**ADDITIONAL TIME REQUEST DUE TO DISASTER AND EPIDEMIC FORMAT**

Students who are in the postgraduate thesis stage, who want to request additional time due to disaster and epidemic, should examine the explanation part and students who meet these conditions should complete their applications in the format below. In order to apply, the student must have a document showing that he or she has been affected by a Disaster or Epidemic.

The application form(s) can be found in this link: <http://eee.metu.edu.tr/forms>.

Be careful to prepare the application according to the following format. Otherwise, the application will not be evaluated.

1. "Afet ve salgın nedeniyle Ek Süre Talep Formu" (. eng “Additional Time Request due to disaster and epidemic Form”) should be filled in the computer environment and **must** be digitally signed by the student and the advisor (Pasting of the signature by copy/paste). 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.
2. A detailed justification petition showing that the student has been affected by a disaster or epidemic,
3. Documentation of the occurrence of a disaster or epidemic,
4. Detailed opinion letter of the thesis advisor (Note: Appropriate statement is not enough),
5. Up-to-date transcript of the student's program.

The " Afet ve salgın nedeniyle Ek Sure Talep Başvuru Evrakı ", which has been converted into a single pdf by the student in the above order, should be sent to [serdark@metu.edu.tr](https://horde.metu.edu.tr/imp/dynamic.php?page=mailbox) via e-mail while the advisor is added as CC. The title of the application e-mail must be “Ad soyad, öğrenci no, program, ek süre talep istemi” (. eng “Name Last name, Student no, Program, Additional Time Request”).

The incomplete and unsigned application will not be evaluated.

**NOTE:** Decisions will be made in 4-6 weeks. Decisions can be checked on student transcripts.

**Explanation:**

1. 35/8 of the YÖK Graduate Education and Training Regulation, which entered into force after being published in the Official Gazette dated 10.06.2020 and numbered 31151 of the Presidency of the Council of Higher Education. In case of disasters and epidemics, postgraduate education students at the thesis stage may be given an additional period of one semester, if they apply again according to the stage of the disaster or epidemic, one more semester, at most, these additional periods are not counted from the maximum period.
2. If 100/2000 scholarship students take additional time, their scholarship will continue for four years, which is the maximum scholarship period. 100/2000 scholarships will be terminated during the additional period given.
3. In the application form, the reason for the additional time request of the student and the opinion of the thesis advisor should be explained in detail, the approval of the department chair is required.
4. **Students who are at the thesis stage and who have taken only one additional time or no additional time before** can apply. **Graduate students who have taken two additional semesters before cannot apply for additional time.**
5. Disaster/Epidemic status must be documented in order for the application to be processed. Applications without documents will not be processed.
6. In the application form, the reason for the student's request for additional time due to the Disaster/Epidemic should be explained in detail.
7. Graduate students who enter the thesis defense and receive a 3/6-month correction cannot apply for additional time.
8. Thesis phase definitions:
	1. Doctoral students: Doctoral students who have passed the DYS exam are accepted at the thesis stage.
	2. Graduate students: Graduate students who have completed all their courses are accepted at the thesis stage.
9. Students who are on leave during the 2022-2023/2. semester cannot request additional time.
10. In order not to cause confusion in the applications, the - "Afet ve salgın nedeniyle Ek Süre Talep Formu" form should be used. Applications submitted in any other way will not be considered.