

**MIDDLE EAST TECHNICAL UNIVERSITY
GRADUATE PROGRAM in HISTORY of ARCHITECTURE
GUIDE for APPLICANTS and REGISTERED STUDENTS**



MIDDLE EAST TECHNICAL UNIVERSITY

GRADUATE PROGRAM IN

HISTORY OF ARCHITECTURE

GUIDE FOR

APPLICANTS AND REGISTERED STUDENTS

CONTENTS

PART ONE	1
Aim and Definition of Terms	1
1.1 Aim	1
1.2 Definition of terms	1
PART TWO	2
Provisions Concerning the Conduct of Graduate Education	2
2.1 Medium of instruction and Foreign Language Proficiency	2
2.2 Period of education	2
2.3 Academic year	3
2.4 Graduate education	3
2.5 Application and admission to Graduate Programs	3
2.5.1 Application criteria of the program	4
2.5.2 How to apply?	4
2.5.2.1 Normal application process	4
2.5.2.2 International students application process	7
2.5.2.3 OYP Research Assistantship process:	9
2.5.2.4 Special students	9
2.6 Student transfers between Graduate Programs	9
2.7 The Academic Deficiency Program	10
2.8 Initial enrollment to a program	11
2.9 Courses and course credits	11
2.9.1 The courses of the Master's Program in History of Architecture	12
2.9.2 Courses of the Ph.D. Program in History of Architecture	12
2.9.3 List of the Architectural History courses	13
2.9.4 Extra-curricular courses	14
2.9.5 OYP courses	14
2.10 Semester registrations	15
2.11 Course substitution in Graduate Programs	15
2.12 The status change and replacement of a course	18
2.13 Course withdrawal	18

PART THREE	19
Examinations and Assessment	19
3.1 Attendance and examinations	19
3.2 Assessment and grades	19
3.3 Submission and announcement of grades and grade corrections.....	21
3.4 Success in a course and course repeats	21
3.5 Grade point averages.....	21
3.6 Student dismissal	22
3.7 Graduation requirements and dates	22
3.8 Plagiarism	22
PART FOUR	24
Provisions Regarding Master’s Programs	24
4.1 Aim and scope.....	24
4.2 The duration of Master’s Programs	24
4.3 Course loads and success in Master’s Programs.....	24
4.4 Master’s thesis supervisor	24
4.5 Preparation and finalization of a Master’s thesis	25
4.6 Thesis Manual.....	26
4.7 Thesis submission procedures.....	26
PART FIVE	28
Provisions Regarding Doctoral Programs	28
5.1 Aim and Scope	28
5.2 The duration of a Ph.D. Program	28
5.3 Course loads and success in Ph.D. Programs.....	28
5.4 Ph.D. thesis supervisor.....	29
5.5 The Doctoral Comprehensive Examination.....	29
5.6 Doctoral Thesis Advisory Committee (TAC).....	32
5.7 Defense of the thesis proposal and monitoring the course of the thesis work	32
5.8 Preparation and finalization of a Doctoral thesis	33
5.9 Thesis Manual.....	34
5.10 Thesis submission procedures.....	34
PART SIX	36
Diplomas and Documents, Academic Advisors, Leaves of Absence, Withdrawal of Registration	36
6.1 Diplomas and documents	36
6.2 Academic advisors	36

6.3 Leaves of absence	36
6.4 Withdrawal of registration	37
PART SEVEN	38
Important Dates, Addresses and Forms	38
7.1 Important dates.....	38
7.1.1 Application dates	38
7.1.2 Graduate Program interview dates.....	38
7.1.3 METU English Proficiency Exam dates	38
7.1.4 Disclosure date of application results	38
7.1.5 Pre-registration.....	38
7.1.6 Interactive registrations and advisor approvals.....	38
7.1.7 Tuitions	39
7.1.8 Classes Begin.....	39
7.1.9 Special student applications and registration	39
7.1.10 Add-drop and advisor approval.....	39
7.1.11 Last day of classes	39
7.1.12 Final exams and term paper submissions.....	39
7.1.13 Announcement of final grades	39
7.1.14 Announcement of Incomplete (I) grades	40
7.1.15 Appointment of thesis supervisor	40
7.1.16 Application for the Doctoral Comprehensive Examination.....	40
7.1.17 The Doctoral Comprehensive Examination (DCE)	40
7.1.18 Appointment of Doctoral Thesis Advisory Committee (TAC).....	40
7.1.19 Defense of the thesis proposal	40
7.1.20 Doctoral Thesis Advisory Committee (TAC) meetings.....	40
7.1.21 Submission of the ‘Jury Appointment Form’ before the thesis defense	41
7.1.22 Thesis defense.....	41
7.1.23 Thesis Submission	41
7.2 Important contact addresses.....	41
7.2.1 METU Architectural History faculty	41
7.2.2 Administrative staff of the Department of Architecture	43
7.2.3 Administrative staff of the Registrar’s Office.....	43
7.2.4 Administrative staff of the Graduate School of Social Sciences	44
7.3 Forms	45
7.3.1 Forms of the Registrar’s Office	45
7.3.2 Forms of the Graduate School of Social Sciences	45

**METU
GRADUATE PROGRAM in HISTORY of ARCHITECTURE
GUIDE for APPLICANTS and REGISTERED STUDENTS¹**

PART ONE

Aim and Definition of Terms

1.1 Aim

The aim of this guide is to set a map for the procedures and principles regarding admissions and registration to the Graduate Program in History of Architecture offered by the Graduate School of Social Sciences of Middle East Technical University and the conduct of graduate education, examinations and assessment.

1.2 Definition of terms

Wherever the following terms appear in this guide, they shall be taken to refer to:

- a) ALES: Academic Personnel and Graduate Education Exam,
- b) CEDS: Comprehensive Examination for Doctoral Students,
- c) ECTS: European Credit Transfer System,
- d) EPE: Middle East Technical University School of Foreign Languages English Proficiency Exam,
- e) Faculty: Full-time academic staff holding a title of Assistant Professor and higher,
- f) GMAT: The international Graduate Management Admission Test,
- g) Graduate Program: Master's Program and Doctoral Program,
- h) GRE: The International Graduate Record Examinations,
- i) HEC: Higher Education Council.
- j) IUC: Inter-university Council of Turkey,
- k) **Maximum duration:** 2 academic semesters for Academic Deficiency Programs, 6 academic semesters for Master's Programs, 12 academic semesters for Doctoral Programs, 14 academic semesters for Ph.D. on Bachelor's Degree Programs,
- l) **Plagiarism:** the practice of knowingly or unknowingly taking and using someone else's work, ideas, methods or data without crediting the source, and presenting them as one's own,
- m) **Program duration:** 2 academic semesters for Academic Deficiency Programs, 4 academic semesters for Master's Programs, 8 academic semesters for Doctoral, 10 academic semesters for Ph.D. on Bachelor's Degree Programs,
- n) TAC: A thesis advisory committee,

¹ All the information in this guide were adapted from the informings, rules and regulations in METU Graduate School of Social Sciences web page.

PART TWO

Provisions Concerning the Conduct of Graduate Education

2.1 Medium of instruction and Foreign Language Proficiency

- 1) The medium of instruction in METU's Graduate Programs is English. Courses that are to be conducted in Turkish or any other language are determined by the Senate.
- 2) In order to apply to Graduate Programs, candidates have to document their proficiency in English. The candidates' English proficiency is assessed through EPE. Scores obtained from international language exams whose equivalences have been determined by the Senate may also be used to this end.
- 3) English proficiency documentation is not required from nationals of countries whose official language is English and who have graduated from an English-medium institute of higher education within the past 3 years.
- 4) Candidates registered to a Graduate Program at METU for at least 1 semester within the past 4 semesters as of the date of their application to the Graduate Program in History of Architecture are not required to document their proficiency in English provided that they hold the score determined by the Department of History of Architecture they are applying to.
- 5) The validity period of EPE scores and scores obtained from exams deemed equivalent by the Senate is the period designated by the institution that owns the exam. This period of validity should not have been exceeded on the date of application to Graduate Programs. A document which is valid on the date of application will remain valid on the date of registration.

2.2 Period of education

- 1) The normal period of Graduate Programs includes 2 academic semesters (1 year) for Academic Deficiency Programs, 4 academic semesters (2 years) for Master's Programs, 8 academic semesters (4 years) for Doctoral, 10 academic semesters (5 years) for Ph.D. on Bachelor's Degree Programs. The maximum period of Graduate Programs includes 2 academic semesters (1 year) for Academic Deficiency Programs, 6 academic semesters (3 years) for Master's Programs, 12 academic semesters (6 years) for Doctoral Programs, 14 academic semesters (7 years) for Ph.D. on Bachelor's Degree Programs.
- 2) All the semesters during which the students have been registered since they first enrolled in a Graduate Program or which have been spent unregistered due to failure to re-register are included in the normal, maximum and additional periods of study.
- 3) The period spent in the Academic Deficiency Program is not included in the maximum period of study of the program.
- 4) Semesters for which students have been granted a leave of absence by the Graduate School Administrative Board are not included in the normal, maximum and additional periods of study.
- 5) Semesters which have been spent in institutions of higher education within the country or abroad as part of student exchange programs are included in the normal, maximum and additional periods of study.

- 6) Students may graduate in a shorter period of time provided that they meet all the requirements for graduation determined by the Department of History of Architecture

2.3 Academic year

- 1) One academic year comprises 2 semesters each of which is minimum 16 weeks, including the period for final exams.
- 2) The duration and dates of registration, courses, examinations and other similar activities within an academic year are indicated in the academic calendar.

2.4 Graduate education

Graduate education encompasses Masters, Doctoral, and Ph.D. on Bachelor's Degree Programs.

2.5 Application and admission to Graduate Programs

- 1) At the end of each semester, the Department of History of Architecture recommends to the Graduate School of Social Sciences, the provisions regarding applications (EPE, ALES etc.) for the following semester. These recommendations are assessed and resolved by the Graduate School Administrative Board and are announced on the official website of the Graduate School and/or the Department.
- 2) Applications to Graduate Programs are made to the Graduate School Directorates within the period announced in the academic calendar.
- 3) Applicants to Graduate Programs are to fulfill all the requirements specified and announced by the Department of History of Architecture.
- 4) Students who have applied to and earned the right for registration to a program with false or misleading declarations and documents will not be registered and legal action will be taken against them.
- 5) Candidates who have completed or are in their final semester of their undergraduate studies may apply to Masters' or to Ph.D. on Bachelor's Degree Programs, whereas candidates applying to Ph.D. Programs are required to have completed or be in their final semester of their graduate studies.
- 6) In order to be eligible for application, candidates are to hold an ALES score determined by the Department of History of Architecture which is no lower than the base score specified in the Graduate Education Regulation.
- 7) A recent ALES score is not required from those who dropped out or graduated from any Graduate Program, but are applying to a program once again after a one-semester lapse, provided that they hold an ALES score which is no lower than that announced by the Department of History of Architecture they are applying to.
- 8) Instead of an ALES score, candidates may submit a score obtained on an international exam (such as GRE or GMAT) whose equivalence has been announced by the Department of History of Architecture. If conditions regarding the ALES score have not been announced by the Department of History of Architecture, a score obtained on an international exam equivalent to the base ALES score as announced by the HEC may be submitted for application.
- 9) The validity period of ALES scores or scores obtained on equivalent international exams is the period designated by the institution that owns the exam and is effective as of the date the candidate took the exam. The validity should not have expired on

the date of application to a Graduate Program. A document which is valid on the date of application will remain valid on the date of registration.

- 10) For admission to a Graduate Program, along with the fulfillment of the general provisions, the candidate should be deemed satisfactory in the scientific evaluation carried out by the Department of History of Architecture. Scientific evaluation may be carried out through such methods as a written and/or oral examination and/or an output portfolio.
- 11) For admission to a Graduate Program, the weight of the ALES or equivalent exam score (provided that it is weighted at no less than 50% in the final mark) as well as the weights of such requirements as the scientific evaluation, EPE or equivalent international exam score, GPA (undergraduate and/or graduate), the letter of reference, and the letter of intent are determined by the Department of History of Architecture.
- 12) Admission of students is determined by the Graduate School Administrative Board by recommendation of the Department of History of Architecture, and the application results of are announced by the Graduate School Directorate.

2.5.1 Application criteria of the program

Degrees Offered	Graduate Exams		English Exams			Letter of Intent	Reference Letter	CGPA
	ALES	GRE	ODTÜ-İYS	TOEFL-IBT	IELTS			
MA (Thesis)	EA 55	Quantitative 610	69.5	86	7.0	English	2*	-
PhD	EA 60	Quantitative 648	69.5	86	7.0	English	2*	-

*All applicants are required to submit.

*Zorunlu olmamakla birlikte adayların Portfolyo sunması tercih edilir.

2.5.2 How to apply?

2.5.2.1 Normal application process

- 1) Application to the programs in the Graduate School of Social Sciences will be made online in the link provided here: https://oibs2.metu.edu.tr/Ms_Ph_d_Applications/
- 2) Applicants do not need to deliver the required documents (hard-copies) to the Graduate School of Social Sciences.
- 3) Applicants need to log in to the Online Application System (https://oibs2.metu.edu.tr/Ms_Ph_d_Applications/) and fill out the required fields in the Application Form.
- 4) After freezing the Online Application Form, the application process will complete. Applicants can check their application status on the Main Page (https://oibs2.metu.edu.tr/Ms_Ph_d_Applications/) by logging in with their email address and password.
- 5) After finalizing their application, applicants can check out the website of the Graduate School (www.sbe.metu.edu.tr) for the interview dates.

- 6) They can obtain detailed information about the Required Documents for Application, which will be uploaded to the Online Application System in the link provided below.
<http://sbe.metu.edu.tr/required-documents-application>

2.5.2.1.1 Required documents for application

1) Application Fee Receipt

- a) Applicants, who are still enrolled in any Undergraduate or Graduate Program of METU, do not have to pay for application fee.
- b) Applicants currently enrolled in Undergraduate or Graduate Programs of other Universities must upload their student identification to the application fee section of the online application form.
- c) Applicants who cannot upload their student certificate must upload jpeg versions of application fee receipts or online banking receipts to the online application system. The receipts which are taken from ATM are not accepted.
- d) For bank account number: <http://oidb.metu.edu.tr/en/bank-account-numbers-other-services>
- e) Applicants who file more than one application must pay the application fee for each program.
- f) The applicants whose application is not evaluated due to a missing criteria or document and the applicants who want to withdraw their application within the application period can get their application fee back. Those applicants should apply to Graduate School of Social Sciences with “Ödeme İadesi Başvuru Formu”. The form can be reached from the link: <http://sbe.metu.edu.tr/forms>.

2) English Proficiency Exams

- a) For the graduate applications, applicants must have an English language proficiency score.
- b) Accepted exams are:
 - METU English Proficiency Exam (ODTÜ-İYS), provided by METU
 - TOEFL IBT
 - IELTS
- c) Native speakers (who are the citizens of a country where English is among native or official languages) who received their bachelor's degree from a university in which the language of instruction is English are exempt from submitting a valid English language score. The applicants who satisfy these both conditions can check the "I am a native speaker" box in the online application form. Applicants who are native speaker of English or who are citizens of a country in which English is an official language and who received their previous degree from higher education institution at which the medium of instruction is English are exempted from submitting a proof of English proficiency. However, these candidates must document their status by submitting a copy of their ID card (e.g., Passport, citizenship ID card) and prove that they have received their education at an English medium university.
- d) METU-EPE and other English proficiency exam equivalence chart can be found at <http://www.dbe.metu.edu.tr/prf/>
- e) METU-EPE, TOEFL IBT and IELTS exams are valid for two years.
- f) KPDS, ÜDS, YDS, METU-EPE- Erasmus and METU- EPE- Mevlana exams are not accepted.

- g) For the application, the photocopy or the Internet print of the exam scores can be uploaded to the online application system.
- h) METU- EPE : The necessary information about the exam can be found at <http://oidb.metu.edu.tr/en/english-proficiency>
- i) Candidates registered to a Graduate Program at METU for at least 1 semester within the past 4 semesters as of the date of their application to a Graduate Program are not required to document their proficiency in English provided that they hold the score determined by the Department of History of Architecture they are applying to.

3) Graduate Exams

- a) All programs require Graduate Exam scores. To apply for Graduate Programs, the applicants must have ALES or GRE General Exam results that meet the minimum criteria of the programs.
- b) For the application, the photocopy or the Internet print of the exam scores can be uploaded to the online application system.
- c) Only international students who do not have GRE or ALES graduate exam score can check the "conditional application" box in the online application system. To learn more about conditional application, international candidates can check the link provided next: <http://sbe.metu.edu.tr/conditional-application>
- d) ALES certificates are valid for 3 years from the date of announcement of exam results. GRE certificates are valid for 5 years. Therefore, the exam results must be valid as of the date of application.
- e) Applicants who were registered in a Graduate Program at any university with no more than 1 semester break can apply to the Ph.D. programs with ALES scores that they submitted before. This exception is only valid if the old ALES score of the applicant meet the minimum criteria of the program requirements. Those applicants do not need to take the ALES exams again.
- f) While submitting the ALES score, at least four digits after the comma need to be entered.

4) Reference Letters

- a) For the application, two references must be submitted.
- b) The Graduate School of Social Sciences recommends applicants to take references as follows; if he/she is a senior bachelor student or a graduate planning to apply for Master of Science/Arts, consider taking the references from 2 faculty members who best know his/her academic skills and experiences; if he/she is planning to apply for PhD program, consider taking one from his/her thesis advisor and the other from his/her thesis committee members or a faculty member who knows his/her academic skills and experiences. If he/she is working in any sector, he/she may consider taking reference letters from his/her boss or managers.
- c) Applicants should enter the information regarding to the referees in online application form. The link for submitting reference letter will be sent to the e-mail address of referee's. Applicants can check the status of references from the online application form.

5) Transcript

- a) For the application, notarized or university certified transcript(s) must be submitted.
- b) Replicated by copying transcripts are not accepted.

- c) Copy of Student Affairs (Oibs 32 program) of transcripts are accepted for graduates of METU students.
- d) To apply Ph.D., both undergraduate and graduate transcripts are required.
- e) The jpeg and pdf versions of transcripts can be uploaded to the online application system.

6) Letter of Intention

- a) The letter of intention should include a short CV and the background related to the applied department, the awards, the scholarships, meetings, publications.
- b) The letter of intention should be in on-line application form. If the given space is not sufficient the applicants can upload pdf version of their intention letter to the online application system. If the applicants upload the intention letter as document then they should write a note like "attention letter is attached."

2.5.2.2 International students application process

2.5.2.2.1 Application and evaluation

- 1) Candidates within the following framework may be admitted to Graduate Programs:
 - a) Those who have graduated from or are in their last year of study at a university are eligible to apply to the Masters and Ph.D. on Bachelor's Degree Programs.
 - b) Those who have completed or are about to complete a Masters with a Thesis program at a university are eligible to apply to the Doctoral Programs.

2.5.2.2.2 Evaluation criteria

- 1) The following criteria are considered in the evaluation of the applicants:
 - a) Cumulative Undergraduate/Graduate Grade Point Averages and transcripts,
 - b) Curriculum Vitae (publications, awards, academic and professional experience, etc.),
 - c) Exam results such as those of ALES, GRE, GMAT etc.,
 - d) English Proficiency Exam scores,
 - e) The oral/written examination administered by the Department of History of Architecture
 - f) Letters of reference
 - g) Letter of Intent
 - h) Other documents as required by the Department (e.g. portfolio)
- 2) Of the exam results which are taken into consideration in the evaluation of the applications, ALES exam results are valid for 3 years; GRE and GMAT exam results are valid for 5 years.
- 3) Candidates are required to present a national/international English proficiency document as specified by the University Senate.
- 4) Having fulfilled the application requirements does not necessarily mean being accepted to a program.

2.5.2.2.3 The Application procedure

- 1) Applicants are required to present the documents mentioned in the application announcement in full to the Graduate School
- 2) In case of application by post, late applications due to postal delays are disregarded.

2.5.2.2.4 Evaluation and announcement of the results

- 1) The applications of the candidates are evaluated by the Department of History of Architecture.

- 2) Applications are finalized as described below:
 - a) **Acceptance:** Among candidates who have fulfilled all application requirements, those who are found eligible after the evaluation of the Department of History of Architecture are accepted to the program.
 - b) **Acceptance to an Academic Deficiency Program:** Among candidates who have fulfilled all application requirements, those whose Graduate Programs are different from the Undergraduate Program they have completed are accepted to an Academic Deficiency Program in order that they eliminate their deficiencies and adapt to the program. Candidates accepted within this scope take the recommended “Academic Deficiency” courses.
 - c) **Conditional Acceptance:** Candidates with missing ALES or GRE/GMAT scores (including those who are placed by the Council of Higher Education in accordance with the intergovernmental or intercultural agreements) may be accepted to Graduate Programs on a “conditional” basis by recommendation of the Department of History of Architecture and decision of the Graduate School Administrative Board. Candidates who are accepted on a conditional basis can take a maximum of 2 courses provided that they pay the tuition. However, the number of courses may be increased with the approval of the Graduate School Administrative Board.
 - d) **Rejection:** Candidates who are found ineligible after the evaluation of the graduate school are not accepted to the program.
- 3) Candidates who are accepted to Graduate Programs are sent an e-mail message by the Directorate of the Graduate School of Social Sciences informing them that they are granted acceptance and requiring them to declare whether or not they will come for registration. The candidates who declare that they will be present at registration are sent an official letter of acceptance in order that they might receive a visa.

2.5.2.2.5 Requirements for attendance to programs

Attendance requirements for candidates who have been accepted to a program is as follows:

- a) **Admission:** The attendance requirements of these candidates are as specified in the related articles of the Regulation Governing Graduate Education.
- b) **Admission to Academic Deficiency Program:** Students who are successful in the Academic Deficiency Program earn the right to start their Graduate Program. The requirements for success in an Academic Deficiency Program are as specified in the related articles of the Regulation Governing Graduate Education.
- c) **Conditional acceptance:**
 - i. In order for these candidates to gain admission to the Graduate Program, they must earn at least the letter grade BB in the courses they are registered in.
 - ii. A missing ALES or GRE/GMAT score may not be required from those candidates who fulfill the success requirement by recommendation of the Department of History of Architecture and approval of the Graduate School Administrative Board.
 - iii. The admission and course counting procedures of candidates who fulfill the success requirement are carried out by recommendation of the Department and approval of the Administrative Board.
 - iv. Those candidates who are unable to fulfill the success requirement may not start a Graduate Program even if they submit the required ALES/GRE/GMAT score.

2.5.2.2.6 Registration

- 1) It is mandatory that international students accepted to Graduate Programs register for the first semester they are admitted to the program. Otherwise, they will lose their right for registration.
- 2) In order for these students to register, they must either hold a visa annotated for education or be in a foreigner status which does not require a student visa as stipulated by the General Directorate of Security.
- 3) Submission of all the necessary documents in full during registration is imperative.
- 4) International students may be required to document that their financial status is suited for covering their educational expenses in Turkey by providing a financial guarantee.

2.5.2.3 OYP Research Assistantship process:

- 1) Applications and requirements for OYP are announced on www.yok.gov.tr. Applicants are ranked with respect to their OYP scores and assigned to universities through a central system.
- 2) The ones that became OYP Research Assistants apply to universities where they plan to have their Graduate and Doctoral educations via www.yok.gov.tr. The ones that plan to have their educations at METU should follow the announcements on www.oyp.metu.edu.tr
- 3) OYP Research Assistants that are admitted to the Graduate Programs at METU can apply to their universities for their temporarily assignment to METU as Research Assistants during their Graduate and Doctoral Education.

2.5.2.3.1 Required documents for OYP Research Assistants:

- 1) The photocopy of the appointment document as OYP Research Assistant issued by YOK.
- 2) The photocopy of the document issued by YOK stating that the student is eligible to register as a graduate student at METU.
- 3) ALES certificates (the Internet print of the exam scores)
- 4) English proficiency certificates (the Internet print of the exam scores)
- 5) Transcript (original)
- 6) A petition that includes the OYP Research Assistant's address, e-mail and mobile phone number.
- 7) The registration of students is conducted by the Registration Office
- 8) In addition to registering by designated deadlines, adding courses and advisor approvals for the semester need to be completed by going to the departments concerned.

2.5.2.4 Special students

Special students are students who are not registered to any program at METU, but who are expected to fulfill the requirements of the limited number of courses they are registered to.

2.6 Student transfers between Graduate Programs

- 1) Student transfers between Graduate Programs under the same Graduate School Department are made in accordance with the principles determined by the Graduate School of Social Sciences Board.
- 2) Student transfers are not possible between Graduate Programs under different Graduate School Departments of the university or from a Graduate School Department of another institution of higher education.

- 3) Student transfers cannot be made from Master's without a thesis second track programs to regular Master's Programs.

2.7 The Academic Deficiency Program

- 1) The Academic Deficiency Program is a program aiming at correcting the academic deficiencies of students and enabling them to adjust to the program they have applied to.
- 2) Academic Deficiency students are to follow an Academic Deficiency Program comprising courses specified by the Department of History of Architecture.
- 3) The Academic Deficiency Program Registration Forms for those offered admission as Academic Deficiency Program students for the Master's / Ph.D. Programs; are prepared together with the list of acceptance of the Graduate students and sent to the Institute. No change in these forms is possible afterwards. Students whose Academic Deficiency Program Registration Forms are not sent together with the list of acceptance of new Graduate students will not be enrolled in the Academic Deficiency Program.
- 4) An Academic Deficiency Program that lasts for a maximum of 2 semesters may be recommended to students admitted to the program by the Graduate School Administrative Board by recommendation of the Department of History of Architecture. This recommendation must be made at admission to a Graduate Program and all the Academic Deficiency courses that the student will take must be indicated on the Academic Deficiency Program Form. No changes may be made to the courses indicated on the form during the implementation of the program.
- 5) The time spent in an Academic Deficiency Program is a maximum of 2 semesters. The time spent in an Academic Deficiency Program is not included in the maximum duration for the Graduate Program in History of Architecture.
- 6) The total amount of course credits in an Academic Deficiency Program may not exceed 18 credits.
- 7) The provisions regarding the Academic Deficiency Program are stated below:
 - a) An Academic Deficiency Program for Master's studies consists of undergraduate and/or graduate level courses. The credits of these courses are not included in the course load of the Graduate Program.
 - b) An Academic Deficiency Program for doctoral studies consists of undergraduate and/or MA/MS level courses and the credits of these courses are not included in the course load of the Doctoral Program.
 - c) During an Academic Deficiency Program, students may enroll in graduate courses with NI status by recommendation of the Department of History of Architecture and approval of the Graduate School Administrative Board.
- 8) For students to be deemed successful in an Academic Deficiency Program and start their graduate studies, they must earn at least the letter grade CC in the undergraduate and CB in graduate courses they have taken and complete the program with a Cumulative Grade Point Average of minimum 2.50.
- 9) The duration of an Academic Deficiency Program may not be extended, excluding semester leaves of absence. Students who are not successful in the Academic Deficiency period are dismissed from the program.

2.8 Initial enrollment to a program

- 1) The registration of students admitted to Graduate Programs are conducted by the Registration Office within the period specified in the academic calendar.
- 2) The requirements listed below should be fulfilled for completion of enrollment of Graduate Program admissions:
 - a) Holding an undergraduate diploma for those admitted to Master's and Ph.D. on Bachelor's Degree Programs, holding a Master's diploma for those admitted to Doctoral Programs.
 - b) For international students, not having a student visa problem.
 - c) Fulfilling the provisions regarding tuition and education fees.
 - d) Fulfilling other requirements announced by the University.
- 3) Originals of documents required for registration or their copies approved by the University upon presentation of the originals are accepted. Regarding compulsory military service and judicial records, the application is processed based on the candidate's declaration. In case students who have earned the right for registration with false or misleading declarations and documents are detected, they will not be registered. If they have already been registered, the registration will be cancelled regardless of the semester they are in, all documents issued to them, including diplomas, will be declared null and void, and legal action will be taken against them. Those in this position are deemed not to have earned a student status and cannot enjoy any rights granted to students in the future.
- 4) Students who have completed the registration procedures are provided with a student ID card. The ID cards contain personal information about students.
- 5) Those who have not completed their registration within the announced period are deemed to have waived their student rights and thereafter cannot claim any of those rights.
- 6) Except for non-Thesis Master's Programs, registration and continuation in more than one Graduate Program is not allowed.

2.9 Courses and course credits

- 1) Courses within Graduate Programs are of 2 types: compulsory and elective. Compulsory courses are those that are defined in the curriculum and thus must be taken. Elective courses are those whose numbers, types and groups are defined in the curriculum and are selected by students.
- 2) Course titles, codes, contents, credits, categories, prerequisites, co-requisites, midterm exams, final exams and other similar features and amendments to be made to these features are determined by recommendation of the Department of History of Architecture and decision of the Graduate School of Social Sciences Board.
- 3) Prerequisite and co-requisite courses may be specified so that a specific course might be taken. A course which must be taken and successfully completed before a specific course might be taken is called a prerequisite course, whereas a course which must be taken simultaneously with another course during the same semester is called the co-requisite course.
- 4) In case of exemption from a prerequisite or co-requisite course, the student is deemed to have fulfilled the prerequisite or the co-requisite requirement(s) of the concerned course.

- 5) Apart from prerequisite and co-requisite courses, some additional requirements may be specified by the Department of History of Architecture so that a certain course might be taken
- 6) The credit value of a course consists of all of its weekly theoretical course hours plus half the weekly hours of workshop, studio, practicum, journeys, archival and other similar work related to that course.
- 7) The weekly theoretical and practicum hours of non-credit courses like seminars, fields of specialization, term projects and thesis work are specified; however, a credit value is not allocated for such courses.
- 8) At least 1 graduate course on the subjects of scientific research techniques and research and publication ethics ('AH 501 Studying Architectural History: Approaches, Methods, Ethics' course for the Master's Program, 'AH 601 Critical Review in Architectural History: Approaches, Methods, Ethics' course for the Ph.D. Program) must be taken during a Graduate Program. Regulations concerning such courses are drawn up by the Graduate School Board.
- 9) At least 1 non-native modern and/or old language course other than English (i.e. French, Italian, German, Spanish, Arabic, Persian, Latin Greek, Ottoman Turkish etc.) must be taken during a Graduate Program

2.9.1 The courses of the Master's Program in History of Architecture

- 1) The compulsory and elective courses to be taken in the Master's Program should be a cumulative minimum total of 21 credits. The non-native modern and/or old language elective courses (i.e. French, Italian, German, Spanish, Arabic, Persian, Latin Greek, Ottoman Turkish etc.), seminar and thesis courses are not included in this minimum total.
- 2) The number of the credit courses to be taken in the Master's Program is at least 7 (1 compulsory and 6 elective courses).
- 3) In Master's Program, courses coded 3XX and 4XX may be taken provided that they were not taken during undergraduate education. However, only 2 of these courses may be counted in the course load of the program.
- 4) Students can take a maximum of 2 graduate courses offered in other institutions of higher education, by the recommendation of the History of Architecture Program and with the approval of the Graduate School Administrative Board.
- 5) The student has to take 'AH 501 Studying Architectural History: Approaches, Methods, Ethics' and 'AH 504 Prothesis Seminar in Architectural History' prior to the dissertation stage.
- 6) It is recommended to take AH 501 in the first semester and AH 504 in the last semester of the course period. The course AH 501 is offered only in the first semester of each academic year.
- 7) From the date a thesis supervisor is assigned, the student should register for thesis work or the related courses (AH 599 and AH 8XX) every semester.

2.9.2 Courses of the Ph.D. Program in History of Architecture

- 1) The compulsory and elective courses to be taken in the Ph.D. Program should be a cumulative minimum total of 24 credits. The non-native modern and/or old language elective courses (i.e. French, Italian, German, Spanish, Arabic, Persian, Latin Greek, Ottoman Turkish etc.), seminar and thesis courses are not included in this minimum total.
- 2) The number of the credit courses to be taken in the Ph.D. Program is at least 8 (2 compulsory and 6 elective courses).
- 3) Students are required to have taken the courses AH 601 Critical Review in Architectural History: Approaches, Methods, Ethics', 'AH 602 Surveying

Architectural History’ and ‘AH 604 Seminar in Architectural History’ before the Doctoral Comprehensive Examination.

- 4) AH 601 is a prerequisite for AH 602. It is recommended to take AH 601 in the first semester and AH 602 in the following semesters of the course period. AH 601 is offered only in the first semester and AH 602 only in the second semester of each academic year.
- 5) AH 604 may be taken in the second semester but it is recommended to take it during the last semester.
- 6) As of the beginning of the semester following the assignment of the thesis supervisor, the student must register for the thesis work and the related courses (AH 699 and AH 9XX) each semester.
- 7) Undergraduate courses taken in a Doctoral Program cannot be counted in the course load or towards doctoral credits.
- 8) Of the graduate courses offered in other institutions of higher education, students in Ph.D. Programs can select a maximum of 2 courses by the recommendation of the History of Architecture Program and with the approval of the Graduate School Administrative Board.

2.9.3 List of the Architectural History courses

- 1) For detailed information about the compulsory courses of the Master's Program and course contents, see: <http://archist.arch.metu.edu.tr/ma-required-courses>

AH 501 Studying Architectural History: Approaches, Methods, Ethics (3-0)3

AH 504 Prothesis Seminar in Architectural History (0-2) (Non-credit)

AH 599 M.A. Thesis in History of Architecture (Non-credit)

AH 8XX Special Studies (4-2) (Non-credit)

- 2) For detailed information about the compulsory courses of the Ph.D. Program and course contents, see: <http://archist.arch.metu.edu.tr/phdrequired-courses>

AH 601 Critical Review in Architectural History: Approaches, Methods, Ethics (3-0)3

AH 602 Surveying Architectural History (3-0)3

AH 604 Seminar in Architectural History (0-2) (Non-credit)

AH 699 Ph.D. Dissertation in History of Architecture (Non-credit)

AH 9XX Special Studies (4-2) (Non-credit)

- 3) For detailed information about the elective courses of the Undergraduate and Graduate Programs at History of Architecture and course contents, see: <http://archist.arch.metu.edu.tr/graduate-elective-courses>

ARCH 303 Drawing and Media Arts / Jale Erzen

ARCH 365 Fine Arts Techniques Workshop I / Jale Erzen

ARCH 366 Fine Arts Techniques Workshop II / Jale Erzen

ARCH 422 Classical Antiquity in Asia Minor / Suna Güven

ARCH 423 Domestic Architecture in Classical Antiquity / Lale Özgenel

ARCH 426 House and Daily Life in History / Lale Özgenel

ARCH 427 Studies in Greek Architecture / Suna Güven

ARCH 428 Twentieth Century Architecture in Turkey / Elvan Altan

ARCH 430 Contemporary Architecture / Lale Özgenel - Pelin Yoncacı

ARCH 436 Studies in Roman Architecture / Suna Güven

- ARCH 440 Masterworks of Medieval Architecture in East and West / Ali Uzay Peker
ARCH 448 Issues and Problems in "Modernism" / Belgin Turan Özkaya
AH 513 Aesthetics and Criticism I / Jale Erzen
AH 514 Aesthetics and Criticism II / Jale Erzen
AH 520 Topics on Urban Form, Patterns and Architecture/ Namık Erkal
AH 521 Themes on Ancient Domestic Architecture / Lale Özgenel
AH 526 History and Theory of Architectural Styles / Jale Erzen
AH 533 Ottoman Architecture in the 19th Century / Elvan Altan
AH 535 Approaches in Greek Architecture / Suna Güven
AH 536 Approaches in Roman Architecture / Suna Güven
AH 539 Cosmological Thought and Architecture in the Middle East / Ali Uzay Peker
AH 541 Ottoman Architecture in the 18th Century / Ali Uzay Peker
AH 543 Anatolian Seljuk Architecture (11-14th centuries) / Ali Uzay Peker
AH 544 Architectural History Research Studio: Modern Capital City, Ankara / Elvan Altan
AH 546 Theories of History I: Althusser, Jameson and the Annales School / Belgin Turan Özkaya
AH 547 Theories of History II: Visuality, Spatiality and Materiality / Belgin Turan Özkaya
AH 548 Aesthetics and the Psyche / Belgin Turan Özkaya
AH 585 Ottoman Turkish for Architectural History / Işık Demirakın
AH 612 Imperial Architecture of the Ancient Near East / Tuğba Tanyeri Erdemir
AH 654 Framing the Past, Ruins and Architectural History / Suna Güven
AH 655 Spaces and Practices of Displaying the Past / Elvan Altan - Belgin Turan Özkaya

2.9.4 Extra-curricular courses

- 1) Extra-curricular courses are credit courses that do not exist in the Graduate Program a student is enrolled in, but which the student additionally takes. The regulations concerning such courses are stated below:
 - a) Such courses are considered in the status NI (not included in the Grade Point Average).
 - b) The status of courses falling into the NI status cannot be altered after the registration procedures of the concerned semester are completed.
 - c) Courses falling into the NI status cannot be substituted for courses in the program or programs the student is enrolled in during the semester they are taken.
 - d) Except for the courses that must be taken in the NI status in an Academic Deficiency Program, the status of courses not taken in the NI status cannot be rendered NI after the registration procedures of the concerned semester are completed.
 - e) A course taken in the NI status can only be repeated in the same status.
 - f) Courses taken in the NI status are not included in Grade Point Average calculations.
 - g) Courses taken in the NI status are indicated in the transcript along with the earned letter grade.

2.9.5 OYP courses

- 1) EDS 660 Teaching in Higher Education is required for all ÖYP doctoral candidates before graduation. All ÖYP Research Assistants intending to take the Doctoral Comprehensive Examination or those successful in the Doctoral Comprehensive Examination should register in this course. EDS 660 is offered as one section only during the Fall Semester.
- 2) OYP Research Assistants offered admission in the Graduate Program with KPDS, ÜDS or YDS with scores 70-85 and who do not hold the required score from the METU-EPE must take ENG 401 and ENG 402 non-credit courses. Students admitted in the Graduate Program with KPDS, ÜDS or YDS with scores 86 and above must

take ENG 402 (non-credit). After admission to the graduate program, students who take the METU-EPE exam and obtain the score determined by the Department of Architecture are exempted from the above courses.

2.10 Semester registrations

- 1) Each semester, students must re-register on the online registration dates indicated in the academic calendar. However, students who enroll in a Graduate Program for the first time may also register in the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed unregistered and may not enjoy the rights of registered students.
- 2) Semester registration procedures consist of the following phases:
 - a) The student pays the tuition or education fee and fulfills any other financial obligation (dormitory fee, library fee, etc.) pertaining to previous years, if any.
 - b) The student registers for the new semester (<https://register.metu.edu.tr/>)
 - c) The student meets her/his advisor to obtain approval for the online semester registration.
- 3) Students who have completed their semester registration during the online registration period may add or drop courses or change course sections during the add/drop period indicated in the academic calendar. Advisor approval is required in order for the changes to be valid.
- 4) Students who have been granted an additional period in any phase of the Graduate Program must re-register for the additional period.
- 5) Among students who fall into the unregistered status during the normal period of study or maximum period of study, those who wish to register for a semester must apply to the chair of the Department of History of Architecture by stating and documenting a valid reason before the termination of the designated add/drop period for that semester. The student whose excuse is accepted by the Graduate School Administrative Board and who meets the requirements for the semester registration is re-registered by the Registration Office.
- 6) Students who fall into the unregistered status may register for ensuing semesters on dates indicated for the online registrations in the academic calendar. However, these students must submit a petition to the Registration Office latest by the date online registrations start.
- 7) The semesters for which the student has failed to register are included in the normal and maximum periods of study.

2.11 Course substitution in Graduate Programs

Master's Program

- 1) Up to 3 courses taken in the "Not Included" status during the undergraduate education and approved by the Department of History of Architecture,
- 2) Up to 2 courses taken in the "Not Included" status during the Academic Deficiency Program and approved by the Department of History of Architecture, if the time spent in the Academic Deficiency Program is 1 semester; and up to 3 courses, if the time spent in the Academic Deficiency Program is 2 semesters,
- 3) Courses taken previously in another Master's Program at METU from which the student has been dismissed before completion and then enrolling in the Master's

- Program in History of Architecture (the courses must be approved by the Department of History of Architecture and the Graduate School Administrative Board),
- 4) Up to 3 courses taken previously in another Master's Program in Turkey or abroad (except for METU) from which the student has been dismissed before completion and then enrolling in the Master's Program in History of Architecture (the courses must be approved by the Department of History of Architecture and the Graduate School Administrative Board),
 - 5) Up to 3 courses taken as Special Student and approved by the Graduate School Administrative Board and the Department of History of Architecture (course replacement can be made only during the first semester that the student is registered for the program) .. The course load of the program is determined by calculating the total of all credit and non-credit courses, except thesis studies (AH 599, AH 8XX). The program duration is reduced by 1 semester if the number of the replaced courses is 1 missing from half of the course load. This number is rounded to the nearest whole number (e.g. 5) if the number does not correspond to a whole number (e.g. 4.5). The number of replaced courses cannot exceed 50% of the course load of the Graduate Program in History of Architecture.
 - 6) In order for the student to be able to take courses from another institution of higher education within the scope of the inter-university protocol, the equivalent course is required to be unavailable in Graduate Programs at METU or not offered at that time. A maximum of 2 courses approved by the Department of History of Architecture and Graduate School Administrative Board may be taken. There is no deduction in semester for these courses.
 - 7) Except for the graduate courses taken with NI status, courses taken previously in another diploma program that the student has completed and/or courses taken simultaneously from two different Graduate Programs cannot be substituted in both programs.
 - 8) No course replacement can be made while in the Academic Deficiency Program. Once the Academic Deficiency Program is successfully completed, course substitution can be made only during the first semester of the Master's program.

Ph.D. Program

- 9) Up to 3 courses taken in the "Not Included" status during the Master's Program approved by the Department of History of Architecture,
- 10) Up to 2 courses taken in the "Not Included" status during the Academic Deficiency Program and approved by the Department of History of Architecture, if the time spent in the Academic Deficiency Program is 1 semester; and up to 3 courses, if the time spent in the Academic Deficiency Program is 2 semesters,
- 11) Courses taken previously in another Ph. D. Program at METU that the student has interrupted before completing his/her studies and then enrolling in the Ph. D. Program in History of Architecture (the courses must be approved by the Department of History of Architecture and the Graduate School Administrative Board),
- 12) Up to 3 courses taken previously in another Ph.D. Program in Turkey or abroad (except for METU) that the student has interrupted before completing his/her studies and then enrolling in the Ph.D. Program in History of Architecture (the courses must be approved by the Department of History of Architecture and the Graduate School Administrative Board),

- 13) Up to 3 courses taken by a special student and approved by the Graduate School Administrative Board and the Department of History of Architecture (the course substitution can be made only during the first semester that the student has registered for the program) can be replaced in the program. The course load of the program is determined by calculating the sum of all credit and non-credit courses, except thesis studies (AH 699, AH 9XX). The program duration is reduced by 1 semester if the number of the substituted courses is 1 missing from half of the course load. This number is rounded to the nearest whole number (e.g. 5) if the number does not correspond to a whole number (e.g. 4.5). The number of the replaced courses cannot exceed 50% of the course load of the Graduate Program in History of Architecture.
- 14) In order for the student to be able to take courses from another institution of higher education within the scope of the inter-university protocol, the equivalent course is required not to be in the METU Graduate Programs or not offered at that time. A maximum of 2 courses approved by the Department of History of Architecture and Graduate School Administrative Board may be taken. There is no deduction in semester for these courses.
- 15) Except for the graduate courses taken with NI status, courses taken previously in another diploma program that the student has completed and/or courses taken simultaneously from two different Graduate Programs cannot be substituted in both programs.
- 16) While in the Academic Deficiency Program, no course replacement can be made. Once the Academic Deficiency Program is successfully completed, course replacement can be made only during the first semester of the Ph.D. Program.

Ph.D. on Bachelor's Degree Programs

- 17) Up to 3 courses taken in the "Not Included" status during the Undergraduate education or Master's Program approved by the Department of History of Architecture,
- 18) Up to 2 courses taken in the "Not Included" status during the Academic Deficiency Program and approved by the Department of History of Architecture, if the time spent in Academic Deficiency Program is 1 semester; and up to 3 courses, if the time spent in Academic Deficiency Program is 2 semesters,
- 19) Courses taken previously in another Master's or Ph.D. Program at METU that the student has interrupted before completing his/her studies and then enrolling in the Ph.D. on Bachelor's Degree Program in History of Architecture (the courses must be approved by the Department of History of Architecture and the Graduate School Administrative Board),
- 20) Up to 3 courses taken previously in another Master's or Ph.D. Program in Turkey or abroad (except for METU) that the student has interrupted his / her studies before completing and then enrolling in the Ph.D. on Bachelor's Degree Program in History of Architecture (the courses must be approved by the Department of History of Architecture and the Graduate School Administrative Board),
- 21) Up to 3 courses taken by a special student and approved by the Graduate School Administrative Board and the Department of History of Architecture (the course replacement must be made only during the first semester that the student has registered for the program) can be replaced. The course load of the program is determined by calculating the sum of all credit and non-credit courses, except thesis

studies (AH 599, AH 699, AH 8XX, AH 9XX). The program duration is reduced by 1 semester if the number of the replaced courses is 1 missing from half of the course load. This number is rounded to the nearest whole number (e.g. 5) if the number does not correspond to a whole number (e.g. 4.5). The number of the replaced courses cannot exceed 50% of the course load of the Graduate Program in History of Architecture.

- 22) In order for the student to be able to take courses from another institution of higher education within the scope of the inter-university protocol, the equivalent course is required not to be in the METU Graduate Programs or to be unopened at that time. A maximum of 4 courses may be taken approved by the Department of History of Architecture and Graduate School Administrative Board may be taken. There is no deduction in semester for these courses.
- 23) Except for the graduate courses taken with NI status, courses taken previously in another diploma program that the student has completed and/or courses taken simultaneously from two different Graduate Programs cannot be substituted in both programs.
- 24) No course replacement can be made while in the Academic Deficiency Program. Once the Academic Deficiency Program is successfully completed, course replacement can be made only during the first semester of the Ph.D. following the Bachelor's Degree Program.

2.12 The status change and replacement of a course

- 1) The status of all courses taken by students must be indicated during the online registration. If this is not indicated online during registration, the student shall apply to the Department of History of Architecture until the end of the add-drop period of the semester at the latest and this process shall be done with the decision of the Graduate School Administrative Board. At the end of this period, the requests are evaluated according to their reasons. However, the status change of a course with the note "Not Included" status is not possible under any circumstance.
- 2) Replacement of the failed courses or the courses taken to raise grades should be done by the students during the online registration period. If the mentioned transaction is not made online during the registration, the student shall apply to the Department of History of Architecture until the end of the add-drop period of the semester at the latest and this process shall be done with the decision of the Graduate School Administrative Board. At the end of this period, applications are evaluated according to their reasons. However, no course with a grade can be replaced with another lesson.

2.13 Course withdrawal

Graduate students cannot withdraw from courses

PART THREE

Examinations and Assessment

3.1 Attendance and examinations

- 1) Students are to attend the courses, practical work, examinations and other academic studies as required by the instructors.
- 2) The attendance records of students regarding courses, practical work and similar studies are monitored by the instructor.
- 3) The contribution of student attendance, if applicable, to their eligibility to take mid-term and final examinations and their letter grade for the semester, the contribution of mid-term examinations, homework assignments, practical work and other similar studies for which the students are responsible to their letter grade for the semester, and if applicable, provisions for being eligible to take the final exam are determined by the instructor offering the course and all of these are announced to the students at the beginning of the semester.
- 4) At least one interim assessment such as a written examination, a project submission, a homework submission, an oral presentation is carried out for each course. The dates of such assessments are announced by the concerned instructor within the first month of the semester.
- 5) Students are informed of their semester standing for each course by the concerned instructor. In issuing this information, the confidentiality regarding the personal information of students is protected.
- 6) In each course, at least one end-of-the-term assessment such as a written examination, a project submission, a homework submission, an oral presentation is done in each course. The regulations regarding final examinations are stated below:
 - a) In courses for which a final exam is given, the date and hour are specified and announced by the Registration Office upon obtaining the opinion of the Department of History of Architecture.
 - b) Announced examination dates may be changed by the Registration Office based on the reasoned recommendation of the Department of History of Architecture provided that they are within the period of final examinations for that semester. This change is made before the period of final examinations for that semester starts.
- 7) A make-up opportunity is given to students who have not participated in the required assessment of any course such as taking a written examination, submitting a project or homework or making an oral presentation provided that their excuse is deemed valid by the concerned instructor.
- 8) If deemed necessary, courses and exams may be held after weekly working hours and/or on Saturdays and Sundays.
- 9) Exam dates and their classrooms can be followed from the links below:
https://oibs.metu.edu.tr/View_Final_Dates_83/
https://oibs2.metu.edu.tr/Student_Information/

3.2 Assessment and grades

- 1) Students are assigned a letter grade for each course at the end of the semester they are registered. This letter grade is at the discretion of the instructor offering the course.
- 2) In determining the letter grade, the students' mid-term and final examination grades, their success in their studies within the semester and their attendance during course and practical work are taken into consideration.

- 3) The coefficients of the letter grades and the score intervals used in the calculation of Grade Point Average are indicated below:

Letter Grade	Coefficient	Score Intervals
AA	4,00	90-100
BA	3,50	85-89
BB	3,00	80-84
CB	2,50	75-79
CC	2,00	70-74
DC	1,50	65-69
DD	1,00	60-64
FD	0,50	50-59
FF	0,00	0-49
NA	0,00	*

Letter Grade	Status
S	Satisfactory
P	Progressing
U	Unsatisfactory
EX	Exempt
I	Incomplete

- 4) The grade NA (not attended) is assigned by the instructor to students for one of the reasons stated below and is processed as FF in the calculation of Grade Point Average.
- Not having fulfilled the requirements regarding attendance to theoretical and practicum hours specified in the course schedule.
 - Not being eligible to take the final exam due to not fulfilling the requirements regarding the course practices specified in the course schedule.
 - Not having taken any of the midterm exam(s) or the final exam.
- 5) Grades which are not included in the Grade Point Average are as follows:
- The grade S (satisfactory) is assigned to students who are successful in non-credit courses and/or thesis work.
 - The grade U (unsatisfactory) is assigned to students who are not successful in non-credit courses and/or thesis work.
 - The grade P (progressing) is assigned to students who are successfully carrying on their non-credit courses and/or thesis work.
 - The grade EX (exempt) is assigned to students who have been exempted from certain courses in the curriculum. Principles regarding exemptions are determined by the Senate.
 - The grade I (incomplete) is assigned to students who are not able to complete the course requirements by the end of the semester or the summer school for a reason found valid by the course instructor. The grade "I" must be converted to a letter grade within a week from the last day of grade submissions for the semester or summer school. In special cases, however, this period may be extended latest until the date registrations start for the following semester, when it must be converted to a letter grade. These special procedures are conducted by recommendation of the chair of the Department of History of Architecture offering the course and the approval of the Graduate School Administrative Board.
 - In case of failure to convert the grade "I" to a letter grade within the required period, the grade "I" will be automatically converted to the grade "FF" or "U". The dates concerning the letter grade "I" are indicated in the academic calendar.

3.3 Submission and announcement of grades and grade corrections

- 1) Final grades for the semester are submitted by course instructors on the dates indicated in the academic calendar.
- 2) The grades are announced on the related Internet address to be opened to the access of students on the date indicated in the academic calendar. (<https://register.metu.edu.tr/>)
- 3) Any errors in grading are corrected with the approval of the Department of History of Architecture chair upon the course instructor's application for correction within a week from the last day for the submission of semester or summer school final grades. In cases where this period is exceeded, the correction of errors must be made by recommendation of the chair of the Department of History of Architecture which offers the course and the approval of the Graduate School Administrative Board. The dates concerning grade corrections are indicated in the academic calendar.

3.4 Success in a course and course repeats

- 1) Provisions regarding success in a course and repeating a course are as follows:
 - a) In order to be deemed successful in a credit course, students are required to earn a minimum of a grade CC in a Master's Program, and grade CB in a Doctoral Program.
 - b) In order to be considered successful in a non-credit course in Graduate Programs, students are required to receive the grade S.
 - c) Students are required to repeat a course that they have failed.
 - d) Students who have failed in a course or have not enrolled /could not enroll in a course indicated in the curriculum must take it the first semester it is offered. Courses within the framework of the curriculum and found appropriate by the advisor may replace elective courses that are to be repeated.
 - e) Students may repeat the course /courses in which they were successful in order to increase their Cumulative Grade Point Averages with the approval of the instructor offering the course. The grade earned in the repeated course is valid regardless of the previous grade.

3.5 Grade point averages

- 1) Students' semester Grade Point Averages and their Cumulative Grade Point Averages are calculated at the end of each semester and their standing related to success is determined.
- 2) The total credit points obtained from a course are calculated by multiplying the credit value of the course and the coefficient corresponding to the letter grade earned from the course at the end of the semester.
- 3) The Semester Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken in the concerned semester by the total credit values of those courses.
- 4) The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time, the semester concerned inclusive, by the total credit values of those courses.
- 5) The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the decimal point. In rounding the numbers off, the second digit after the decimal point does not change if the third digit is smaller than 5, but it increases by 0.01 if the third digit is 5 or greater.

3.6 Student dismissal

- 1) Students who fit any of the following descriptions are dismissed from the programs they are registered in:
 - a) Students who are not successful at the end of the Academic Deficiency period
 - b) Students who cannot complete the course load specified by the Department of History of Architecture in 4 semesters in Master's and Doctoral Programs, or in 6 semesters in Ph.D. on Bachelor's Degree Programs, and/or students whose Cumulative Grade Point Average is below 3.00 at the end of the period specified for taking courses in those programs
 - c) Students who receive the letter grade "U" twice consecutively or 3 times intermittently in their thesis work or related courses
 - d) Students who fail the doctoral comprehensive exam twice
 - e) Students who cannot successfully complete the courses that are specified by the Doctoral Comprehensive Examination Board and are taken in the NI status with a minimum letter grade of BB or better within the maximum duration
 - f) Students in doctoral degree programs whose thesis proposals have been rejected twice
 - g) Students whose theses have been rejected
 - h) Students whose revised theses have been rejected
 - i) Students who have been deemed successful in thesis defense but have failed to submit the bound copies of their theses to the Graduate School of Social Sciences in 1 month from the date of thesis defense, or until the end of the additional period (of maximum 1 month) for submission granted by the Graduate School Administrative Board
 - j) Students who cannot complete the program within maximum duration

3.7 Graduation requirements and dates

- 1) The following requirements must be fulfilled in order to be eligible for graduation from a Graduate Program:
 - a) The success requirements indicated in the concerned provisions of this guide should have been fulfilled.
 - b) The final registered semester must be spent at METU
- 2) The date of graduation from Graduate Programs is determined as follows:
 - a) In Master's Programs with a thesis, the graduation date is the date on which the thesis examining committee convenes and the student defends the thesis and is successful.
 - b) In Doctoral Programs, the graduation date is the date on which the thesis examining committee convenes and the student defends the thesis and is successful.

3.8 Plagiarism

- 1) In order for a Master's or doctoral thesis to be defended before a thesis examining committee for the first time or at the end of the additional period granted by the committee, the following requirements should be fulfilled:
 - a) The report showing the similarity index of the thesis should be received by the thesis supervisor by running the thesis through plagiarism software.
 - b) The similarity percentage of the thesis should be smaller than the maximum similarity index set by the Graduate School Administrative Board.
 - c) The similarity index report should be distributed to the members of the thesis examining committee together with the thesis after the approval of the thesis supervisor.

- 2) After the thesis work is completed,
 - a) the plagiarism report showing the final status of the Master's or doctoral thesis should be received and approved by the thesis supervisor,
 - b) the bound copies of the thesis should be submitted/presented to the Department of History of Architecture Chair,
 - c) The bound copies of the thesis should be approved by the Department of History of Architecture Chair and presented to the Graduate School Directorate for approval.
- 3) In case of detection of plagiarism in a thesis, disciplinary action will be taken against the student according to the concerned articles of the Rules and Regulations Governing Disciplinary Procedures in Institutions of Higher Education.

PART FOUR

Provisions Regarding Master's Programs

4.1 Aim and scope

The aim of Master's Programs is to have students access knowledge through scientific research, evaluate and interpret this knowledge and convert this acquisition into an academic product in the form of a thesis.

4.2 The duration of Master's Programs

- 1) The normal duration of a Master's Program is 4 semesters, excluding the period spent in the Academic Deficiency Program. The maximum duration of the program is 6 semesters.
- 2) In a Master's Program, the maximum duration for the completion of credit courses and seminar courses is 4 semesters.
- 3) In cases where the examining committee deems necessary, students whose work is found insufficient during their thesis defense may be granted an additional 3 months to enable them to complete their thesis work.

4.3 Course loads and success in Master's Programs

- 1) The phases of a Master's Program consist of at least 7 credit courses with a cumulative minimum total of 21 credits, 1 seminar course, 1 non-native modern and/or old language course, thesis work and the defense of the thesis before an examining committee, corresponding to a minimum total of 120 ECTS-credits.
- 2) From the date a thesis supervisor is assigned, the student should register for thesis work or the related courses (AH 599 and AH 8XX) every semester.
- 3) In Master's Programs, courses coded 3XX and 4XX may be taken provided that they were not taken during undergraduate education. However, only 2 of these courses may be counted in the course load of the program.
- 4) Students can take a maximum of 2 graduate courses offered in other institutions of higher education, by recommendation of the Department of History of Architecture and with the approval of the Graduate School Administrative Board.
- 5) Students who cannot successfully complete the courses (credit courses and seminar course) specified by the Department of History of Architecture in a maximum of 2 academic years (4 semesters), and/or students whose Cumulative Grade Point Average is below 3.00 are dismissed from their Graduate Program.

4.4 Master's thesis supervisor

- 1) In a Master's Program, a thesis supervisor and a thesis topic specified by the student and the supervisor are recommended by the chair of the Department of History of Architecture to the Graduate School latest by the end of the first semester. The thesis supervisor and the thesis topic are finalized after the approval of the Graduate School Administrative Board.
- 2) The thesis supervisor is selected from METU faculty.
- 3) In cases where the nature of the thesis work calls for more than one supervisor, a second supervisor may be assigned as co-supervisor by recommendation of the Department of History of Architecture chair and approval of the Graduate School Administrative Board. The co-supervisor should be a faculty member of the University or a person from outside the University holding at least a Doctoral degree.

- 4) Provisions concerning the assignment and replacement of a supervisor or a co-supervisor are determined by the Graduate School of Social Sciences Board.
- 5) Thesis supervision by faculty members retiring or leaving METU for another university continues until the completion of the thesis process.
- 6) The assignment and replacement of the thesis supervisor must be done before enrollment since it is obligatory to add thesis supervisor courses during registration. After the registration process is over, the thesis supervisor change cannot be made until the end of the semester.
- 7) Jury members cannot be changed in the juries that are extended. Jury member change requests are evaluated by the Graduate School Administrative Board with the justified proposal of the thesis supervisor and recommendation of the Department of History of Architecture, only in cases of compulsory conditions (health, long-term foreign travel).

4.5 Preparation and finalization of a Master's thesis

- 1) The Master's thesis comprises the phases of thesis work, and following this, its defense before of an examining committee.
- 2) Students are expected to successfully complete their thesis work within the maximum duration. At the end of that period, students who fail to attend the thesis defense session are dismissed from the programs they are registered in.
- 3) Students who receive the letter grade "U" twice consecutively, or 3 times intermittently in their thesis work or related courses within the maximum duration are deemed unsuccessful and are dismissed from their programs.
- 4) The student whose thesis work has been approved as successfully completed by the thesis supervisor must put her/his findings on paper in English in accordance with the principles indicated in the METU Thesis Manual. **The provisions regarding thesis defense** are as follows:
 - a) The student who has completed her/his thesis submits a copy to the thesis supervisor. The supervisor checks the thesis for plagiarism and writes a report on it. The plagiarism report, a copy of the unbound thesis and the thesis jury appointment form are then sent to the Graduate School with the approval of the Department of History of Architecture Chair latest one month before the meeting date of the committee.
 - b) The latest date on which students may defend their thesis is indicated in the academic calendar for each semester.
 - c) The thesis jury is appointed by recommendation of the thesis advisor and the Department of History of Architecture chair and the approval of the Graduate School Administrative Board. The jury is composed of 3 or 5 members, one being the thesis supervisor of the student, and at least one being a faculty member from another university. If the jury is composed of 3 members, the co-supervisor cannot be a member of the jury. However, the co-supervisor can be a jury member if she/he is a faculty member and if the jury comprises 5 members. The backup members of the doctoral thesis jury is composed of 2 members: one from METU and the other non-METU.
 - d) The jury members convene within 1 month as of the date they receive the thesis to have the student defend it. The thesis defense, which must be conducted in English, comprises the presentation of the thesis work and the consecutive question and answer session, and is open to an audience.
 - e) The date and place of the thesis defense is announced on the official web page of the Department of History of Architecture.

- 5) After the thesis defense is completed, the jury decides, in the absence of the audience and in absolute majority, whether the result is “approval”, “revision” or “refusal”. The Graduate School is notified of the decision of the jury latest within 3 days through an official exam report. The student whose thesis is **not approved** is dismissed from her/his program.
- 6) Students who are asked to **review** their theses after the defense may be given an extension of maximum 3 months by the jury. The student makes the required revisions and defends the thesis once again before the same jury. At the end of this period, students who fail to stand before the jury for a defense, or whose thesis is not approved after the defense are dismissed from their programs.
- 7) Within one month from the date of the defense, the student found **successful** in her/his thesis defense must submit to the Graduate School Directorate, at least 3 bound copies of the thesis found appropriate as per format by the Graduate School, together with the plagiarism report. Upon the student's request, the submission deadline may be extended maximum 1 month by recommendation of the Department of History of Architecture and with the approval of the Graduate School Administrative Board. Students who fail to meet these requirements cannot receive their diplomas until they do so, nor can they enjoy the rights granted to students. Such students are dismissed from their programs when their maximum period for study expires.
- 8) The grades of ‘5XX MS. Thesis.’ and ‘8XX Special Studies’ on the ‘Thesis Exam Record Form’ must be filled in as follows:

	Yüksek Lisans
BAŞARILI	MS. Thesis (5XX) : S Special Studies (8XX) : S
DÜZELTME	MS. Thesis (5XX) : P Special Studies (8XX) : S
BAŞARISIZ	MS. Thesis (5XX) : U Special Studies (8XX) : U

- 9) A student whose official jury report has been submitted to the Registration Office after being signed by the Graduate School director is entitled to a Master’s degree.

4.6 Thesis Manual

To reach thesis manual: <http://sbe.metu.edu.tr/sites/sbe.metu.edu.tr/files/thesismanual-2014-2015.doc>

For reference management tool: <http://lib.metu.edu.tr/tr/e-kaynaklar-referans-yonetim-araci>

4.7 Thesis submission procedures

All graduate students must follow the instructions below to complete the thesis submission procedures within one month at most after their thesis defense.

- 1) The Thesis must be prepared according to the rules specified in the Thesis Manual. 1.5 line spacing must be used throughout the thesis and it must be printed double-sided starting from the Plagiarism page.
- 2) For METU Library access criteria, Thesis Photocopy Permission Form must be filled in and added to the Appendices of the thesis.
- 3) Following thesis defense, the full version of thesis must be printed out after making the necessary revisions required by the jury and after fully completing the Turkish Summary. Then, the print-out copy must be brought for format check to the Thesis

Office (Room No. 442) at the Graduate School of Social Sciences. Format check may take around 20 minutes.

- 4) Following the format check, collect all the signatures (in blue or black ink) must be collected except that of the Director of the Graduate School and the thesis bound must be gotten. All the copies are to be submitted to the Thesis Office for the last signature; that of the Director. This process might take approximately one week. For queries about the status of the thesis, the Thesis Office at +90 312 210 3717 must be called.
- 5) 4 copies of the thesis at most must be left. One of these copies is to be submitted to METU Library. No copies are to be submitted to the Graduate School of Social Sciences. For information about the procedure of Thesis Submission to the Library: [http://sbe.metu.edu.tr/sites/sbe.metu.edu.tr/files/ThesisSubmissionProcedureofMETU Library.pdf](http://sbe.metu.edu.tr/sites/sbe.metu.edu.tr/files/ThesisSubmissionProcedureofMETULibrary.pdf)
- 6) While submitting the thesis copies to the Thesis Office, the first page of the “Turnitin Similarity Index” report must be submitted also. This page must be signed by the Thesis Advisor with his/her title, name and surname on it.
- 7) While the thesis copies are at the Thesis Office waiting to be signed, the following documents must be prepared.
 - a) YOK Thesis Data Input and Publication Permit Form: (YÖK Tez Veri Girişi ve Yayınlama İzin Formu) the Thesis Data Input Online Form must be filled by registering <https://tez.yok.gov.tr/UlusalTezMerkezi/sistemGiris.jsp>. Then all the data must be checked on the Thesis Publication Permit Form; it must be printed and then the print-out copy must be signed.
 - b) CD: The full PDF version of the thesis must be copied into a CD. The name of this PDF document must only be the reference number provided by YOK in the Thesis Data Input and Publication Permission Form.
 - c) METU Library E-Thesis Submission Form: The E-Thesis Submission Form must be filled by registering <http://etd.lib.metu.edu.tr/> on a computer that is connected to the internet through the campus network,
- 8) Following the completion of the signature procedure, a signed copy of the thesis must be received from the Graduate School and submitted to the Library. After the submission, library personnel will provide with the E-Thesis Submission Form. Before submitting the thesis to the Library, the E-Thesis Submission Form specified in article 7/c. must be filled.
- 9) After completing all these steps, all the 3 documents specified in article 7 must be brought to the Thesis Office. The graduation procedures may only be initiated once all of these documents are submitted.
- 10) Things to do in this 1-month period:
 - a) Bringing the thesis to the Graduate School for format check.
 - b) Doing the required revisions and getting the thesis bound.
 - c) Collecting all the signatures except that of the Director.
 - d) Submitting the Turnitin Similarity Index report to the Graduate School.
 - e) Collecting the signature of the Director.
 - f) Submitting the YOK Form, the Library Form and the Thesis CD to the Graduate School.

PART FIVE

Provisions Regarding Doctoral Programs

5.1 Aim and Scope

The aim of a Ph.D. Program is to equip students with the skills of doing independent research, interpreting scientific phenomena with broad and in-depth analysis and determining the necessary steps that will lead to new syntheses. The authentic thesis to be prepared following doctoral work must bear at least one of the qualities below:

- a) Introducing innovation to science by generating new knowledge.
- b) Developing a new method of scientific research and applying this
- c) Developing a new application of a well-known method and applying this

5.2 The duration of a Ph.D. Program

- 1) The normal duration of a Ph.D. Program is 8 academic semesters, excluding the period spent in the Academic Deficiency Program. The maximum duration of the Ph.D. Program is 12 academic semesters. In Ph.D. on Bachelor's Degree Programs, the normal duration is 10 academic semesters, and the maximum duration is 14 academic semesters.
- 2) In Ph.D. Programs, the maximum duration for the completion of credit courses and the seminar course is 4 academic semesters:
- 3) In Ph.D. on Bachelor's Degree Programs, the maximum duration for the completion of credit courses and the seminar course is 6 academic semesters.
- 4) In cases where the jury deems necessary, students whose work is found unsatisfactory during their doctoral thesis defense may be granted an additional period of maximum 6 months to enable them to complete their thesis work.

5.3 Course loads and success in Ph.D. Programs

- 1) A Ph.D. Program consists of the phases of at least 7 credit courses with a cumulative total of 21 credits, 1 seminar course, 1 non-native modern and/or old language course, the Doctoral Comprehensive Examination, the thesis proposal, thesis work and the defense of the thesis before a jury, as well as a total of at least 240 ECTS-credits.
- 2) The phases of Ph.D. on Bachelor's Degree Programs consist of at least 14 credit courses with a cumulative total of at least 42 credits, 1 seminar course, 1 non-native modern and/or old language course, the Doctoral Comprehensive Examination, the thesis proposal, thesis work and the defense of the thesis before of a jury, as well as a total of at least 300 ECTS-credits
- 3) As of the beginning of the semester following the assignment of the thesis supervisor, the student must register for the thesis work and the related courses (AH 699 and AH 9XX) each semester.
- 4) Undergraduate courses taken in a Doctoral Program cannot be counted in the course load or towards doctoral credits.
- 5) Of the graduate courses offered in other institutions of higher education, students in Ph.D. Programs can select a maximum of 2, and those in Ph.D. on Bachelor's Degree Programs can select a maximum of 4 courses by recommendation of the Department of History of Architecture and with the approval of the Graduate School Administrative Board.
- 6) Students who cannot successfully complete the courses (credit courses and seminar course) specified by the Department of History of Architecture within 4 academic

semesters in Ph.D. Programs, and in 6 academic semesters in Ph.D. on Bachelor's Degree Programs, and/or students whose Cumulative Grade Point Average is below 3.00 may not sit the Doctoral Comprehensive Examination, and are dismissed from the programs they are enrolled in.

5.4 Ph.D. thesis supervisor

- 1) The thesis supervisor is assigned by recommendation of the Department of History of Architecture and approval of Graduate School Administrative Board latest by the end of the second semester.
- 2) The thesis supervisor is selected from METU members of faculty.
- 3) In cases where the nature of the thesis work calls for more than one supervisor, a second supervisor may be assigned as co-supervisor by recommendation of the Department of History of Architecture chair and approval of the Graduate School Administrative Board. The co-supervisor may be a faculty member from inside or outside the University holding at least a doctoral degree.
- 4) In order to qualify as a thesis supervisor, the faculty member should have supervised at least one Master's thesis which should have been successfully completed.
- 8) Thesis supervision by the faculty member continues until the completion of the thesis process if the supervisor retires or leaves METU for a different University.
- 9) The assignment and replacement of the thesis supervisor must be done before the enrollment process, since it is obligatory to add thesis supervisor courses during registration. After the registration process is over, change of the thesis supervisor will not be made until the end of the semester.
- 10) Jury members cannot be changed in the juries that are extended. Jury member change requests are evaluated by the Graduate School Administrative Board with the justified proposal of the thesis supervisor and recommendation of the Department of History of Architecture, only in cases of compulsory circumstances (health, long-term foreign travel).

5.5 The Doctoral Comprehensive Examination

- 1) The Doctoral Comprehensive Examination (DCE) is the assessment of the students' knowledge of the basic subjects and concepts in their field, and of whether they possess the depth of scientific research related to doctoral work.
- 2) In order to be eligible to take the DCE, students should successfully complete the courses and the seminar course, and their Cumulative Grade Point Average should be at least 3.00.
- 3) A student may take the DCE twice the most.
- 4) The DCE is administered twice a year, in May and November. The names of applicants for the DCE are submitted by the chair of the Department of History of Architecture to the Graduate School 1 month prior to the exam
- 5) Students in Ph.D. Programs must take the DCE latest by the end of the fifth semester, and students in Ph.D. on Bachelor's Degree Programs must take it latest by the end of the seventh semester.
- 6) Comprehensive examinations are arranged and administered by a Doctoral Comprehensive Board of 5 faculty members from the Department of History of Architecture who are assigned for a 3-year term by recommendation of the Chair of the Department of History of Architecture and approval of the Graduate School Administrative Board. The Board sets up examination juries in order to prepare exams in varied fields, and administer and evaluate these exams.

- 7) The DCE consists of written and oral examinations that will assess the students' competence in the related field and their disposition towards research. The DCE is conducted in English in its entirety.
- 8) The student intending to apply for the DCE needs to inform the Chair of the Architectural History Doctoral Comprehensive Examination Committee before the interactive registrations week of the semester. The Chair of the Committee sends the DCE Guidelines to the student.
- 9) The student under the supervision of the advisor needs to submit the following documents to the Chair of the Architectural History Doctoral Comprehensive Examination Committee for approval on first day of the interactive registrations week of the semester.
 - a) The proposal for major and minor fields of study (300 words each). The proposal should justify why these study areas are selected by referring to courses taken, research undertaken, etc. in relation to the fields as the major objective of the comprehensive examination is to measure the competence of the candidate in the proposed fields of study.

The major field of study is the main tract the student defines as the area of specialization on which he/she has already worked before the comprehensive examination and intends to research further in Ph.D. study. This should be defined more broadly than a potential dissertation topic.

The minor field of study needs to be another subject area of architectural history such as an epoch, style, theoretical approach, methodology etc., which is different from the major field of study.
 - b) The proposal of four jury members (two for each field; two of the jury members should be from universities other than METU) and two backup members (one METU and one non-METU scholar) should be submitted.
 - c) CV of the student.
 - d) The syllabus submitted as the final work of the course AH 602.
 - e) Proof/s of training in at least one non-native modern and/or old language other than English (i.e. French, German, Spanish, Italian, Arabic, Persian, Ottoman, Latin, Greek etc.). (To be submitted by the students who registered to the Program in the Fall term, 2017-2018)
- 10) The exam covers written and oral stages, both in English. Jury members are informed of the stages of the exam by the advisor.
- 11) The **written stage** of the exam is as follows;
 - a) The student is expected to write a paper on the minor field of study in about 1 month's time, which should be a comprehensive essay covering the state of the scholarship in that field (min. 3000 words; with an abstract of 300 words)
 - b) The student is expected to complete a take-home exam on the major field of study (min. 5000 words) in about 1 month's time; questions are asked by the advisor and the two jury members responsible of the field and sent to the advisor and then to the student by the advisor. Each jury member offers two questions and the advisor asks one question on the state of the scholarship in the field. The student answers three questions (one question from each jury member and one question on scholarship)
 - c) The student should submit the two parts (major and minor) of the written evaluation to the Chair of the Architectural History Comprehensive Examination Committee and his/her advisor by due dates. The advisor sends the student works to the jury members. The advisor evaluates both parts of the exam, while each jury member is responsible of the part on due expertise.

- 12) The **oral stage** of the exam is as follows;
 - a) Jury members are invited to the oral exam. Communication with the jury members and organization of the oral exam need to be done by the advisors.
 - b) An examination jury comprises 5 members, at least 2 of whom are from outside the University and 1 of whom is the student's thesis supervisor. The supervisor has a right to vote.
 - c) During the oral exam, jury members might ask questions about the major and minor fields and any other subject area of Architectural History in relation to these fields.
 - d) The exam format and weight, success criteria and the calculation of the exam grades are determined by the Doctoral Comprehensive Board. The jury decides, by absolute majority, whether a student is to be deemed "successful" or "unsuccessful" by evaluating the results of the written and oral components of the exam.
 - e) The paper, the take-home exam and the oral exam are graded by the jury members. The average of these is the final grade (paper 30%; take-home: 40%; oral exam: 30%). Students with an average grade lower than 80 (out of 100) repeat the exam.
- 13) The Graduate School is notified of this decision latest within three days in an official report approved by the Doctoral Comprehensive Examination Board.
- 14) The DCE jury may require a student who is successful in the DCE to take a course / courses additional to those taken even if the course load requirements have been fulfilled. Upon approval by the Doctoral Comprehensive Examination Board, the Graduate School is notified of these courses through the Department of History of Architecture chair. The student must earn the letter grade BB minimum in the specified courses. These courses are taken in NI status and are not counted in the Cumulative Grade Point Average. A student who cannot successfully complete these courses within the maximum period may not defend her/his thesis before a jury and is dismissed from the program.
- 15) Students who fail their first exam re-sit the exam in the ensuing semester. If a student is deemed unsuccessful once again, then she/he is dismissed from the program.
- 16) Students who fail to sit any phase of the DCE are considered to have exercised their right to take that exam and are deemed unsuccessful in that phase.
- 17) The forms to be filled before and after the exam are as follows;
 - a) In the beginning of the semester before the first registration period the advisor or the candidate student notifies the DCE Committee chair and claims the DCE.
 - b) The DCE Jury Appointment Form (Doktora Yeterlik Sınavı Jüri Atama Formu) is to be filled out by the DCE Committee chair and signed by the members of the DCE Committee 1 month before the DCE.
 - c) The DCE Report Form (Doktora Yeterlik Sınavı Tutanak Formu) is to be filled out by the advisor before the exam and signed by the members of the DCE Committee after the exam.
 - d) The DCE Jury Statement Form (Doktora Yeterlik Sınavı Jüri Raporu) is to be written by the head of the jury and signed by the jury members after the exam. The report must be send to the Graduate School latest within 3 days (Since external jury members leave METU after the exam, this report should be written, printed and signed at the end of the oral exam).
 - e) In 1 month after the exam, the advisor needs to appoint a Doctoral Thesis Advisory Committee (TAC) on condition that the student passed the DCE. In 6 months after the exam, the student should have his/her dissertation topic be approved by the TAC Defence Jury. TAC and TAC Jury might be composed of 3 members (2 METU, 1 non-METU scholars; or of 2 METU-AH, 1 non-METU-AH scholars)

5.6 Doctoral Thesis Advisory Committee (TAC)

- 1) Doctoral Thesis Advisory Committee Appointment Form; It must be sent to the Graduate School within the period specified above. In addition to the TAC Forms that are not sent in time, an explanatory statement of the student's thesis supervisor should be added.
- 2) A TAC is assigned, within 1 month, to a student who is successful in the DCE by recommendation of the Chair of the Department of History of Architecture and approval of the Graduate School Administrative Board so as to approve the student's doctoral thesis proposal and to monitor the course of the thesis work in ensuing semesters.
- 3) The TAC is composed of 3 faculty members. In addition to the thesis advisor, there are 2 other members in the committee, 1 from the Department of History of Architecture and the other from outside the Department. In cases where a co-supervisor has been appointed, the co-supervisor may attend the meetings if he/she wishes.
- 4) In ensuing semesters, TAC members may be replaced by recommendation of the chair of the Department of History of Architecture and approval of the Graduate School Administrative Board.
- 5) In order to make changes in thesis supervisor, TAC members and thesis title, the TAC Appointment Form must be filled and sent to the Graduate School via the Student Affairs of the Faculty of Architecture.

5.7 Defense of the thesis proposal and monitoring the course of the thesis work

- 1) Within 6 months latest after the DCE, the student who is deemed successful defends orally and in English her/his thesis proposal which comprises the purpose of the thesis work, the research method and the future work plan before the TAC. The student submits a written report to the TAC members at least 15 days prior to this meeting.
- 2) The TAC decides, with absolute majority, to "approve", "return for revision" or "reject" the presented thesis proposal. One month is allotted for revision. At the end of this period, and by latest within 3 days after the defense of the thesis proposal, the Chair of the Department of History of Architecture notifies, in an official report, the Graduate School of the final decision which is taken by absolute majority as "approval" or "refusal".
- 3) Students whose thesis proposals are rejected have a right to choose another thesis topic or thesis supervisor, in which case a new TAC may be assigned. Students who choose to continue the program with the same thesis supervisor defend their proposal once again latest within the ensuing 3 months, and those who choose a different thesis topic or thesis supervisor do so latest within the ensuing 6 months. In case of rejection of the thesis proposal a second time, the student is dismissed from the program.
- 4) For the student whose thesis proposal has been approved, the TAC convenes twice a year, once between January and June and once between July and December. The student submits a written report to the TAC members at least 1 month before their meeting. In this report, a summary of the work covered thus far and the work plan for the next semester are given. The letter grade for the student's thesis work is determined as (S) or (U) by the TAC. Students who receive the letter grade "U" twice consecutively, or 3 times intermittently, in their thesis work are deemed unsuccessful and dismissed from their programs.
- 5) A student who fails to attend the thesis proposal defense session without a valid excuse within the period stated in part 1 of this guide is deemed unsuccessful and her/his thesis proposal is rejected.

- 6) In order for the student's thesis to be finalized, at least 3 TAC reports should be presented.

5.8 Preparation and finalization of a Doctoral thesis

- 1) The Doctoral thesis comprises the phases of thesis work, and following this, its defense before a jury.
- 2) Students should successfully complete their thesis work within their maximum duration. Students who fail to stand for the defense of their thesis before the maximum duration terminates are dismissed from their program.
- 3) The student whose thesis work has been approved as completed by the thesis supervisor must put her/his findings on paper in accordance with the principles indicated in the METU Thesis Manual. **The regulations regarding the thesis defense** are as follows:
 - a) Upon completing her/his thesis, the student submits a copy of it to her/his thesis supervisor, who checks it for plagiarism, prepares a plagiarism report, and together with it, sends a copy of the unbound thesis and the Department of History of Architecture approved jury-member appointment form to the Graduate School.
 - b) The latest date on which students may defend their thesis for each semester is indicated in the academic calendar.
 - c) The doctoral thesis jury is appointed with the approval of the Graduate School Administrative Board by recommendation of the thesis advisor and the chair of Department of History of Architecture. The committee is composed of 5 members of faculty including those in the TAC and at least 2 members from a different institutions of higher education. The thesis supervisor has a right to vote. In addition to the 5 members of the thesis jury, the co-supervisor may attend the meeting without a right to vote. The backup members of the doctoral thesis jury is composed of 2 members: one from METU and one non-METU.
 - d) The jury members convene within 1 month as of the date they receive the thesis so as to have the student defend the thesis. The thesis defense, which must be conducted in English and shall comprise the presentation of the thesis work and a consecutive question and answer session, is open to an audience. The audience is asked to leave the room before the decision is announced.
 - e) The date and the place on which the thesis defense is to take place is announced on the official Internet page of the Department of History of Architecture.
- 4) After the thesis defense is completed, the jury decides in the absence of the audience and in absolute majority, whether the result is “approval”, “revision” or “rejection”. The decision of the jury is sent to the Graduate School by the chair of the Department of History of Architecture with the official form (Tez Sınavı Tutanak Formu) latest within 3 days of the defense. For rejected and revised thesis, in addition to the form, the jury report must be sent to the Graduate School.
- 5) Students who are **unsuccessful** and whose theses are rejected are dismissed from their program.
- 6) Students who are asked to **review** their theses after the defense may be given an extension of maximum 6 months by the jury. The student makes the required revisions and defends the thesis once again before the same jury. The student is required to register for the semester while he/she is reviewing the thesis. Students who fail to stand before the jury for a defense before this period expires, or whose thesis is not approved after this defense are dismissed from their program.

- 7) The student found **successful** in her/his thesis defense must submit to the Graduate School, at least 3 bound copies of the thesis found appropriate as per format by the Graduate School, along with the plagiarism report, within 1 month as of the date of the defense. Upon request, the student may be given an extension of maximum 1 month for the submission of the thesis by the Graduate School Administrative Board. Students who fail to meet these requirements cannot receive their diplomas or exercise rights granted to students until they do so, and are dismissed from their programs if the maximum duration expires.
- 8) The grades of '6XX P.H.D.' and '9XX Special Topics' on the 'Thesis Exam Record Form' must be filled as follows:

	Doktora / Lisans Sonrası Doktora
BAŞARILI	P.H.D. (6XX) : S Special Topics (9XX) : S
DÜZELTME	P.H.D. (6XX) : P Special Topics (9XX) : S
BAŞARISIZ	P.H.D. (6XX) : U Special Topics (9XX) : U

- 9) A student whose official jury report has been submitted to the Registration Office after being signed by the Graduate School Director is entitled to a Doctoral degree.

5.9 Thesis Manual

To reach thesis manual: <http://sbe.metu.edu.tr/sites/sbe.metu.edu.tr/files/thesismanual-2014-2015.doc>

For reference management tool: <http://lib.metu.edu.tr/tr/e-kaynaklar-referans-yonetim-araci>

5.10 Thesis submission procedures

All graduate students must follow the instructions below to complete the thesis submission procedures within one month at most after their thesis defense.

- 11) The Thesis must be prepared according to the rules specified in the Thesis Manual. 1.5 line spacing must be used throughout the thesis and it must be printed double-sided starting from the Plagiarism page.
- 12) For METU Library access criteria, Thesis Photocopy Permission Form must be filled in and added to the Appendices of the thesis.
- 13) Following thesis defense, the full version of thesis must be printed out after making the necessary revisions required by the jury and after fully completing the Turkish Summary. Then, the print-out copy must be brought for format check to the Thesis Office (Room No. 442) at the Graduate School of Social Sciences. Format check may take around 20 minutes.
- 14) Following the format check, collect all the signatures (in blue or black ink) must be collected except that of the Director of the Graduate School and the thesis bound must be gotten. All the copies are to be submitted to the Thesis Office for the last signature; that of the Director. This process might take approximately one week. For queries about the status of the thesis, the Thesis Office at +90 312 210 3717 must be called.
- 15) 4 copies of the thesis at most must be left. One of these copies is to be submitted to METU Library. No copies are to be submitted to the Graduate School of Social Sciences. For information about the procedure of Thesis Submission to the Library: <http://sbe.metu.edu.tr/sites/sbe.metu.edu.tr/files/ThesisSubmissionProcedureofMETULibrary.pdf>

- 16) While submitting the thesis copies to the Thesis Office, the first page of the “Turnitin Similarity Index” report must be submitted also. This page must be signed by the Thesis Advisor with his/her title, name and surname on it.
- 17) While the thesis copies are at the Thesis Office waiting to be signed, the following documents must be prepared.
 - d) YOK Thesis Data Input and Publication Permit Form: (YÖK Tez Veri Girişi ve Yayınlama İzin Formu) the Thesis Data Input Online Form must be filled by registering <https://tez.yok.gov.tr/UlusalTezMerkezi/sistemGiris.jsp>. Then all the data must be checked on the Thesis Publication Permit Form; it must be printed and then the print-out copy must be signed.
 - e) CD: The full PDF version of the thesis must be copied into a CD. The name of this PDF document must only be the reference number provided by YOK in the Thesis Data Input and Publication Permission Form.
 - f) METU Library E-Thesis Submission Form: The E-Thesis Submission Form must be filled by registering <http://etd.lib.metu.edu.tr/> on a computer that is connected to the internet through the campus network,
- 18) Following the completion of the signature procedure, a signed copy of the thesis must be received from the Graduate School and submitted to the Library. After the submission, library personnel will provide with the E-Thesis Submission Form. Before submitting the thesis to the Library, the E-Thesis Submission Form specified in article 7/c. must be filled.
- 19) After completing all these steps, all the 3 documents specified in article 7 must be brought to the Thesis Office. The graduation procedures may only be initiated once all of these documents are submitted.
- 20) Things to do in this 1-month period:
 - g) Bringing the thesis to the Graduate School for format check.
 - h) Doing the required revisions and getting the thesis bound.
 - i) Collecting all the signatures except that of the Director.
 - j) Submitting the Turnitin Similarity Index report to the Graduate School.
 - k) Collecting the signature of the Director.
 - l) Submitting the YOK Form, the Library Form and the Thesis CD to the Graduate School.

PART SIX

Diplomas and Documents, Academic Advisors, Leaves of Absence, Withdrawal of Registration

6.1 Diplomas and documents

- 1) Diplomas, certificates awarded and other documents issued to students and graduates, and the provisions regarding the issuance of these are as follows:
 - a) **Master's Diploma:** This diploma is awarded to those who meet the graduation requirements of a Master's Program.
 - b) **Ph.D. Diploma:** This diploma is awarded to those who meet the graduation requirements of a Doctoral Program or a Ph.D. on Bachelor's Degree Program.
 - c) **Provisional Certificate of Graduation:** This document is issued only once as a substitute for a diploma to students who are deemed eligible for graduation, and it is valid until the date of the commencement ceremony of the concerned academic year.
 - d) **Diploma Supplement:** This is a document which accompanies diplomas and aims at the international recognition of the academic and professional competences of their holders.
 - e) **Transcript:** This document is a complete official record of the courses taken each semester, their credits values and the grades earned, the grade point averages for the concerned semesters, the cumulative grade point averages and the standing of a student starting from the student's admission to the university.
 - f) **Student Certificate:** This is a document which shows the University registration status of a student.
- 2) In the event of the loss of a diploma, a replacement copy is issued, once only. The replacement copy bears the notation "second copy".
- 3) In the event of a change in the name and/or surname of the graduate after the graduation date, replacement copies of diplomas and/or certificates are not issued, nor is the information on them changed.

6.2 Academic advisors

- 1) Chair of the Department of History of Architecture assign an academic advisor from among full-time faculty to each student admitted to a Graduate Program. Once the thesis supervisor is assigned, she/he also performs the function of an academic advisor.
- 2) The duties/responsibilities of the academic advisors are stated below:
 - a) They inform students about the courses they are to take each semester and provide guidance in choosing them.
 - b) They approve semester registrations after evaluating the courses to be taken with the student according to her/his academic standing.
 - c) They provide information and guidance to the student in adapting to university life, professional development and career choices.

6.3 Leaves of absence

- 1) Students may be granted a leave of absence from the University for a maximum period of two semesters with the decision of the Graduate School Administrative Board based on obligations related to health, military service, education in an institution of higher education in Turkey or abroad, or financial and familial

obligations. In obligatory cases, this period can be extended by the Graduate School Administrative Board.

- 2) Students who wish to be granted a leave of absence must apply to the Department of History of Architecture chair with a petition stating valid grounds for the request and the necessary documents latest by the end of the add-drop week of the related semester. The Department of History of Architecture chair submits the student's leave of absence request to the Graduate School Administrative Board along with the views of both student's academic advisor/thesis supervisor and the Department of History of Architecture chair. Excluding unexpected circumstances, applications made after the add-drop week are not processed.
- 3) The decision of the Graduate School Administrative Board is sent to the Registration Office, which processes the decision and notifies the student and the concerned academic and administrative units.
- 4) The academic status of the students whose leave periods have ended may register for the new semester on the dates stated in the academic calendar.
- 5) Students who wish to return to University earlier than the termination of the leave period must apply with a petition to the Department of History of Architecture chair before interactive registrations start. After the application is evaluated by the student's academic advisor/thesis supervisor, the Department of History of Architecture chair and the Graduate School Directorate, it is sent to the Registration Office. The status of the student is evaluated within the framework of the related articles in this guide. Students who meet the registration requirements may register for the new semester on the dates stated in the academic calendar.
- 6) First-term students cannot be granted a leave of absence. However, for those appointed to public service; if the student is appointed after the program acceptance date, these requests will be evaluated by the Graduate School of Social Sciences Board.
- 7) Academic Deficiency Program students cannot be granted a leave of absence "except for health reasons".
- 8) Semesters for which students have been granted a leave of absence by the Graduate School Administrative Board are not included in the normal, maximum and additional periods of study.

6.4 Withdrawal of registration

- 1) Students who wish so may withdraw their registration through the Student Affairs Information System.
- 2) Students who withdraw their registration or are dismissed on grounds of disciplinary action must follow the procedures for registration withdrawal specified by the University and fulfill their financial obligations in order that they may receive their diplomas or their personal documents in the Registration Office files.
- 3) Students who have withdrawn their registration but wish to return to University may re-apply to the related program. This application is evaluated by the Department of History of Architecture chair within the framework of the provisions for application and admission to programs.

PART SEVEN

Important Dates, Addresses and Forms

7.1 Important dates

7.1.1 Application dates

Application dates for the Graduate Programs in the Spring Semester are during November-December, and during May-June for the fall semester. Please follow up the application dates from the link provided below:

<http://sbe.metu.edu.tr/important-dates>

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.2 Graduate Program interview dates

Interviews for the Spring Semester Graduate Programs are scheduled in December. Interviews for the Fall Semester are in June. Please follow up the interview dates from the link below:

<http://sbe.metu.edu.tr/important-dates>

<http://sbe.metu.edu.tr/duyuru/interview-date-and-time-2016-2017-fall-applications>

7.1.3 METU English Proficiency Exam dates

METU EPE is repeated four times a year: at the beginning and end of each semester. Please follow up the EPE application and exam dates from the link provided below:

<http://oidb.metu.edu.tr/en/important-dates-english-proficiency-exam>

<http://sbe.metu.edu.tr/metu-epe-examination-dates>

The recurrence intervals for these exams are as follows:

Late May - early June application and mid-June exam date

Late August - early September application and early September exam date

Late November - early December application and mid-December exam date

7.1.4 Disclosure date of application results

Application results for the Graduate Programs for the Spring Semester are announced in late January and early February, and in July for Fall Semester applications. Please follow up the announcement date of application results from the link below:

<http://sbe.metu.edu.tr/important-dates>

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.5 Pre-registration

Pre-registration for the Graduate Programs in the Spring Semester is in February, and in September for the Fall Semester. Please follow up the pre-registration dates from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.6 Interactive registrations and advisor approvals

Interactive registration and advisor approval for Graduate Programs in the Spring Semester is in mid-February, and in late September - early October for the Fall Semester. Please follow up the interactive registration and advisor approval dates from the link below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.7 Tuitions

No tuition fee is paid during the program period (the first 2 semesters for the Academic Deficiency Program, the first 4 semesters for the Master's Program, the first 8 semesters for the Ph.D. Program, and the first 10 semesters for the Postgraduate Ph.D. Program). In case of continuing education at the end of the program period, the tuition fee must be paid up to the end of the maximum period. If the student is a research assistant at METU (including OYP), he/she does not pay tuition fee during the education period. Tuition fee payments for the Spring Semester is in mid-February, and in late September for the Fall Semester. Please follow up the dates of tuition fee payments from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.8 Classes Begin

Courses in the Spring Semester begin in late February and courses in the Fall Semester begin in early October. Please follow up the beginning dates of classes from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.9 Special student applications and registration

Special student applications and registration for the Spring Semester are in the last 2 weeks of February, and in the first 2 weeks of October for the Fall Semester. Please follow up the special student application and registration dates from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.10 Add-drop and advisor approval

Add-drop and advisor approval for the Graduate Programs are in the 2nd week of the semester/classes. Please follow up the add-drop and advisor approval dates from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.11 Last day of classes

Last day of classes for the Spring Semester is in late May, and in early January for the Fall Semester. Please follow up the last day of classes from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.12 Final exams and term paper submissions

Final exams and term paper submissions for the Spring Semester are in two weeks of late May and early June; and for the Fall Semester are in the last two weeks of January. Please follow up the final exams and term paper submissions from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.13 Announcement of final grades

The final grades for the Spring Semester are announced in late June and the final grades for the Fall Semester are announced in late January. Please follow up the announcement of final grades from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.14 Announcement of Incomplete (I) grades

For incomplete grades in the Graduate Programs, one extra week is given after the announcement of the final grades. Please follow up the incomplete grades from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.15 Appointment of thesis supervisor

In a Master's Program, a thesis supervisor is assigned by the end of the first semester at the latest. In a Ph. D. Program, a thesis supervisor is assigned by the end of the second semester at the latest. For detailed information, please read subsection 4.4 in this guide for the Master's Program, and subsection 5.4 for the Ph. D. Program. The last date for the assignment of thesis supervisor for the Spring Semester is in mid-September, and the last day for the Fall Semester is in early February. Please follow up the dates for the assignment of thesis supervisor from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.16 Application for the Doctoral Comprehensive Examination

Ph.D. Program students must use their first DCE rights in the first semester following the semester that they have successfully completed the Doctoral Program courses and the seminar course. Students in Ph.D. Programs must take the DCE by the end of the fifth semester, and students in Ph.D. on Bachelor's Degree Programs must take it by the end of the seventh semester. At the beginning of the concerned semester, the student should make his/her application under guidance of his/her thesis supervisor and the Doctoral Comprehensive Board. For detailed information, please read subsection 5.5 in this guide.

7.1.17 The Doctoral Comprehensive Examination (DCE)

The DCE is administered twice a year, in May for the Spring Semester and in November for the Fall Semester. For detailed information, please read subsection 5.5 in this guide. Please follow up the last dates for the DCE from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.18 Appointment of Doctoral Thesis Advisory Committee (TAC)

In 1 month after the DCE, a Doctoral Thesis Advisory Committee (TAC) needs to be appointed on condition that the student passed the DCE. The TAC Committee might be composed of 3 members (2 METU, 1 non-METU scholars; or of 2 METU-AH, 1 non-METU-AH scholars). For detailed information, please read the subtitles of 5.5 and 5.6 in this guide.

7.1.19 Defense of the thesis proposal

Within 6 months after the DCE, the student who is deemed successful must defend his/her thesis proposal orally and in English. This comprises the purpose of the thesis work, the research method and the future work plan before the TAC. The student must submit a written report to the TAC members at least 15 days prior to this meeting. The last month for the jury meetings is June for the Spring Semester and December for the Fall Semester. For detailed information, please read subsection 5.7 in this guide.

7.1.20 Doctoral Thesis Advisory Committee (TAC) meetings

The TAC must meet twice a year; once between January-June and once between July-December. For detailed information, please read subsection 5.7 in this guide.

7.1.21 Submission of the ‘Jury Appointment Form’ before the thesis defense

The Jury Appointment Forms must be delivered to the Institute 1 month prior to the date of the thesis defense. For detailed information, please read subsection 5.8 in this guide.

7.1.22 Thesis defense

Students completing their thesis should apply to the Department of History of Architecture for the thesis defense. The deadline for the thesis defense is the end of the maximum duration. The maximum duration covers 3 years (6 semesters) for Master's programs, 6 years (12 semesters) for Ph.D. programs, and 9 years (18 semesters) for post-graduate Ph.D. programs. The last day for the thesis defense in the Spring Semester is mid-September, and early February for the Fall Semester. For detailed information, please read the subsections 4.5 and 5.8 in this guide. Please follow up the deadline for the thesis defense from the link provided below:

<http://oidb.metu.edu.tr/en/academic-calendar>

7.1.23 Thesis Submission

All graduate students have to complete their thesis submission procedures within 1 month after their thesis defense. For detailed information, please read subsections 4.5, 4.6 and 4.7 in this guide for the Master's Program, and subsections 5.8, 5.9 and 5.10 for the Ph. D. Program.

7.2 Important contact addresses

7.2.1 METU Architectural History faculty

Full-time faculty

Prof. Dr. T. Elvan ALTAN (Chairperson)

Room: 78 / e-mail: tomris@metu.edu.tr / phone: +90 312 210 22 03

Fields of interest: 19th and 20th Century Architecture; Modern Architecture, Architecture in late Ottoman Empire and Republican Turkey; Social Production of the Built Environment; Architectural Historiography

Prof. Dr. Ali Uzay PEKER (Coordinator)

Room: 317 / e-mail: peker@metu.edu.tr / phone: +90 312 210 62 48

Fields of interest: Ancient Mesopotamia; Early Islamic, Seljuk and Ottoman Architecture; Occidentalism and Orientalism in Architecture; Thirteenth Century Anatolia, Seventeenth and Eighteenth Centuries (Baroque and Rococo); Exoticism, Iconography and Symbolism in Islamic and Christian Architecture; Cosmology (ancient and medieval); Ottoman Archaeology

Prof. Dr. Suna GÜVEN

Room: 62 / e-mail: sunag@metu.edu.tr / phone: +90 312 210 22 19

Fields of interest: Greek, Roman and Byzantine Architecture; Art and Architecture of Italy, Greece, Asia and Cyprus; Latin Architecture in the Medieval East; Memory; Acculturation; Imaging.

Prof. Dr. Belgin TURAN ÖZKAYA

Room: 31 / e-mail: belt@metu.edu.tr / phone: +90 312 210 22 56

Fields of interest: Modernism; Nineteenth and Twentieth-Century Architecture; Nineteenth-Century Culture of Travel, Collecting and Display; Twentieth-Century Italian Architecture; Theories of Vision and Visuality; Gender Theory; Historiography.

Assoc. Prof. Dr. Lale ÖZGENEL

Room: 69 / e-mail: olale@metu.edu.tr / phone: +90 312 210 22 35

Fields of interest: Domestic Architecture in Classical and Late Antiquity; History of Domestic Architecture and Daily Life; Housing, Privacy and Gender Studies; Medieval Architecture.

Assist. Prof. Dr. Pelin YONCACI

Room: 85 / e-mail: pyoncaci@metu.edu.tr / phone: +90 312 210 22 45

Fields of interest: Byzantine Urban Landscape; Early Byzantine Urbanism; Historical Topography of Constantinople; Columnar Monuments of Pre-modern era; Mapping and Network Analysis in the field of Digital Humanities; 3D Digital Reconstructions of Historical Sites; Multimedia Maps populated with spatial narratives.

Res. Assist. Şehri KARTAL

Room: 405 / e-mail: sekartal@metu.edu.tr / phone: +90 312 210 62 04

Fields of interest: 15th-17th Century Ottoman Architecture; The Age of Sinan; Ottoman Palaces; Islamic Architecture; Cult of the Dead; Patronage; Istanbul.

Res. Assist. Aylin ATACAN

Room: 405 / e-mail: aatacan@metu.edu.tr / phone: +90 312 210 62 04

Fields of interest: Architectural Analysis through Films; History of Modern Architecture; Architectural Theory; Domesticity in Antiquity; Cinema and Architecture

Res. Assist. Elif BİLGE

Room: 405 / e-mail: elif.bilge@metu.edu.tr / phone: +90 312 210 62 04

Fields of interest: Roman Architecture; History of Domestic Architecture and Daily Life.

Res. Assist. Saliha ASLAN

Room: 91 / e-mail: saliha@metu.edu.tr / phone: +90 312 210 22 22

Fields of interest: Urban and Architectural History; Urban and Architectural Design; Late Ottoman Civic Architecture; Suburban Architecture in the Early Modern Period; Architecture of City Frontiers and Urban Sprawl

Res. Assist. Pinar KUTLUAY

Room: 313 / e-mail: pinar.kutluay@metu.edu.tr / phone: +90 312 210 62 12

Fields of interest: 19th and 20th Century Architectural Discourses; Modern Architectural Theory; Tectonics in Architecture; Architecture and Philosophy; Architecture and Biology; Daylight in Architecture; Cinema and Architecture.

Part-time Faculty

Prof. Dr. Jale ERZEN

e-mail: erzen@arch.metu.edu.tr

Fields of interest: Ottoman Aesthetics; Ottoman Miniatures; Ottoman Architecture of the 15th-16th Centuries; Modern Art; Turkish Art General; Art Criticism; Aesthetics; Environmental Aesthetics

Assoc. Prof. Dr. Namık ERKAL

e-mail: erkal@arch.metu.edu.tr

Fields of interest: Urban History; Architecture of City Frontier; Byzantion-Constantinople-Istanbul

Dr. Tuğba TANYERİ ERDEMİR

e-mail: ttanyer@metu.edu.tr

Fields of interest: Pre-Classical Art and Architecture of the Ancient Near East; Urartian Kingdom; History of Archaeology and Museology in the Ottoman Empire and Early Republican Turkey; Competitive Sharing of Sacred Spaces

Dr. Nahide Işık DEMİRAKIN

e-mail: dupeyker@gmail.com

Fields of interest: Urban History; Historiography; Cultural History; 19th Century Ottoman Empire; Modernization.

7.2.2 Administrative staff of the Department of Architecture

Mukaddes Kocakaya (Dean's Office Secretary)

Room:95 / e-mail: kocakaya@metu.edu.tr / phone: +90 312 210 22 01

Gül Dirik (Dean's Office Secretary)

Room:96 / e-mail: gudirik@metu.edu.tr / phone: +90 312 210 22 02

Şule Bulutçu (Dean's Office Secretary)

Room:96 / e-mail: sbulutcu@metu.edu.tr / phone: +90 312 210 22 02

Rüstem Taşman (Department Secretary)

Room: 79 / e-mail: rustem@metu.edu.tr / phone: +90 312 210 22 03 / 22 62

Sevda Yeşilyurt (Department Secretary)

Room: 79 / e-mail: ysevda@metu.edu.tr / phone: +90 312 210 22 03 / 22 62

Altun Kaya (Student Affairs)

Room:80 / e-mail: akaya@metu.edu.tr / phone: +90 312 210 42 41

Esmâ Yüzgeç (Student Affairs)

Room:80 / e-mail: esmay@metu.edu.tr / phone: +90 312 210 62 44

7.2.3 Administrative staff of the Registrar's Office

Responsible for Graduate Diploma and Military Service

Fatma Özgün

e-mail: ozgunf@metu.edu.tr / phone: +90 312 210 34 77

Advisor of Graduate Program in History of Architecture

Semiha Döğücü

e-mail: dogucu@metu.edu.tr / phone: +90 312 210 34 16

7.2.4 Administrative staff of the Graduate School of Social Sciences

Secretary

Sibel Er

Room: 435 / e-mail: sibele@metu.edu.tr / phone: +90 312 210 73 41

Student Affairs

Öznur Çatak Soylu

Room: Student Affairs Office / e-mail: oznurc@metu.edu.tr / phone: +90 312 210 37 14

Appointment of research assistants (OYP, 35. and 50. Article), leave of absence and assignment

Bilgehan Yıldırım

Room: Institute Secretary Office / e-mail: bilgehan@metu.edu.tr / phone: +90 312 210 2094

Aysel Kösegil

Room:440 / e-mail: aysel@metu.edu.tr / phone: +90 312 210 3707

OYP application, travel and budget

Aslı Ertan

Room: 441 / e-mail: aertan@metu.edu.tr / phone: +90 312 210 73 53

Hanife Hilal Şenay

Room: 430 / e-mail: hsenay@metu.edu.tr / phone: +90 312 210 7344

Ezgi Özten

Room: 430 / e-mail: eozen@metu.edu.tr / phone: +90 312 210 3705

Kübra Oğuz

Room: 430 / e-mail: koguz@metu.edu.tr / phone:+90 312 210 37 05

Thesis procedures

Fethi Kurtiy Şahin

Room: 442 / e-mail: kurtiy@metu.edu.tr / phone:+90 312 210 73 43

Yusuf İkbâl Oldaç

Room: 442 / e-mail: oyusuf@metu.edu.tr / phone:+90 312 210 37 17

Zeynep Tuba Sungur

Room: 442 / e-mail: tsungur@metu.edu.tr / phone:+90 312 210 37 17

Awards, International students

Aslı Ertan

Room: 441 / e-mail: aertan@metu.edu.tr / phone: +90 312 210 73 53

7.3 Forms

7.3.1 Forms of the Registrar's Office

Please follow up the forms listed below from the link: <http://oidb.metu.edu.tr/formlar>

- 1) Military Consignment Postponement Cancellation Application Form
- 2) Document Request Form
- 3) Free Passport Application Form
- 4) Second Copy Diploma Application Form
- 5) Graduate Student Document Delivery Form
- 6) Transcript Application Form
- 7) Special Student Application Form
- 8) International Graduate Students Registration Form
- 9) Residence Permit Application Form for International Students
- 10) Application Form for Exemption from Tuition Fee for International Doctoral Students

7.3.2 Forms of the Graduate School of Social Sciences

Please follow up the forms listed below from the link: <http://sbe.metu.edu.tr/tr/formlar>

- 1) The Academic Deficiency Program Registration Form
- 2) Course Information Reporting Form
- 3) Course Replacement Form
- 4) Doctoral Thesis Advisory Committee Record Form
- 5) Defense of the Thesis Proposal Record Form
- 6) The Doctoral Comprehensive Examination Jury Appointment Form
- 7) List Form for Students Taking the Doctoral Comprehensive Examination
- 8) Committee - Doctoral Comprehensive Examination Record Form
- 9) The Doctoral Comprehensive Examination Jury Statement Form
- 10) Erasmus Course Substitution Form
- 11) Grade Notification Form
- 12) Leaves of Absence Form
- 13) Doctoral Thesis Advisory Committee Appointment Form
- 14) Thesis Jury Appointment Form
- 15) Thesis Exam Record Form
- 16) Thesis / Non Thesis Transfer Form
- 17) Thesis Award Application Form
- 18) Parlar Foundation Thesis Award Application Form
- 19) Payment Refund Application Form