

BBM479-480 Operation Plan

1. **Course Periods:** BBM479 course is offered for regular students in the Fall semester. BBM480 course is opened for regular students in the Spring semester. A student to be enrolled in the BBM479 course must be at least in the 6th semester. BBM479 course is offered in the spring semester only for students who have taken the course opened in the fall semester and failed the course. Similarly, when the BBM480 course is opened in the fall semester, only students who have taken the BBM479 course in the spring semester can take this course.

a. Students who need to take BBM419 register for BBM479 and BBM480 courses.

2. **Course Content:** In BBM479-480 courses, students are expected to put forward an application and/or research project. Students perform literature review, theory development, application development, experimentation, evaluation of results, reporting and presentation activities for 2 semesters on a subject approved by the advisor.

3. **Number of Students in the Group:** Project groups are determined between 2-4 people, but working in groups of 3 is preferred, except for special cases.

4. **How to Take the Course:** There is both a prerequisite and a continuation link between BBM479 and BBM480 courses. It is expected that a student will take the BBM480 course with his groupmates from the BBM479 course on the same project topic from the same advisor.

a. A student who does not want to continue with the same group due to incompatibility despite passing the BBM479 course can take the BBM480 course as a member of another group. However, this is subject to the following conditions:

- i. With the participation of a new student, the number of students in the group cannot exceed the maximum number of students.
- ii. Written approvals of the student's former project advisor and new project advisor are obtained and delivered to the course coordinator.
- iii. Written approvals of all current students in the new project group are obtained and delivered to the course coordinator.
- iv. At least two students must remain in the old project group, or if the former group is a group of two students, at least one of the following conditions must be met in order for a student to leave that group:
 1. The other student in the two-person group must also have found (and be approved by) a new group,
 2. A new student joins the group with only one person in accordance with the rules above,
 3. Written approval of both the advisor and the student who is the only student to continue the BBM480 course as a single person is obtained and delivered to the course coordinator.

b. A student who has passed the BBM479 course but failed the BBM480 course takes the BBM480 course from the same advisor in the next semester and if the project has been completed by other group members, he/she does it by defining an additional project in a way that will carry the project result further. If the

BBM480 course was failed by all the group members, the same group has to take the BBM480 course again in the next semester to complete the project.

- c. While the BBM479 course is in progress, students are not allowed to change groups. In the event that a group falls into a single person due to dropouts, with the approval of the advisor, this student can complete the BBM479 course alone, or he can switch to another group in a way that also fulfills 4.a.i, 4.a.ii and 4.a.iii.
 - d. While the BBM480 course is in progress, students are not allowed to change groups. If the group falls into one person while the BBM480 course is continuing, the student remaining in the group can complete the BBM480 course by completing their project. Students who leave the group fail the BBM480 course.
 - e. A student who fails BBM480 as a single course is given an additional project by the same advisor during the summer school. As a single course exam grade, the evaluation of this project by the advisor is valid.
5. **Reporting :**
- a. Students prepare the following reports within the scope of BBM479 course:
 - i. **Week 4 - Project Proposal Report:** Within the scope of this report, students define the problem they will study, list possible solutions, and present which of the solutions has been chosen, how this solution will be implemented, and a work plan spread over two terms (including task sharing) to the advisor. The advisor may request correction by returning this report to the students when necessary. The advisor evaluates the report out of 100 and sends the digital copy of the report and the evaluation result to the coordinator.
 - ii. **Week 12 - End of Term Development Report:** Within the scope of this report, students report in detail the work done during the term (describing the methodology and technology used), the rate of realization of the chosen solution, the effect of what has been learned in the process on the probability of reaching the result, the necessary revisions and the reasons for these revisions, and present them to the advisor. The advisor faculty member evaluates the report out of 100 and sends the digital copy of the report and the evaluation result to the coordinator.
 - b. Students prepare the following reports within the scope of BBM480 course:
 - i. **Week 2 - Term Study Plan:** At the beginning of the new semester, students prepare a term study plan and present it to their advisor. Within the scope of this plan, students will list the activities to be carried out during the term, and detail the rationale, targeted outputs and contribution of each activity by making use of the BBM479 End of Term Development Report. The advisor faculty member evaluates the report out of 100 and sends the digital copy of the report and the evaluation result to the coordinator.
 - ii. **Week 12 - Project Final Report:** Within the scope of this report, students explain the final state of the project (detailing the methodology and technologies used), evaluate the success of the application, list the missing and insufficient parts with their reasons, identify and report the

future developments and improvements that can be made in these parts.
 The advisor faculty member evaluates the report out of 100 and sends the digital copy of the report and the evaluation result to the coordinator.

6. **Jury Evaluation:** Students present their projects in front of a jury of 3 to 4 people on a date to be determined between the 13th and 15th weeks of the BBM480 course, and they demonstrate their project output. Jury members evaluate the project presentation out of 100 with equal weight. The advisor faculty member is the natural member of the jury. At the same time, the groups prepare a video of at least 3 at most 10 minutes in which they promote their projects and a poster/website where the project is promoted. The jury is also responsible for grading this video and poster/website.

7. **Grading :**

a. Grading in the BBM479 course is based on the grades given by the advisor to the reports in 5.a. While calculating the final grade, grading is done according to the following table:

BBM479	Advisor		
	Proposal	Devel. Report	Total
	30	70	100

b. Grading in the BBM480 course is based on the grades given by the advisor to the reports in 5.b and the grades given by the jury to the activities in item 6. While calculating the final grade, grading is done according to the following table:

BBM480	Advisor			Jury			
	Study Plan	Final Report	Total	Presentation	YouTube	Poster/Web	Total
	15	50	65	15	10	10	35