

**TO THE ATTENTION OF ALL PH.D. AND INTEGRATED PH.D. PROGRAM STUDENTS WHO HAVE BEEN SUCCESSFUL IN Ph.D. QUALIFYING EXAM;**

1) Students who have been successful in the Ph.D. qualifying exam has to submit the “Tez İzleme Komitesi Atama Formu(form 29-A, with additional required documents)” to Department Chair within one month after the Ph.D. qualifying exam date. (Until the end of December for the students who entered the examination in November, until the end of June for the students who entered the examination in May) *(the form should be filled in digitally and signed by the members)*

2) 2017-2018/2<sup>nd</sup> Semester “Tez Önerisi Savunması Tutanak Formu (form 30-B, with additional required documents)” *(with abstract and summary not exceeding 250 words)* / “Tez İzleme Komitesi Tutanak Form (form 30-Ç, with additional required documents)” *(with abstract and summary not exceeding 250 words)* are to be submitted to EEMB Students Registrar Office (D-116) **due date: 2018.06.04**

- All forms must be filled in computer environment.

- All abstracts and summaries to be submitted in attachment of “Tez İzleme Komitesi Tutanak Formu”, must be prepared to demonstrate the thesis studies performed during the last six months.

a) Students who have been successful in Ph.D. qualifying exam in Nov 2017, must submit the forms “Tez Önerisi Savunması Tutanak Formu” mentioned above. *(“2 Copy” with abstract and summary not exceeding 250 words)*

b) Students who have been successful in Ph.D. qualifying exam before Nov 2017, must submit the forms of “Tez İzleme Komitesi Tutanak Form” *(with abstract and summary not exceeding 250 words (study performed during 6 months) “1 Copy”)* until the due date mentioned above.



c) *Students who will enter the jury of “Doctorate Thesis Completion” at the end of 2017/2<sup>nd</sup> Semester, are not required to enter “Thesis Monitoring Committee”. It is enough for those students to submit the forms of “Tez Sınavı Tutanak Formu” (form 21-D, with additional required documents) until the due date.*

d) Ph.D. students who get additional time after the thesis completion jury are not required to enter “Thesis Monitoring Committee” (during the additional time period).

NOTE: All forms mentioned above can be accessed from the website: <http://eee.metu.edu.tr/formlar>

**EEMB**