

## TO THE ATTENTION OF STUDENTS WHO ARE GOING TO ENTER THESIS JURY;

2017/11/02

### **A- STUDENTS WHO ARE ENTERING THE THESIS JURY FOR THE FIRST TIME:**

1) If there is a change in thesis titles, approvals are removed from the program called **71 nolu “Ms-Phd Advisor Assignment”** (Student must request this cancellation from EEMB Chair). After necessary corrections are made, the student and the supervisor completes the approval process through the program and then the student requests approval from Department Chair. After approval of the Department Chair, it is presented to the FBE Board of Directors.

2) Students must submit their THESIS COPIES to EEMB Students Registrar Office (D-116) at the latest 1 month before the day of Master Thesis Jury / PhD Thesis Jury. A copy of the thesis copy must be submitted with **“TEZ JÜRİSİ ATAMA FORMU”**. This form can be accessed from the address below denoted with (\*).

a) **TEZ JÜRİSİ ATAMA FORMU (FORM 21-C(\*), with additional required documents)**, 1 copy (*the form should be prepared by taking the supervisor views into consideration*) required. (*the form must be filled in digitally and in Turkish except Thesis Title*). The form must be signed by the thesis advisor and afterwards it must be submitted with the THESIS COPY to EEMB Students Registrar Office (D-116) TO BE DELIVERED TO GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES.

b) **The selection of jury members must be in accordance with the research area for which the student is admitted.**

c) You can obtain the thesis copy (submitted to EEMB Students Registrar Office) reviewed by GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES after 10 days (*To learn about the corrections made*).

#### **Required Additional Documents**

- *Academic Transcript, Registration Certificate (2017/1<sup>st</sup> Semester), Plagiarism Report (prepared and signed by the thesis supervisor)*

- *Students entering the PhD Completion Jury; must submit a certificate showing their thesis work was sent to an international SCI(Class A)/SSCI journal and its acceptance to be published in an international SCI(Class A)/SSCI journal.*

- *Students who can take additional time after PhD Completion Jury must submit a letter prepared by their supervisor stating that they will submit a certificate showing their publication was sent until their graduation, if they do not have a publication sent to a journal with mentioned qualification above yet,.*

3) Candidates entering Thesis Jury must submit their thesis copy to members of thesis jury at the latest 1 month before the day of Master Thesis Jury / PhD Thesis Jury. Also, they are expected to fill in (**Thesis Defense Announcement Form**) at the website specified in EEMB Chair web page. Therefore, information entries must be completed at the website: [http://old.eee.metu.edu.tr/internal/documents/thesis/thesis\\_entr.php](http://old.eee.metu.edu.tr/internal/documents/thesis/thesis_entr.php) and the print out taken (**jury invitation form**) must be signed and approved (*Jury invitation form*) together with *“Tez Jürisi Atama Formu”* by the Department Chair and its photocopies should be submitted with thesis copy to the members. When this copy is submitted, the thesis jury day/time/place and date must be determined. (*For the specified date the place must be reserved from EEM Department Chair Secretary (Room D 102)*).

**NOT:** Students who enter the jury for the first time must have the forms signed mentioned above in item 2) and item 3) ,

Students who will enter the jury again (extension jury) must do the procedures mentioned above in item 1) if they have Thesis Title changes, and must have the form mentioned above in item 3) signed to the Department Chair.

4) **“TEZ SINAVI TUTANAK FORMU”** must be prepared before entering the Jury. Each student should have their Academic Transcript with *“Tez Sınavı Tutanak Formu”* available (*Academic Transcript can be obtained from the web program on OİDB*). **TEZ SINAVI TUTANAK FORMU (FORM 21-D(\*), with additional required documents)**, is filled in as 1 copy (*It must be filled in digitally and the form must be brought to EEMB Students Registrar Office for inspection and approval at latest 3 days before entering the Jury*). and must be submitted to the Department Chair on the same day after the Jury with signatures of all the members.

**The topic of the thesis must be the same with the description in “Tez Sınavı Tutanak Formu” and no 71 “Ms-Phd Advisor Assignment” program. That’s why, the most recent title should be written.**

**ATTENTION :** a) If there is any change in the title of the thesis as a result of the Jury Examination, procedures mentioned in item 1) must be completed on the same day and the *“Tez Sınavı Tutanak Formu”* prepared and signed with the new title must be submitted together with Jury Chair report to Department Chair.

b) In case of extension (extra time), *“Tez Sınavı Tutanak Formu”* should be submitted to the Department Chair with the official writing of the Jury Chair indicating the reason (The Jury Report should be prepared in both Turkish and English for foreign students.). A student who takes additional time (Master student 3 months, PhD student 6 months) must enter the Jury at the end of the additional time period.

As an example: A student who entered Thesis Jury at September 2;

should enter the last Jury at December 2 after getting 3-month extension (for Master) / should enter last Jury at March 2 after getting 6-month extension (for PhD).

### **B- FOR STUDENTS WHO GET ADDITIONAL TIME (AFTER COMPLETION JURY MSc / 3 months or PhD / 6 months):**

Students who will enter extension Jury are expected to review the procedures mentioned above and

- If there is a change in the Thesis Title re-apply item 1

- Along with the changes in item 1, all explanations mentioned in item 3 and item 4 are among the procedures to be done for the students who will enter the Jury.

**2017-2018/1<sup>st</sup> Semester due date for students who are going to enter “Thesis Completion Jury”: 2018.02.02.**

(\* ) 21-C and 21-D forms are accessible on the website <http://eee.metu.edu.tr/formlar>

**EEMB**