**A-THESIS JURY ASSIGNMENT FORMS**

The submission deadline of the “Thesis Jury Assignment Forms and their annexes” to the Department's Student Affairs for the second semester in 2022-2023 is **August 04, 2023.**

Thesis Jury Assignment forms are delivered **via e-mail.** If you send your documents in the format below to the Department’s Student Affairs e-mail address [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr), your application will be forwarded to the Institute.

In accordance with the decision of the METU Senate, thesis juries must be face-to-face. If one of the jury members is on leave and out of Ankara, it is possible that the jury members and the thesis supervisor attend the thesis defense online. The member who has participated online will be able to sign the thesis defense form digitally. In case of online participation, the exam should be recorded (the exam should be transparent and auditable, and the relevant records will be requested from the advisor if demanded by the Institute). It should be stated in the thesis defense form which member participated online. Other faculty members must sign the document with wet signature.

**Documents to be sent via e-mail by the student:**

The required form(s) in the following list 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. Documents without a signature will not be processed.

1. “Tez Jürisi Atama Formu” (21-c) (<http://eee.metu.edu.tr/tr/forms> *. eng* “Thesis Jury Assignment Form”) (It must be signed by the advisor. After filling out the Jury Assignment Form, the information on the form should not exceed the first page. All information should fit on a single page.)
2. The publication list has to be filled in from the link <https://fbeforms.metu.edu.tr/Identity/Account/Register>. Even if there is no publication, it should be written that “there is no article”.
3. The first page of the “Orijinallik Raporu” (. *eng* “Originality Report”) (The advisor must sign it.)
4. Unofficial transcript (student copy)
5. Curriculum
6. “Tez Şablonu Onay Formu” (. *eng* “Thesis Template Approval Form”) (The student must sign it.)
7. Publications (Only for Ph.D. Students)
8. Thesis draft (should be in .pdf format)

**Things to consider when filling out the Publication List Form:**

In order to fill out the Publication List form, which is located under the category “Forms”, on the website of the Graduate School of Natural and Applied Sciences, you must register to the system with the student e-mail address (xxxxx@metu.edu.tr) at https://fbeforms.metu.edu.tr/Identity/Account/Register. After registering to the system, you are expected to complete the missing information about yourself and fill in the sections related to your academic studies. The information you enter can be viewed collectively on the “SUMMARY” page. After the information entry is completed, this page should be carefully checked and, if any, changes, corrections and deletions should be done by going to the relevant pages. After the checks are made, the "FREE LIST" button at the bottom of the "SUMMARY" page has to be clicked and the "PRINT" button is activated. The most important thing to note here is that after the "FREEZE LIST" operation, no changes can be made to the publication list anymore. Operations such as adding, removing and updating, if any, must be completed first. After the "PRINT" button is active, you need to print out the Publication List form and submit it to the student affairs office of your department, together with the Jury Assignment form, after completing the relevant signature sections.

**The application must be sent to the Department’s Student Affairs e-mail address**[**serdark@metu.edu.tr**](mailto:serdark@metu.edu.tr)**through the METU e-mail account (the advisor must be added to the e-mail as CC). The title of the e-mail must be “Tez Jürisi Atama Formu -program-ad-soyad-öğrenci no” (*. eng* “Thesis Jury Assignment Form-program-name-last name-student no”). Your graduate program field (Computers, Biomedical, Electromagnetic, Antennas & Microwaves, Electronics, Energy Conversions and Power Electronics, Power Systems, Communication, Control, Robotics, Signal Processing) should be indicated in the mail. Master students’ must course control will be made based on the specified field.**

**Incomplete and/or unsigned document(s) and applications will not be evaluated.**

1. **Things that should be followed while filling out the thesis jury assignment forms:**

* The title of the thesis must be updated and written in English.
* There must be no second page in the Thesis Jury Assignment Form (Form 21-C) (In other words, the Institute Administration Board approval part and the student information must be on one page.)
* The title of the thesis must be the same as the title written in “71. Nolu Program (MS&PhD Advisor Assignment)”
* If there is any change in the title of the thesis, then the approval must be canceled through the “71. Nolu Program (MS&PhD Advisor Assignment)”, and after that student must request these said cancellation and reapproval procedure (The necessary change must be done, and student and advisor approval must be completed through the program) by sending an e-mail to <serdark@metu.edu.tr>. After the approval of the head of the Department, the request is submitted to the FBE Board of Directors.

**The MS thesis jury** must consist of 3 or 5 primary members and 2 substitute members. One of the jury members must be the thesis supervisor. The jury members must be in the field of the thesis study that the student was accepted to and must be an Assistant Professor (Dr. Öğr.Üyesi) or have a higher title. One of the primary jury members must be external. One of the two substitute members must be external, whereas the other ones must be from the Department. If the jury has 3 primary members, the co-supervisor cannot be a jury member. If the jury consists of 5 primary members and the co-supervisor has the title of Assistant professor or higher, the co-supervisor can be a jury member.

* The student must complete all must and elective courses in their field. The MS CGPA of the student must be 3.00 or higher. The condition for completing all courses within the first 4 semesters must be achieved. There should be no failed courses.
* 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 have 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 substitute members must be external, whereas the others must be from the Department.

* The thesis proposal and the result of the last 3 TİK must be written in the form.
* The student must complete all must and elective courses in their field. The Ph.D. CGPA of the student must be 3.00 or higher. The condition for completing all courses within the first 4 semesters must be achieved. For the integrated Ph.D. students, this condition is completing all courses within the first 6 semesters.
* 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 these information from the advisor.

1. **“Tez Şablonu Onay Formu” (. *eng* “Thesis Template Approval Form”)** [**https://fbe.metu.edu.tr/tr/tez-yazim-sureci-0**](https://fbe.metu.edu.tr/tr/tez-yazim-sureci-0) **should be signed by the student.**

* The student should use one of the thesis templates (Word or Latex) found in the “[Tez Yazım Süreci](file:///D:\Desktop\Dosyalarım\EE\Master\Asistanlık\Çeviri\20200515-Serdar-Mail1-Link2\ENG\Tez%20Yazım%20Süreci)” (*.eng* “Thesis Writing Procedure”) (<http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0>) to decrease the possible template mistakes to a minimum. You can find the information related to the “Tez şablonu onay formu” (Thesis Template Approval Form) after one of the templates is downloaded to your computer. The Institute rejects thesis drafts that are not prepared according to the templates.
* The Institute sends an e-mail to the student about the corrections of 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 are destroyed.
* The student must prepare the thesis draft again according to the given templates if the thesis draft is rejected. Afterward, the student must hand over the personally signed “Tez Taslak Red Formu” (*. eng* “Thesis Draft Rejection Form”) and “Tez Şablonu Onay Formu” (. *eng* “Thesis Template Approval Form”) documents to the EEMB Students’ Affairs office as an attachment to your thesis.

1. **The first page of the “Orijinallik Raporu”** **(. *eng* “Originality Report”) that is signed by the advisor**

* The thesis advisor must prepare and sign “Orijinallik Raporu” (total of two) before and after the jury (after the required changes are made). For the Originality Report, the print of the first page that includes the similarity ratio is enough.

1. **For Ph.D. students**, print of an article, as a result of the thesis work, that is accepted or is sent to be published in SCI (A-class) / SSCI magazine should be delivered. If the student cannot satisfy this condition, then a document written by the advisor stating that the student would provide the mentioned article until graduation must be delivered.

**B-REQUIREMENTS THAT HAVE TO BE FULFILLED WHILE TAKING THE THESIS DEFENSE EXAM**

The expected deadline for the "Thesis Defense Juries" in the second semester of the academic year 2022-2023 is **September 11, 2023.**

All information must be written and marked correctly, the relevant signatures must be complete, and the form must be legible.

In accordance with the decision of the METU Senate, thesis juries must be face-to-face. If one of the jury members is on leave and out of Ankara, it is possible that the jury members and the thesis supervisor attend the thesis defense online. The member who has participated online will be able to sign the thesis defense form digitally. In case of online participation, the exam should be recorded (the exam should be transparent and auditable, and the relevant records will be requested from the advisor if demanded by the Institute). It should be stated in the thesis defense form which member participated online. Other faculty members must sign the document with wet signature.

**Relevant documents with wet signatures and the Transcript Document (up-to-date, student copy format) should be handed to the Department's Student Affair office.**

Before the thesis defense, "Tez Savunması Duyuru Formu" (eng. Thesis Defense Announcement Form), also known as "Jüri Davet Formu" (. *eng* Jury Invitation Form), must be completed through the website given in the following. The required information must be entered from the link <https://eee.metu.edu.tr/tr/recent-thesis-defenses>. The information entered in this link will be shared at <https://eee.metu.edu.tr/tr/recent-thesis-defenses> and with the relevant e-mail groups. This form must be completed at least 12 days before the thesis defense exam, and the date (day/time) and the place (room) where the thesis defense exam will take place must have been determined. For the online juries, the link must be specified. For face-to-face juries, a room must be reserved through the **Secretary's Office of the Head of the EEMB (room D102/D013)** for the determined date and time.

**Be careful about the following while filling out the mentioned form:**

1. “EE MS-PhD Tez Sınavı Tutanak Formu” (e*ng.* EE MS-Ph.D. Thesis Examination Official Report Form) under the MS&PhD Forms in the <https://eee.metu.edu.tr/forms> must be filled.

* “EE MS-PhD Tez Sınavı Tutanak Formu” must be filled on the computer. All boxes and spacings (required to be filled - by the student) must be filled, and the date must be written.
* The thesis title must be in English, the same as in “71. Nolu Program (MS&PhD Advisor Assignment)”
* Under the thesis courses section:
  + MS students: EE500(X section) EE8XX (01 section)
  + Ph.D. students: EE600(X section) EE9XX (01 section) must be written.
* For the students who are found “successful” by the thesis defense jury, “S-S” must be written under the “course grade.”
* For the students who get “additional time” according to the thesis defense jury decision,
  + For MS students: EE500- “P” and EE8XX- “S”
  + For Ph.D. students: EE600- “P” and EE9XX- “S” must be written.

If any change is required in the thesis title as a result of the thesis defense examination, then the title must be fixed through the system, the required approval must be gotten on the same day and, with the report of the Jury head, “Tez Sınavı Tutanak Formu” (*eng.* Thesis Examination Official Report Form) that is signed and including the new thesis title must be delivered.

Thesis juries should be made face-to-face. Only the external Jury members who were TİK members during the COVID period and do not reside in Ankara can participate in the jury using online methods. In this case, the jury meeting must be recorded. Records will be requested from the advisor if FBE (“Fen Bilimleri Enstitüsü, “Graduate School of Natural and Applied Science”) requires so.

The advisor must complete the process of giving the letter grade of the thesis courses to the student who enters the defense jury (according to the jury result) via METU.SIS (if it is within the grading periods according to the academic calendar).

Reports of students who have requested a postponement to the Thesis Defense Jury should be delivered with the "Grade Notification Form." Please get in touch with Serdar Korkmaz (serdark@metu.edu.tr) for the preparation of the Grade Notification Form (by e-mail).

All required parts of the official report must be filled. Incomplete reports will not be evaluated.

If the jury decides on additional time, the report prepared and signed by the foreperson (head of the jury) with other required documents must be submitted. (The foreperson must prepare the report both in Turkish and English.)

Detailed explanations can be found at <http://eee.metu.edu.tr/tr/forms> under the sub-title “EE MS-PhD Thesis Related Transactions.”

**B-1) FOR STUDENTS WHO GET ADDITIONAL TIME (6 MONTHS FOR PH.D. / 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 the student.

For example: A student takes the Thesis Jury on September 2.

After 3 months of extension (for Ms.), the student is required to take the final Jury on 2 December.

After 6 months of extension (for Ph.D.), the student is required to take the final Jury on March 2.

**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 procedures 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 the students who have successfully completed their thesis defense is given as follows:

1. Required corrections on the thesis, as stated by the jury members, should be made.
2. Obtain the thesis draft from the EABD secretariat, then make the format corrections specified on the draft by the Institute.
3. Get the originality report and have it signed by the thesis advisor.
4. (\*\*\*) Bind at least four copies of the theses (five copies for students who have joint thesis advisor)
5. Have signed all parts on the Approval Page of the thesis to the related faculty member. **The signs must be wet signatures with a blue pen.**
6. If it is required to close access to the thesis (for publication 6 months, for patent 2 years) or applied for confidentially of the thesis (national interests, security, etc.), the following are required to send to the Head of the Department (room D102-D103).

a) Student Petition

* + - * + b) Advisor Petition
        + c) Delivering the request from Department to the Institute with a cover letter
        + d) The request should be discussed and finalized by the Institute's Board of Directors.
        + e) While submitting a copy of the thesis to the library, the date and issue number of the decision of the Board of Directors
        + should be indicated.

1. Upload the thesis to the OpenMETU (<https://open.metu.edu.tr/>). For information please check the [lisansüstü tezlerin OpenMETU'ye  yüklenmesi](https://open.metu.edu.tr/thesisvideo) and [basılı kopyasının Kütüphaneye teslimi](https://lib.metu.edu.tr/tr/tez-teslim-kilavuzu)
2. Fill out the [YÖK Tez Veri Giriş Formu](https://giris.turkiye.gov.tr/Giris/gir?oauthClientId=018c49c0-15d4-11e6-a837-0800200c9a66&continue=https%3A%2F%2Fgiris.turkiye.gov.tr%2FOAuth2AuthorizationServer%2FAuthorizationController%3Fresponse_type%3Dcode%26client_id%3D018c49c0-15d4-11e6-a837-0800200c9a66%26state%3D1%26scope%3DKimlik-Dogrula%253BTemel-Bilgileri%253BAd-Soyad%253BIletisim-Bilgileri%26redirect_uri%3Dhttps%253A%252F%252Ftez.yok.gov.tr%252FUlusalTezMerkezi%252FLoginControl) and print it.
3. Construct a CD that includes the PDF of the thesis. The name of the PDF document must be the YÖK reference number (Ex.10155525.pdf) indicated in Tez Veri Giriş Formu (Thesis Information Entry Form).
4. Deliver the signed and bound theses (without the signature of the director of the Institute) and the following to the relevant staff on the second floor of the Graduate School of Natural and Applied Science
5. Originality report
6. Print of the Tez Veri Giriş Formu (Thesis Information Entry Form)
7. CD, including the PDF of the thesis
8. Receive the thesis back from the relevant institute staff **after at least three days** that you submit the thesis.
   * + - * In addition, students who have received their thesis signed by the director of the institute, after keeping a copy of the thesis for themselves;

* deliver a copy of the thesis to the **Provision and Cataloging Unit** (\*), found in the METU Library, located on the ground floor,
* deliver a copy of the thesis to the **EEMB Student’s Affairs (D-116), including the Thesis Submission Form signed by the advisor (**[**http://eee.metu.edu.tr/tr/forms**](http://eee.metu.edu.tr/tr/forms)**),**
* deliver a copy to the **thesis advisor** (and to the joint thesis advisor, if any).
* (\*) Bind the thesis delivered to the library, including the [Tez İzin Formu](http://fbe.metu.edu.tr/tr/system/files/tez_izin_formu.docx)  on the last page of the thesis.
* Students can construct more than one copy of the thesis for themselves.
  + - * + **P.S:** Contact the [Öğrenci İşleri Daire Başkanlığı](http://oidb.metu.edu.tr/) for all of your questions related to the graduation.
        + The thesis defense juries (updated) deadlines can be followed from <https://oidb.metu.edu.tr/tr/akademik-takvim>.
        + You can access all of the information given above from the EEMB Web site http://eee.metu.edu.tr/tr/node/935.