**THESIS DEFENSE JURY**

The deadline of the “Thesis Defense Jury” for the 2021-2022 Academic year fall semester is: February 11, 2022

The required form(s) in the following must be delivered, and the jury members must be determined by the mentioned date.

“[EE MS-PhD Tez Sınavı Tutanak Formu](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2018-Spring%20Announcements/FBE%20ve%20MFD%20Formlar%C4%B1%208%20Mart%202019/FBE%2007_2019_v3/EE%20MS-PhD%20Tez%20S%C4%B1nav%C4%B1%20Tutanak%20Formu.doc)” (*.ing* “EE MS-PhD Thesis Exam Official Report Form”) under the MS&PhD Forms in the link <https://eee.metu.edu.tr/forms> must be filled.

Be careful about the following(s) while filling the mentioned form(s):

* “EE MS-PhD Tez Sınavı Tutanak Formu” must be complete in the computer environment. All spacings and boxes in the form (the spacings and boxes for the student to fill) must be filled, and the date must be written.
* In the thesis courses

MS students must write EE500(X section) EE8XX(01 section)

Ph.D. students must write EE600(X section) EE9XX(01 section)

* If the students found as successful by the jury, then in the “dersin notu” part (*.ing* “Grade of the course”), “S-S” must be written.

* If the jury decides additional time, then in the “dersin notu” part

EE500-“P” and EE8XX-“S” must be written for MS students

EE600-“P” and EEPXX-“S” must be written for Ph.D. students

**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)**
* Video conference must be recorded by the advisor. If the FBE requires for recordings, then the advisor will send them.
* 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](mailto: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.

For further explanation, visit “ EE MS-PhD Tezi İlgili İşlemler” (*.ing* “EE MS-PhD Thesis Processes”) in the link: http://eee.metu.edu.tr/tr/forms

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