ITU Faculty of Electrical and Electronics Engineering
Control and Automation Engineering Program
CONTROL AND AUTOMATION DESIGN II GUIDELINES

As part of the Control and Automation Engineering Program, students are expected to carry out a major design project over two semesters. In the second semester, within the scope of the KON 4902E Control and Automation Design II course, students finalize their project topic and title, and carry out their work according to the planned work packages. Below is the guide to be followed during this process. The schedule provided in this guide is advisory, and the Department Chair reserves the right to change the final submission dates for all forms and reports. Additionally, students may complete certain activities earlier than the recommended timeframes with the knowledge of their advisors.

1. **Course Registration (Course Registration Period):** Students register for the KON 4902 course through the OBS system. The prerequisites for course registration are available in the OBS system.
2. **Understanding Expectations (Weeks 1-2):** Students review course-related documents from the department's course web pages and the Ninova system to fully understand the expectations for the capstone design project. In this context, students are expected to read and understand the project report submission rules, interim and final report templates, ethical compliance declaration form, and checklists for interim and final reports. Students may attend the orientation meeting organized by the Department Chair to ask any questions they may have.
3. **Submission of Registration Forms (Weeks 1-2):** Submit your signed project registration forms (KON_4902_FORM 1) to the department secretary by the end of the second week. Updated forms can be downloaded from Ninova and the department website (see the link provided below).
4. **Interim Report Submission (Week 8):** Complete your interim report using the designated report template and upload it to Ninova and Turnitin by the announced deadline. Also, send a digital copy of your interim report to your advisor. Additionally, complete and sign your portion of the Interim Report Submission Form (KON_4902_FORM 2) and submit a printed copy to your advisor.
5. **Evaluation of Interim Reports (Week 8):** Interim reports will be evaluated by the advisor faculty members, who will fill in their sections of the Interim Report Submission Forms and submit them to the Department Chair along with the report grades.
6. **Identification of Inadequate Interim Reports (Week 8):** Based on the forms completed by the Department Quality Commission faculty members and the interim reports submitted by students, inadequate reports will be identified. Deficiencies in inadequate reports must be addressed and resubmitted. Reports that do not include multiple design criteria or fail to reference relevant engineering standards will be deemed inadequate.
7. **Resubmission of Revised Reports (Weeks 9-10):** Deficiencies in inadequate interim reports must be corrected and resubmitted. Students whose reports are deemed inadequate after re-evaluation will fail the course.
8. **Preparation of Final Report (Weeks 12-14):** Prepare your final report according to the designated template. Ensure that all checklist items in the report are met and consider the evaluation criteria provided in the Capstone Design Project Introductory Report Evaluation Criteria table.
9. **Final Report Submission (Week 14):** Complete your final report and upload it to Ninova and Turnitin according to the final report submission guide by the given deadline. Additionally, share a digital copy of your final report with your advisor.
10. **Final Report Evaluations (Week 15):** Final reports will be evaluated by the advisor faculty members, and the evaluation results will be submitted to the Department Chair online. Students whose reports are deemed unsuccessful will not be allowed to present and will fail the course.
11. **Preparation of Presentation File (Weeks 12-16):** At the end of the semester, students are expected to present their reports before a jury consisting of faculty members. Prepare your final report presentation file according to the given template. Ensure that your presentation adheres to the allocated time and follows effective presentation techniques.

12. **Presentations (Weeks 16-20):** Deliver your presentation within the allocated time. Be prepared for possible questions during or after your presentation. Presentation dates will be announced on the Ninova system, and unless otherwise specified, all presentations will be conducted face-to-face within the dates announced in the academic calendar.
13. **Evaluation of Presentations (Weeks 16-20):** Student evaluations will be conducted by the jury members during or immediately after the presentation. The final grade will be determined based on the weighted average of the interim report, final report, and presentation scores. Students with an average score below 50 points will be deemed unsuccessful.
14. **Regular Meetings (General):** Hold regular project meetings with your team members and advisor.
15. **Working According to Work Packages (General):** Collaborate with your team members and consult with your advisor to ensure that your project work aligns with the relevant design criteria and engineering standards for the KON 4902 course. Remember that multiple design criteria must be considered in your project. Projects that do not reference any engineering standards or refer to unrelated standards will be deemed unsuccessful.
16. **Use of Project Report Templates (General):** Download and use the project report templates when preparing your reports. Ensure that all checklist items are completed. Templates can be accessed via Ninova and the department website (links are provided below).
17. **Compliance with Rules and Deadlines (General):** Ensure compliance with the rules and submission deadlines announced by the department.

Website: https://kontrol.itu.edu.tr/en/education/undergraduate/graduation-design-project