

A-Thesis Jury Assignment Format

Assigning Thesis Jury forms must be delivered by e-mail. The application must be sent to the Departments' Student Affairs e-mail address serdark@metu.edu.tr through the METU e-mail account.

Be careful about the following while filling the thesis jury assignment forms:

- The title of the thesis must be in English.
- The title of the thesis must be the same as the title written in “71. Nolu Program (MS&PhD Advisor Assignment)”
 - If any change is required in the title of the thesis, the approval must be canceled from the “71. Nolu Program (MS&PhD Advisor Assignment)”. (The student must request the said cancellation from the EEMB Department (oznuray@metu.edu.tr)). After the mentioned change is made, the student and the advisor must complete the approval procedure through the mentioned program, and then the student must request approval from the EEMB (oznuray@metu.edu.tr). Then the approval request is submitted to the FBE Board of Directors after approval of the head of the Department.

*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 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 associate members must be external, whereas the other 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.
- 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 associate members must be external, whereas the other must be from the Department.

- The thesis proposal and the grade 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 MS CGPA of the student must be 3.00 or higher.
- 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 some information from the advisor.

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

- The student should use one of the thesis template (Word or Latex) found in the “[Tez Yazım Süreci](https://fbe.metu.edu.tr/tr/tez-yazim-sureci-0)” (*ing* “Thesis Writing Procedure”) ([http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0](https://fbe.metu.edu.tr/tr/tez-yazim-sureci-0)) to decrease the possible template mistakes to a minimum.
- 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 mentioned templates if the thesis draft is denied. Then the student must send the prepared thesis draft to the EEMB Students' Affairs (serdark@metu.edu.tr) through e-mail while the attachment is the signed “Tez Taslak Red Formu” (*ing* “Thesis Draft Rejection Form”) and “Tez Şablonu Onay Formu” documents.

*** 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.

**** For the Ph.D. students; the print of an article, which is a result of the thesis work and 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.
 - “Tez Jürisi Atama Formu” (21-c) (.ing “Thesis Jury Assignment Form”)
 - The first page of the “Orijinallık Raporu”
 - The “Tez Jürisi Atama Formu” and the “Orijinallık Raporu” must be signed by the advisor.
 - List of articles (21-c-attachment) *(Even if there is no article, it should be written that “there is no article”)
 - “Tez Şablonu Onay Formu”**
 - Thesis draft
 - Unofficial transcript
 - Curriculum
 - The article (For Ph.D. Students)

The application documents must be sent to the Departments’ Student Affairs e-mail address 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 mentioned in the following. The required information must be entered from the [link](#). The information that is entered in this link will be shared in the departments’ website and relevant e-mail groups. This form must be completed at least 10 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 determined date and time room (room D102/D013) must be reserved from the Secretary of the Head of the EEMB)
- 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 official 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 the jury members sign must be printed and signed by the advisor, and after that, the official report form must be sent to the Students’ Affairs (serdark@metu.edu.tr) with an unofficial transcript (fill the date on the form).
- The e-mail must state that “Thesis Defense Jury is performed online, and the recordings are saved by myself (the advisor)”.
- All required parts on the official report must be filled. Incomplete reports will not be evaluated.
- The jury members who are not available to print/scan any document can digitally sign the official report.
- 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.
- If the jury decides additional time, the explanation report for the additional time that is prepared by the Jury head (For foreign students the report must be prepared in Turkish and English) must be delivered as an attachment to “Tez Sınavı Tutanak Formu” (*ing.* Thesis Defense Examination Official Report Form).

The mentioned announcement can be found in the link: <http://eee.metu.edu.tr/tr/node/935>.

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 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 Kataloqlama 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.