection titles); It should be written in 12 point bold. The main section headings (first order) of the Final Study text should start from the beginning of a new page. Section and subsection headings of the Final Study text should be numbered. The main section headings of the study text should be written in capital letters, and the subsection headings should be written with the first letter of each word in capital letters. Fifth and higher subheadings should not be numbered. In the first and second degree section headings, use "and, or, with" etc. If there are conjunctions, they should be written in lowercase letters. There should be a one character space after punctuation marks. Lines and paragraphs should start from the left edge of the page. The "justify" feature should be used for the working text. In subsections, figures, tables and other numberings, a period should not be used after the last digit. Footnotes should be written in 10 point size.

#### ANNEX 1.3 Page Layout and Numbering of Pages

There should be a space of 3.5 cm from the left edge of the page and 2.5 cm from the other edges. If there are footnotes, they should stay within these limits. Pages are numbered with Roman numerals on the front pages. Numbering should be the same as the font style of the Final Study text and should be written in 12 point font. Starting from the introduction, the main text and the last pages should be numbered with Latin numerals. In the work, page numbers should be placed at the bottom of the page and centered. If the pages are used horizontally, the same order should be followed.

#### ANNEX 1.4 Line Spacing

Single line spacing should be used until the text of the Final Study and 6 pt should be marked before the paragraph features and then 6 pt should be marked; In writing the text of the Final Study, 1.5 line spacing should be used and first 6 pt and then 6 pt should be selected. However, lists (symbols, abbreviations, tables, figure lists) should be written with single line spacing, using first 0 nk and then 0 nk. 1 line spacing should be used when writing figure and table explanations and footnotes in the text of the Dissertation. There should be a space of first 6 nk and then 12 pt between the figure and the explanation, and a space of 12 nk and then 6 pt between the table and the explanation. All headings should be written first in 18 pt and then in 6 pt. There should be a 6 pt space and then a 12 pt space between the text and the equation. References should be written with single line spacing, using 6 pt before paragraph features and 6 pt after. ADDITIONAL

#### 1.5 Shapes

The figure number and description should be written below the figure and centered. Figures should be numbered consecutively in each main section, starting from "1" and the first number being the section number. For example, Figure 9 of Chapter 3 should be written as "Figure 3.9". Figure description should be written with a one-character space after the number, only the first letter of the leading word should be written in capital letters, and the other words should be written in lowercase letters. There should be a space of first 6 pt and then 12 pt between the figure and the description. In figures taken verbatim from another publication, the reference must be cited at the end of the figure name.

Reference to a figure in the text should be as follows.

These stages, which can be divided into many processes and whose order can be changed, are shown in Figure 2.3.

These stages can be divided into many processes and their order can be changed (Figure 2.3).

These stages (Figure 2.3) can be divided into many processes and their order can be changed.

Document

#### ANNEX 1.6 Tables

The chart number and description should be written above the chart and centered.

Tables should be numbered consecutively in each main section, starting from "1" and the first number being the section number. For example, Table 7 of Chapter 4 should be written as "Table 4.7".

The table description should be written with a one-character space after the number, only the first letter of the leading word should be capitalized, and the other letters and words should be written in lowercase letters.

There should be a 12 pt space and then a 6 pt space between the table and the description.

In charts taken verbatim from another publication, the reference must be cited at the end of the chart name.

Reference to a table in the text should be as follows.

Point, line and area symbols determined for geographical entities are shown in Table 4.8.

Point, line and area symbols have been determined for geographical entities (Table 4.8).

Point, line and area symbols (Table 4.8) have been determined for geographical entities.

Graphical data are made ready for use in their places in the physical design (Table 4.7).

#### APPENDIX 1.7 Equations (Equations, Relations)

Writing equations should start from the left edge of the page.

Equations should be numbered consecutively in each main section, starting from "1", with the first number being the section number, and this number should be written in parentheses, at the end of the line, aligned to the right. For example, Equation 14 of Chapter 2 should be written in the form (2.14).

There should be a 6 pt space and then a 12 pt space between the text and the equation.

Mentioning an equation, equality or relationship in the text should be as follows.

The nd product can be calculated with sufficient precision with the help of equation (2.24).

The thickness d can also be easily determined by using the n calculated from (2.21) in the known nd product.

The thickness d can also be easily determined by using the refractive index n (2.21) in the known nd product.

#### ANNEX 1.8 Footnotes

Numbering footnotes should be started again on each page. Footnote numbers should be stated in the format 1,2 ... respectively within the page they appear on.

It should not extend beyond the page margins.

One line spacing should be used in writing and the letter size should be 10 points.

#### APPENDIX 1.9 Resources

All sources (including internet sources) mentioned in the content of the study under the RESOURCES heading should be numbered in square brackets in the order of use in the text.

Lines should start from the left edge of the page, 1 (one) line spacing should be used in writing, and paragraph features should be written as 6 nk before and then 6 pt.

In sources with two authors, "and" should be placed between the author names.

In sources with more than two authors, a "comma" should be placed between the author names, and "and" should be placed before the last author.

If a publication within a compilation is cited as a source, it is written in accordance with the original source notation and a semicolon is placed at the end. Then Compiler: is written and the information about the compiled source is written in accordance with the source notation. At the end of a source that has been accepted for publication but has not been published, "(in press)." The statement should be written.

In translations, the original source is written in accordance with the source notation and a semicolon is placed at the end. Then Translator: Information about the translated source is written in accordance with the source notation.

#### Mentioning sources in the text

In the text of the Dissertation, references are indicated by writing the reference number or by specifying the author's surname and reference number.

Graphic design tools, decision tables and structural expression techniques can be used in design \*1+.

A similar approach to the model given by Sauder and Westerman in \*2+ is given by Kraft in \*3+.

According to Çelik, the environmental internal temperature at any time at \*4+ can be calculated by the following formula.

Reference with a single author: It is shown by specifying the author's surname and the number of the source.

(Boursier [5]) References with two authors: "and" should be placed between the author's surnames.

(Boursier and Mullon \*5+)

Citation of references with more than two authors: "et al." after the surname of the first author. abbreviation should be used.

(Ershun et al. [7])

Displaying multiple sources at the same time: Publications should be listed according to their serial number and a "comma" should be placed between them.

[7], [9], [18]

The writing of sources should comply with the following patterns:

Article: Author's surname, initials of the author's name, (year of publication). "Article Name", Name of the Journal, volume number (number in parentheses if any): page numbers.

Roth, J.P., (1966). "Diagnosis of Automata Failures: A Calculus and a Method," IBM Journal of Research and Development, 10:278-291.

Sarbanoğlu, H., (1988). "Software Crisis and SSADM", MAP Magazine, 109: 70-93. Statement: Author's surname, initials of the author's name, (year of publication). "Name of the Paper", Name of the Scientific Meeting, date and city where the scientific meeting was held.

İsdale, M. and Lee, Y.C., (1992). "An Object Oriented Modeling Framework for Geographic Information", ISPRS XVII. Congress, 2-14 August 1992, Washington.

Alkış, A., (1993). "Landinformationsystem in Türkei am Beispiel der Stadt Istanbul", Proceedings of 16th Urban Data Management Symposium, 6-10 September 1993, Wien, 159-167. For example:



Gielsdorf, L. and Gründig, L., (1997), "Conformal Mapping of Local Coordinate Systems into a Global Reference Frame", Second Turkish-German Joint Geodetic Days, 27-29 May 1997, Berlin, Germany, 185- 194. Book:

Author's surname, initials of the author's name, (year of publication). Name of the book, volume number (if any) and edition, Publisher, City of publication.

Sydney, H.A., (1974). Introduction to Physical Metallurgy, Second Edition, Mc Graw-Hill Book Co., New York.

Aysu, E., (1990). Density in Urban Planning, Yıldız University Publications, 214, Istanbul. Thesis: Author's surname, initials of the author's name, (year of publication).

Name of the Thesis, Type of Thesis, Name of the University and Institute Where the Thesis was Made, City.

İşcan, P., (1992). Sample Applications of Urban Information System, Master's Thesis, YTU Institute of Science and Technology, Istanbul.

Compilation: Original source written in accordance with the source notation; Compiled by: Information about the compilation written in accordance with the source notation.

Gielsdorf, L. and Gründig, L., (1974). "Conformal Mapping of Local Coordinate Systems into a Global Reference Frame", Second Turkish-German Joint Geodetic Days, 27-29 May 1974, Berlin, 185-194; Compiled by: Sidney, H.,A., (1997). Introduction to Physical Metallurgy, Mc Graw-Hill Book Co., New York. Standard:

Abbreviated name and number of the organization that prepared the standard, the year it was prepared. Name of the standard, Preparing Organization, edition number, City.

TSE 2478, (1976). Determination of Elasticity Modulus of Wood in Static Bending, TSE, 1st Edition, Ankara. Ex: ASTM 907, (1982). Standard Definitions of Terms Relation to Adhesives, ASTM, Philadelphia. Official Gazette (Law, Communiqué, Regulation and Statute):

T.R. Official Gazette, law, regulation etc. 's title. (number), date, page.

T.R. Official Gazette, Decision on the Enforcement of the Decision on Grain Procurement. (21242 bis), 29.5.1992, 2–10.

T.R. Official Gazette, Regulation on Amending Annex 1 of the Customs Regulation No. 1615. (21237), 24.5.1992, 85. Publications whose author is unknown and whose responsibility belongs to an organization: Name of the publishing organization (abbreviated name, if any), (date of publication).

Name of Publication, publication number, City.

DPT, (1985). Fifth Five-Year Development Plan, Publication No: 19, Ankara.

İBŞB, (1991). City Planning Directorate System Analysis Report, Publication No: 45, Istanbul. Internet:

For internet sources whose author is unknown, the name of the site or source, the title of the information, the internet address of the relevant site, the date the information was taken (day, month, year).

T.R. General Directorate of Forestry, Our Tree Species, [www.ogm.gov.tr/agaclar.htm](http://www.ogm.gov.tr/agaclar.htm), 11 March 2003.

T.R. General Directorate of Forestry, Restructuring and Norm Staff Project, [www.ogm.gov.tr](http://www.ogm.gov.tr), 11 March 2003.

For internet resources with a known author, Author's surname, initials of the author (year of publication), Title of the article, the internet address of the site, date of receipt of the information (day, month, year).

James, G.T. and Richards, A.P., Greenhouse Effect and Sea Level Rise: The Cost of Holding Back the Sea, [http://yosemite.epa.gov/oar/globalwarming.nsf/content/ResourceCenterPublicationsSLRCost\\_of\\_Holding.html](http://yosemite.epa.gov/oar/globalwarming.nsf/content/ResourceCenterPublicationsSLRCost_of_Holding.html), March 21, 2003.

David, C.N. and Clifford, G.H., A Criteria and Indicators Approach to Community Development, [http://sfm-1.biology.ualberta.ca/english/pubs/PDF/WP\\_2002-2.pdf](http://sfm-1.biology.ualberta.ca/english/pubs/PDF/WP_2002-2.pdf), 21 March 2003. Document Number: YÖ-067 ; Revision Date: 12.04.2018; Revision No:00 14