**A-THESIS JURY ASSIGNMENT FORMS**

Assigning Thesis Jury forms must be delivered by e-mail. Only the applications that are sent to the Departments’ Student Affairs e-mail address [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr) through the METU e-mail account will be delivered to Institute.

1. **Thing that should be followed while filling the thesis jury assignment forms:**

* The title of the thesis must be updated and be in English.
* There must be no second page in the Thesis Jury Assignment Form (Form 21-C) (In other words, Approval by the institute board of directors, and the student information must be on one page)
* The title of the thesis must be the same as the title written in “71. Nolu Program (MS&PhD Advisor Assignment)”
* If there is any change in the title of the thesis then the approval must be cancelled through the “71. Nolu Program (MS&PhD Advisor Assignment)”, and after that student must request these said cancellation and reapproval procedure (The required change must be done, and student and advisor approval must be completed through the program) by sending an e-mail to [oznuray@metu.edu.tr](mailto:oznuray@metu.edu.tr). Afterwards the approval of the head of the Department, the request is submitted to the FBE Board of Directors.

**The MS thesis jury** must consist of 5 permanent and 2 associate members. The jury members must be in the field of the thesis study that the student excepted for and must be an Assistant Professor (Dr.Öğr.Üyesi) or a higher title. One of the permanent jury members must be external. One of the two substitute members must be external, whereas the others must be from the Department.

* The student must complete all of the must courses and elective courses regarding their field. The MS CGPA of the student must be 3.00 or higher. The condition for the completing all courses within the first 4 semester must be achieved.
* For the students who have started the MS program Fall Semester of 2017 or after, the must courses are announced in the link <http://eee.metu.edu.tr/tr/graduate-programs>. Students who have started the MS program before the Fall Semester of 2017 must talk with their advisors about the must courses.

**The Ph.D. thesis jury** must consist of 5 permanent and 2 associate members. The jury members must be in the field of the thesis study and must be an Assistant Professor (Dr.Öğr.Üyesi) or a higher title. There must be 3 TİK members in the jury. Two of the permanent jury members must be external. One of the two substitute members must be external, whereas the others must be from the Department.

* The thesis proposal and the result of the last 3 TİK must be written in the form.
* The student must complete all of the must courses and elective courses regarding their field. The Ph.D. CGPA of the student must be 3.00 or higher. The condition for the completing all courses within the first 4 semesters must be achieved. For the integrated Ph.D. students this condition is completing all courses within the first 6 semesters.
* Must course information of the field can be found from the address <http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/PhDQualifyingGuidebook_august2018.pdf> under the title “Sonrasında tez çalışmalarına başlamak için sınav kılavuzunda belirtilen şekilde Doktora Yeterlik Sınavı'nda başarılı olmak gerekir” found in the link <http://eee.metu.edu.tr/tr/graduate-programs> or can get these information from the advisor.

1. “**Tez Şablonu Onay Formu**” (*ing* “Thesis Template Approval Form”) <https://fbe.metu.edu.tr/tr/tez-yazim-sureci-0> thats signed by the student.

* The student should use one of the thesis template (Word or Latex) found in the “[Tez Yazım Süreci](file:///D:\Desktop\Dosyalarım\EE\Master\Asistanlık\Çeviri\20200515-Serdar-Mail1-Link2\ENG\Tez%20Yazım%20Süreci)” (*.ing* “Thesis Writing Procedure”) (<http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0>) to decrease the possible template mistakes to a minimum. You can find the information related to the “Tez şablonu onay formu” (Thesis Template Approval Form) after one of the template is downloaded on computer The Institute would deny the thesis drafts that are not prepared according to the said template.
* Institute will send an e-mail to the student about the correction on the thesis draft if any correction about the template is required.The students who receive the mentioned e-mail must take back their thesis draft from the EEMD D-120 (“Basım İşbirliği Ofisi”) within 10 days. The untaken thesis drafts within 10 days would be removed.
* The student must prepare the thesis draft again according to given templates if the thesis draft is denied. Afterards, the student must send the personally signed “Tez Taslak Red Formu” (*.ing* “Thesis Draft Rejection Form”) and “Tez Şablonu Onay Formu” documents to the EEMB Students’ Affairs ([serdark@metu.edu.tr](mailto:serdark@metu.edu.tr)) through e-mail as a attachment to the thesis.

1. **The first page of the “Orijinallık Raporu”** **(.*ing* “Originality Report”) signed by the advisor**

* The thesis advisor must prepare and sign “Orijinallık Raporu” (total of two) before and after the jury (after the required changes are made). For the “Orijinallık Raporu” the print of the first page that includes the similarity ratio is enough.

1. **For the Ph.D. students**; the print of an article, as a result of the thesis work, that is accepted or is sent to be published in SCI (A-class) / SSCI magazine. If the student cannot satisfy this condition, then a document written by the advisor wherein it is stated that the student would provide the mentioned article until the graduation must be delivered.

**The application documents that by student must send through e-mail is as follows:**

* The application must be made through the METU e-mail account (……@metu.edu.tr).
* The required form(s) in the following must be filled in the computer environment. All spacings and boxes (the spacings and boxes that students are required to fill) must be filled. The advisor and the student must sign the required parts (the digital signature is acceptable). The unsigned documents will not be processed.
  1. “Tez Jürisi Atama Formu” (21-c) (*.ing* “Thesis Jury Assignment Form”)
  2. List of articles (21-c-attachment) (Even if there is no article, it should be written that “there is no article”)
  3. The first page of the “Orijinallık Raporu” The “Tez Jürisi Atama Formu” and the “Orijinallım Raporu” must be signed by the advisor.
  4. Unofficial transcript
  5. Curriculum
  6. “Tez Şablonu Onay Formu”
  7. The article (For Ph.D. Students)
  8. Thesis draft

The application documents must be sent to the Departments’ Student Affairs e-mail address [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr) through the METU e-mail account (the advisor must be added to e-mail as CC).

**The title of the e-mail must be “Tez Jürisi Atama Form-programı-ad-soyad-öğrenci” (.ing “thesis jury assignment-program-name-lastname-student no”).**

Incomplete and unsigned document(s) and applications will not be evaluated.

**B-REQUIREMENTS THAT HAS TO BE DONE WHILE TAKING THE THESIS DEFENSE EXAM**

The juries must be completed by the relevant deadline and the documents must be submitted as follows.

1. Before the thesis defense, “Tez Savunması Duyuru Formunun” (*ing.* Thesis Defence Announcement Form), also known as “Jüri Davet Formunun” (*ing.* Jury Invitation Form), must be completed through the website given in the following. The required information must be entered from the link <https://eee.metu.edu.tr/tr/recent-thesis-defenses>. The information that is entered in this link will be shared in the <https://eee.metu.edu.tr/tr/recent-thesis-defenses> and with the relevant e-mail groups. This form must be completed at least 12 days before the thesis defense exam and the date (day/time) and the place (room) that the thesis defense exam will take place must have been determined. For the online juries link must be specified. For the face to face juries, room (**room D102/D013) must be reserved from the Secretary of the Head of the EEMB**) for the determined date and time.
2. “EE MS-PhD Tez Sınavı Tutanak Formu” (*ing.* EE MS-Phd Thesis Examination Official Report Form) under the MS&PhD Forms in the <https://eee.metu.edu.tr/forms> must be filled.

Be careful about the followings while filling the mentioned form

* “EE MS-PhD Tez Sınavı Tutanak Formu” must be filled on computer. All of the boxes and spacings (required to be filled - by the student) must be filled and the date must be written.
* The title of the thesis must be the same as the title written in “71. Nolu Program (MS&PhD Advisor Assignment)”
* Under the thesis courses section:

MS students: EE500(X section) EE8XX(01 section)

PhD students: EE600(X section) EE9XX(01 section) must written.

* For the students who are found “successful” by thesis defense jury, “S-S” must be written under the “course grade”
* For the students who gets “additional time” according to thesis defense jury decision,

For MS students: EE500-“P” and EE8XX-“S”

For PhD students: EE600-“P” and EE9XX-“S” must be written.

If any change is required in the thesis title in the thesis defense examination, then the title must be fixed through the system, the required approval must be gotten in the same day and, with the report of the Jury head, “Tez Sınavı Tutanak Formu” (*ing.* Thesis Examination Official Report Form) that is signed and including the new thesis title must be delivered.

**The video conference Thesis Defense Jury must be sent through e-mail according to the following(s):**

* It must be sent by the advisor through the METU e-mail account (….@metu.edu.tr)
* The video-conference will be recorded by the advisor. Records will be requested from the advisor if FBE (“Fen Bilimleri Enstitüsü, “Graduate School of Natural and Applied Science”) required so.
* The advisor must complete the process of giving the letter grade of the thesis courses to the student who enters the defense jury (according to the jury result) via METU.SIS (if it is within the grading periods according to the academic calendar). Reports of students who have requested a postponement to the Thesis Defense Jury; including the "Grade Notification Form". Please contact with Serdar Korkmaz (serdark@metu.edu.tr) for the preparation of the Grade Notification Form (by e-mail).
* The official Thesis Defense Report form must be printed and signed by the first jury member and then sent to the second member. All jury members must repeat the process. The official report form that all of the jury members have signed must be printed and signed by the advisor. Afterwards, the official report form must be sent to the Students’ Affairs ([serdark@metu.edu.tr](mailto:serdark@metu.edu.tr)) by the advisor including the date on the form and unofficial transcript. In the e-mail, indication text of the explanation that the "Thesis Defense Jury" is held online and the records of the jury are reserved by the advisor must be provided.
* The jury members who are not available to print/scan any document can digitally sign the official report.
* All required parts on the official report must be filled. Incomplete reports will not be evaluated.
* If the jury decides additional time, the advisor must send the report prepared and signed by the foreperson (head of the jury) with other required documents. (The foreperson must prepare the report both in Turkish and English)

**B-1) FOR STUDENTS WHO GETS ADDITIONAL TIME (6 MONTHS FOR PHD / 3 MONTHS FOR MS)**

The student who takes additional time (6 months of additional time for the Ph.D /3 months of additional time for the Ms) must take the Jury at the end of the period given to student.

For example: A student who take the Thesis Jury on September 2;

After 3 months of extension (for Ms.), student is required to take the final Jury on 2 December.

After 6 months of extension (for Ph.D.), student is required to take the final Jury on 2 March.

**The Student who is taking additional time Jury**

* If there is a change in the Title of the Thesis, it is mandatory to complete the updates from the program no 71 named "Ms-Phd Advisor Assignment".
* It is mandatory to enter the final defense jury with the same jury members.

-It is mandatory to follow the procedure (1st and 2nd) under the heading “B-REQUIREMENTS TO DO WHEN TAKING THE THESIS DEFENSE EXAM”.

**C-REQUIREMENTS TO DO AFTER THE THESIS DEFENSE EXAMINATION**

The procedure that must be completed within 1 month following the thesis defense for the students who have successfully completed their thesis defense is given as follows:

1. Required corrections of thesis as stated by the jury members
2. Obtain the thesis draft from the EABD secretariat, then make the corrections related to the format specified on the draft by the institute.
3. Get the originality report and have it signed by the thesis advisor.
4. Bind at least four copies of the theses (five copies for students who have joint thesis advisor)
5. Have signed all parts in the Approval Page of the thesis to the related faculty member. The signs must be wet signature with a blue pen.
6. If it is required to close access to the thesis (for publication 6 months, for patent 2 years) or applied for confidentially of the thesis (national interests, security, etc…), following are required to send to the Head of the Department;

a) Student Petition

* + - * + b) Advisor Petition
        + c) Delivering the request from Department to the Institute
        + d) The request should be discussed and finalized at the Institute's Board of Directors
        + e) While submitting a copy of the thesis to the library, the date and issue number of the decision of the Board of Directors
        + should be indicated.

1. Download the thesis to the OpenMETU (<https://open.metu.edu.tr/>) . For informations please check the [lisansüstü tezlerin OpenMETU'ye  yüklenmesi](https://open.metu.edu.tr/thesisvideo) and [basılı kopyasının Kütüphaneye teslimi](https://lib.metu.edu.tr/tr/tez-teslim-kilavuzu)
2. Fill the [YÖK Tez Veri Giriş Formu](https://giris.turkiye.gov.tr/Giris/gir?oauthClientId=018c49c0-15d4-11e6-a837-0800200c9a66&continue=https%3A%2F%2Fgiris.turkiye.gov.tr%2FOAuth2AuthorizationServer%2FAuthorizationController%3Fresponse_type%3Dcode%26client_id%3D018c49c0-15d4-11e6-a837-0800200c9a66%26state%3D1%26scope%3DKimlik-Dogrula%253BTemel-Bilgileri%253BAd-Soyad%253BIletisim-Bilgileri%26redirect_uri%3Dhttps%253A%252F%252Ftez.yok.gov.tr%252FUlusalTezMerkezi%252FLoginControl) and print it.
3. Construct a CD that includes the PDF of the thesis. The name of the PDF document must be the YÖK reference number (Ex.10155525.pdf) that is indicated in Tez Veri Giriş Formu (Thesis Information Entry Form)
4. Deliver the signed and bind theses (without the signature of the director of the Institute) and the followings to the relevant staff in the second floor of the Graduate School of Natural and Applied Science
5. Originality report
6. Print of the Tez Veri Giriş Formu (Thesis Information Entry Form)
7. CD including the PDF of the thesis
8. Receive the theses back form the relevant institute staff after at least three days that you submitted the thesis to.
   * + - * In addition, students who have submitted their theses, signed by the director of the institute, after having reserved a copy of the thesis for themselves;
         * - deliver a copy of the thesis to Provision and Cataloging Unit(\*), found in the METU Library, located on the ground floor,
         * - deliver a copy of the thesis to the EEMB Student’s Affairs (D-116) including the Thesis Submission Form signed by the advisor (http://eee.metu.edu.tr/tr/forms),
         * - deliver a copy to the thesis advisor (and to the joint thesis advisor, if any).
         * - (\*)Bind the thesis that is delivered to the library including the [Tez İzin Formu](http://fbe.metu.edu.tr/tr/system/files/tez_izin_formu.docx)  in the last page of the thesis.
         * - Students can construct more than one copy of the thesis for themselves.
         * **P.S:** Contact with the [Öğrenci İşleri Daire Başkanlığı](http://oidb.metu.edu.tr/) for all of your questions related tot the graduation.
         * The thesis defense juries (updated) deadlines can be followed from <https://oidb.metu.edu.tr/tr/akademik-takvim>
         * You can access all of the information given above from EEMB Web site http://eee.metu.edu.tr/tr/node/935