

Thesis Jury Assignment Forms

Assigning Thesis Jury forms must be delivered by e-mail. Hand delivery is not acceptable. 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.

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)

**** 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.