**Application Deadline: 25.06.2021**

**How to apply for additional time?**

The students who want to apply for additional time are required to look for “Salgın nedeniyle lisansüstü öğrenciler için ek süre uygulama esasları” (.ing “Additional time approval principles for graduate students due to epidemic”). The students who satisfy the conditions should complete their application according to the following format. The additional time will be added to the end of the maximum time for the graduate program.

The application form(s) can be found in this link: <http://eee.metu.edu.tr/forms>.

Be careful to prepare the application according to the following format. Otherwise, the application will not be evaluated.

1- “Ek Süre Talep Formu” (.ing “Additional Time Request Form”) should be filled in the computer environment and must be digitally signed by the student and the advisor (Pasting of the signature by copy/paste)

2- All spacings and boxes in the form (the spacings and boxes for the student to fill) must be filled, and the date must be written.

3- The student must prepare .pdf format of their updated transcript of the current program.

4- Signed “Ek Süre Talep Formu” and updated transcript should be converted into a single .pdf document

5- The converted .pdf document, “Ek Süre Talep Başburu Evrakı” (ing. Additional Time Request Application Document”), should be sent to [serdark@metu.edu.tr](https://horde.metu.edu.tr/imp/dynamic.php?page=mailbox) via e-mail while the advisor is added as CC.

The title of the application e-mail must be “Ad soyad, öğrenci no, program, ek süre talep istemi” (.ing “Name Lastname, Student no, Program, Additional Time Request”)

The incomplete and unsigned application will not be evaluated.

Application Deadline: 25/06/2021. Thus, the applications should send to the department by 23.06.2021 (the last date).

NOT: The students, who applied for additional time and got approved, must register and get advisor approval for the next semester to be considered registered. The additional time will be added to the end of the maximum time for the graduate program. With this justification in the 2020-2021/spring semester, the requirements for the semester must be met.

NOTE: Applications for additional time will be resulted and announced within 4-6 weeks from 25.06.2021 according to the decision made in the Institute’s Board meeting

**Additional time approval principles for graduate students due to pandemic**

In their thesis period, graduate students were able to use the additional time recognized by YÖK for the Spring semester of 2019-2020 and the Fall semester of 2020-2021 as a result of investigations made by the Institute.

Since the epidemic is still ongoing, according to the amendment on the YÖKs’ regulation on this issue; **the students who are in their thesis period and have not to use additional time or have used additional time for once except the students who defended their thesis and took 3/6 months of correction(extension),** can apply for additional time for the spring semester of 2020-2021.

1. This period will be added to the end of the maximum time of the graduate program.
2. Thesis period definitions:
	1. **Ph.D. Students: Students who pass DYS (ing. Ph.D. Qualifying Exam).**
	2. **Master Students: Students who completed all of their courses.**
3. Research assistants and research assistants assigned with ÖYP and 35th article can apply for additional time. The additional time will be added to their assignment time.
4. Students who left of absence in the current semester are not allowed to apply for additional time.
5. If the students, who are 100/2000 grantees, get approval for additional time, the scholarship would continue for 4 years (which is the maximum time for the scholarship to be ongoing). The scholarship will be discontinued during the additional time.
6. Use “Ek Süre Talep Formu” (*.ing*“Additional Time Request Form”) in the attachment to prevent any possible confusion. The applications made differently will not be evaluated.
7. In the application form, **the reason(s) for the student’s need for additional time must be explained in detail, and the advisor must sign the form.** (The advisor can use the back page of the form for additional information)
8. Forms must be signed with a wet-ink signature or a digital signature (pasting of the signature on the form with copy/paste). The applications without the signature of the student and the advisor will not be evaluated.