EE401/EE402 RULES AND REGULATIONS

1. **(Coordinator)** The EE401 and EE402 courses are coordinated by a committee assigned by the department chair.

2. **(Project topics)** The EE401/EE402 course general project topics are collected from the professors every year in April and announced to the students from the department website. The project topics cover 2 semesters (EE401 and EE402) work.

3. **(Selection)** Students should fill in an online form to select project topics within one week after the announcement.

4. **(Max student groups)** For group projects, maximum 3 students are allowed to a project group with a clear and well-balanced responsibilities for each group member.

5. **(Project Assignment)** The student-project assignments are carried out by the coordinator and the assignments are announced to the students.

6. **(Registration)** At the beginning of each semester, each student should register to the assigned professor's EE401/EE402 course.

7. **(EE401-402 Advisor)** A student's EE401 and EE402 advisor should be the same professor. In exceptional cases the department chair may change the student advisor.

8. **(Max advisor capacity)** At most 5 students can be registered to each professor. In case more capacity is needed, the capacity can only be increased with the approval of the department chair.

9. **(Jury)** The course grade of each student is given by a jury of 3 professors including student's advisor and 2 other professors preferably related to the student's project topic.

10. **(Deliverables)** At each semester, students should prepare a project report and make an oral project presentation to the jury members.

11. **(Report drafts)** Project report drafts should be submitted until the end of the week just after the midterm-exams week. The advisors give feedback for each report within two weeks after submission. Students should revise their work/report according to the advisor's feedback.

12. **(Final Reports)** Final project reports must be delivered to all the jury members as a hard-copy. The reports will be scanned for plagiarism using softwares (e.g. turnitin) and the reports which have similarity score more than %20.0 will not be accepted and those student(s) will fail from the course.

13. **(Presentations)** The presentations should be made within the last 2 days of final exams. For group projects, each group member should present his/her responsibilities in the project and his/her own work. The duration of the presentation for individual projects is 15 minutes and for group projects. Presentations are open to all faculty members and students as the audience. They can ask questions after the end of the presentation when the jury allows the questions from audience.

14. **(Demo)** For EE402 course, at the end of the presentation, a demo of the prototype should be presented to the jury together with poster and a pre-recorded video demonstrating the properties of the functioning prototype/software/… etc.

15. **(No Report or Presentation)** Students who do not submit project report or do not make a presentation will get GR grade from the course.

16. **(Project Exhibition)** There will be poster exhibition at the same day of presentations. All the projects should be demonstrated to the visitors from the faculty members, industry and other audience. Best three projects will be selected by the votes of the professors and other visitors. The demonstration is part of the course, therefore, those who do not participate in the exhibition will get GR grade from the course.

17. **(Grading)** The grades are given by each jury member by filling out the jury evaluation form for each student. The total grade of the student is calculated by the arithmetic average of the grades given by each jury member. The letter grades are given according to the catalog thresholds.

18. **(Project Rights)** The department owns all the rights of the intellectual property of the project together with all its outcomes and deliverables.