

NECMETTIN ERBAKAN UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF INDUSTRIAL ENGINEERING
SEMINAR, GRADUATION PROJECT 1 AND GRADUATION PROJECT 2
PRINCIPLES AND PROCEDURES

Purpose

ARTICLE 1- (1) The purpose of these guidelines is to regulate the implementation principles of the courses "Seminar," "Graduation Project 1," and "Graduation Project 2" included in the curriculum of Necmettin Erbakan University (NEU), Faculty of Engineering, Department of Industrial Engineering.

Scope

ARTICLE 2- (1) These guidelines cover the implementation principles of the "Seminar" course offered in the 5th semester, "Graduation Project 1 (GP1)" offered in the 6th semester, and "Graduation Project 2 (GP2)" offered in the 7th semester of the Department of Industrial Engineering's curriculum.

Legal Basis

ARTICLE 3- (1) These guidelines have been prepared based on the Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17.06.2021 and numbered 31514, and the Necmettin Erbakan University Associate and Undergraduate Education, Teaching, and Examination Regulation published in the Official Gazette dated 05.09.2021 and numbered 31589.

Definitions

ARTICLE 4- (1) In these guidelines:

- **Advisor:** Refers to the faculty member appointed by the Head of the Department of Industrial Engineering to guide students taking Seminar, GP1, or GP2.
- **Department Head:** Refers to the Head of the Department of Industrial Engineering at NEU Faculty of Engineering.
- **Faculty:** Refers to NEU Faculty of Engineering.
- **Graduation Project 1 (GP1):** Refers to a course where students select a project topic and conduct literature reviews, problem definition, and methodology development.
- **Graduation Project 2 (GP2):** Refers to a course where students further develop the project defined in GP1 through detailed activities such as design, modeling, implementation, and result analysis.
- **Jury Member:** Refers to the faculty member appointed by the Head of the Department of Industrial Engineering to evaluate seminar presentations.
- **Seminar:** Refers to a course where students conduct literature reviews on a specific topic, prepare presentations, and present these to department faculty members.

Eligibility for Seminar, GP1, and GP2 Courses

ARTICLE 5- (1) Students must be in the first semester of their third year to take the Seminar course, the second semester of their third year to take GP1, and the first semester of their fourth year to take GP2. However, students participating in the Cooperative Education Program in their fourth year will not take GP2.

Determining Project Topics and Assigning Students to Advisors

ARTICLE 6- (1) Keywords are defined by faculty members at the beginning of each semester and published on the department's website under Faculty Members' Research Areas. The maximum number of students per faculty member is determined by the Department Head. The Department Head updates and announces these keywords within the first seven days of each semester.

(2) Students selecting project topics based on announced keywords (or a different area with advisor approval) complete the "Project Application Form" (PB Form-1) with their advisor. This form must be signed by both students and advisors and submitted to the Department Head by the end of the second week of the semester.

ARTICLE 7- (1) Students are assigned to advisors based on keyword matching, prioritizing student groups approved by advisors. The Department Head ensures balanced advisor-student workloads.

(2) Students who do not determine an advisor by the end of the second week must submit their chosen five keywords and project type (individual or group) to the Department Head.

(3) Unassigned students will be allocated advisors by the Department Head by the end of the third week, based on keyword matching and workload balance.

ARTICLE 8- (1) The maximum number of students in each project group is determined and announced by the Department Head every semester.

Project Implementation and Evaluation

ARTICLE 9- (1) Advisors guide students through project planning, execution, and interpretation of findings.

(2) Students regularly meet with their advisors weekly for supervision.

(3) Projects must be reviewed and corrected by advisors before submission.

(4) Completed projects must comply with the "Project Word Template" available on the faculty website, following NEU Thesis Writing Rules.

(5) Midterm grades are based on project evaluations by advisors.

(6) Completed project documents, including similarity reports and "Project Approval Form" (PB Form-2), must be submitted electronically and in hard copy to the Department Head by the end of the 13th week.

(7) Projects exceeding 30% similarity overall or 5% similarity from a single source (excluding references) cannot be presented.

(8) Electronic copies of projects are distributed to jury members via email.

(9) Seminar success requires presenting before a jury appointed by the Department Head, consisting of an advisor and at least two faculty members, during the final exam period.

(10) GP1 and GP2 evaluations are conducted solely by advisors without a jury.

(11) Advisors evaluate GP1 and GP2 using the "Project Evaluation Form" (PB Form-3), submitted to the Department Head.

(12) Seminar midterm grades are advisor-assigned; final grades combine advisor and jury assessments, detailed in the "Seminar Evaluation Form" (PB Form-4).

ARTICLE 10- (1) Projects rejected by advisors receive an "F" grade, requiring students to retake the project in the subsequent semester.

ARTICLE 11- (1) Final corrected projects must be resubmitted electronically and in hard copy by the first working day of the supplementary exam week.

ARTICLE 12- (1) Matters not covered by these guidelines are governed by other relevant regulations and Senate decisions.

Validity and Execution

ARTICLE 13- (1) These guidelines are executed by the Head of the Department of Industrial Engineering, Necmettin Erbakan University Faculty of Engineering.

APPENDIX: PROJECT CONTENT EVALUATION

Table-1: Project Content Evaluation

Course	Content
Seminar	- Topic selection and literature review - Preparation and techniques for presentations - Presentation to faculty members
GP1	- Introduction - Conceptual Work (Problem definition, product or process development, etc.) - Literature Review (At least 20 scientific publications + other sources) - Methodology (Identification of techniques and their justification) - Conclusion (A comprehensive plan for work to be performed within GP2)
GP2	- Introduction - Design/Modeling - Implementation - Output Analysis - Conclusion

Grading:

- **Seminar:**
 - Midterm Report 50% (evaluated by the Advisor)
 - Final Report and Presentation 50% (Advisor (50%) and two Jury Members (25% + 25%))
- **GP1:**
 - Midterm Report 50% (evaluated by the Advisor)
 - Final Report 50% (evaluated by the Advisor)
- **GP2:**
 - Midterm Report 50% (evaluated by the Advisor)
 - Final Report 50% (evaluated by the Advisor)