

## TO THE ATTENTION OF Ph.D. STUDENTS

### A-REQUIREMENTS TO DO BEFORE TAKING THE THESIS DEFENSE EXAM

Students who will take the thesis defense exam must submit all the documents listed below to the Electrical and Electronics Engineering Department (EEMB) Student Affairs Office (D-116) at least one month before the exam date. The last day to enter the thesis jury is announced at [http://oidb.metu.edu.tr/tr/ak\\_academic-calendar](http://oidb.metu.edu.tr/tr/ak_academic-calendar) (in the academic calendar).

Required documents;

- “Tez Jürisi Atama Formu”(21-c) and “Tez Jürisi Atama Formu Yayın Listesi” (21-c-attachment)\* (Publication list: Students who do not have a publication originating from the thesis submit their documents by checking the section “Tezden kaynaklanan yayın bulunmamaktadır.”)
- “Tez Şablonu Onay Formu” \*\*
- First page of “[Orjinallik Raporu](#)” \*\*\*
- Thesis draft with spiral
- Printed unofficial transcript
- Printed curriculum
- Publication\*\*\*\*

**The above documents must be sent by e-mail to [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr)**

\* “Tez Jürisi Atama Formu” and “Tez Jürisi Atama Formu Yayın Listesi” (publications by the student during the thesis work) (<http://eee.metu.edu.tr/tr/forms>) must be filled in digital environment and signed by advisor.

Things to consider when filling the “Tez Jürisi Atama Formu”;

- Thesis title must be in English
- The title of the thesis must be the same as the title written in the ‘71. Nolu program (Ms Phd Advisor Assignment)’ section.
  - If there are changes in the thesis titles, approval procedures are cancelled from the program no 71 named “Ms Phd Advisor Assignment”. The student must request this cancellation from the head of EEMB Department (office D-109). Necessary corrections are performed, the student and the advisor complete the approval procedures from the program and then student request for the approval from the head of EEMB Department (office D-109). Then it is submitted to the FBE Board of Directors after approval of the head of the Department.
- Ph.D. thesis jury consists of 5 major and 2 substitute members. The jury members must be selected from the faculty members related to your field with an assistant professor or more senior titles. 3 of your jury members must be member of TİK. Two of the major jury members should be an external member of the institution, one of the substitute members should be an internal faculty member, and the other should be an external member of the institution.
- The thesis proposal and the last 3 TİK dates you have entered and the grade you have taken must be written on the form.
- You must have successfully completed the compulsory and elective courses related to your field in your curriculum. Your GPA should be at least 3.00. You can access information about compulsory courses of your field from [http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/PhDQualifyingGuidebook\\_august2018.pdf](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/PhDQualifyingGuidebook_august2018.pdf) which is under the heading “Sonrasında tez çalışmalarına başlamak için sınav kılavuzunda belirtilen şekilde Doktora Yeterlik Sınavı’nda başarılı olmak gerekir” in the website address <http://eee.metu.edu.tr/tr/graduate-programs> or you can get this informations from your advisor.

\*\* “Tez Şablonu Onay Formu” signed by the student (<https://fbe.metu.edu.tr/tr/tez-yazim-sureci-0>)

Tezlerinizi yazarken formatla ilgili oluşabilecek hataları en aza indirmek için, [Tez Yazım Süreci](#) sayfasında (<http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0>) yer alan **Word** ya da **Latex** tez şablonlarından herhangi birini kullanmanız gerekmektedir. Bu şablona uygun olarak hazırlanmayan tezler, enstitü tarafından reddedilmektedir.

- While writing your theses, you should use any of the Word or Latex thesis templates on the [Tez Yazım Süreci](#) page (<http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0>) to minimize errors related to formatting. Theses that are not prepared in accordance with this template are rejected by the institute.
- The institute sends an e-mail to the student about the corrections of the thesis drafts that do not comply with the format. Students who receive this e-mail must get their thesis drafts from the EEMB D-120 Printing Office (within 10 days at the latest). Thesis drafts that are not taken are destroyed.
- If your thesis draft has been rejected, you must re-prepare it, using templates. Afterwards, you must submit the “Tez Taslak Red Formu” and “Tez Şablonu Onay Formu” that you personally signed in the annex of your thesis, to the Electrical and Electronics Engineering Department (EEMB) Student Affairs Office (D-116).

\*\*\* First page of the “Orjinallik Raporu” signed by the advisor

- The thesis advisor has to prepare and sign 2 separate “Orjinallik Raporu” before and after the jury (after the corrections are completed). For the “Orjinallik Raporu”, it is sufficient to print the first page of the similarity rate.

\*\*\*\* You must submit copy of your publication based on your thesis work and accepted or sent to be published in an international SCI (Class A)/SSCI class journal. If you cannot satisfy the given condition you must submit a letter prepared by your advisor that you will deliver the specified publication until your graduation.

Before the thesis defense, the Thesis Defense (Thesis Defense Announcement Form), must be announced from the web address specified on the EEMB Presidency page. For this purpose, information entries must be completed at [http://old.eee.metu.edu.tr/internal/documents/thesis/thesis\\_entry.php](http://old.eee.metu.edu.tr/internal/documents/thesis/thesis_entry.php) and printed “Juri Davet Formu”(Jury Invitation Form) must be signed by advisor and copied with photocopy and then it must be submitted to the relevant members (at least 1 month before) with a thesis copy. The thesis jury location and date (day / hour) must be determined before submitting this copy. (A place must be reserved from the EEMB Presidency Secretariat (room D102 / D103) for the specified date and time.)

## **B-TEZ SAVUNMA SINAVINA GİRERKEN YAPILMASI GEREKENLER**

1. Required documents;

- “Tez Sınavı Tutanak Formu”, signed by the advisor and filled computer environment (<http://eee.metu.edu.tr/tr/forms>). The title of the thesis must be in English and must be same as the definition in the program no 71 named “Ms-Phd Advisor Assignment”.
- Printed unofficial transcript

2. After the exam, you must submit the “Tez Sınavı Tutanak Formu” to the EEMB Student Affairs Office (**D-116**) with the signatures of the all jury members, within the same day.

- If there is any change in the thesis title as a result of the thesis defense examination, the title must be changed through the system, the necessary approvals 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 of the report of the Jury president.

2.1. If an extension (additional time) is given as result of the thesis defense examination, the letter of the jury president indicating the reason for the extension (prepared in Turkish and English for foreign students) must be added to the “Tez Sınavı Tutanak Formu”. You must enter the jury again at the end of the additional time of 6 months.

### **B-1) FOR STUDENTS WITH ADDITIONAL TIME (AFTER JURY Ph.D. / 6 months)**

A student who is taken additional time (may take 6 months of extension for the Ph.D.) must enter the Jury at the end of the period given to student.

For example: A student who entered the Thesis Jury on September 2;  
After 6 months of extension (for Ph.D.), student is required to enter the final Jury on 2 March.

### **Students who is taken additional time in the thesis jury and will enter the jury at the end of the additional time;**

- 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 students who have successfully completed their thesis defense is given as follows:

1. Required corrections of thesis as stated by the jury members
2. Student must take the draft of the thesis from the room D-120 in Electrical Engineering and corrects the thesis according the given format corrections by the institute. If your thesis draft has been rejected, you must re-prepare your draft using the templates at <http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0>. Then, you must submit the “Tez Taslak Ret Formu” and “Tez Şablonu Onay Formu” that you have personally signed, to the Student Affairs Office (D-116) to the attachment of your Thesis.
3. CD containing the PDF version of the thesis whose corrections have been completed
4. At least 4 (at least 5 for those who has 2 thesis advisors) copy and hardcover of thesis. “Tez İzin Formu” must be added at the end of the hardcover copy of thesis for the library)
5. Signing of all fields on the approval page of the thesis to the relevant faculty members
6. Submission of signed hardcover theses (except the director of the institute) and “Orjinallik Raporu” that is signed by the advisor to the relevant institute staff on the second floor of the institute.
7. Taking back of theses delivered to the institute at least two working days after the date of delivery, from the delivered relevant institute staff
8. Students who receive their thesis signed by the director of the institute, after reserving one copy of their thesis for themselves\* other copies are submitted to the;
  - Procurement and Cataloging Unit (Sağlama ve Kataloglama Birimi) located on the ground floor of METU Library
  - Thesis advisor (and to the partner thesis advisor, if any)
  - EEMB Student Affairs Office (D-116) with the advisor signed “Tez Teslim Formu” (<http://eee.metu.edu.tr/tr/forms>)
9. Filling “[YÖK Tez Veri Giriş Formu](#)” and “[ODTÜ Elektronik Tez İşlemleri Formu](#)”
10. Delivery of “ODTÜ Elektronik Tez Onay Formu” taken from the library to the institute staff on the second floor of the institute.

\* Students can duplicate more than one thesis for themselves.

NOTE: For all your questions about graduation procedures, you should contact the Registrar's Office.