

## 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 **Spring semester 2024-2025 is August 01, 2025.**

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.  
All faculty members must sign the document with wet signature.

-Students who have completed the Thesis Jury appointment process must submit their Thesis Exam Report forms to the Department Student Affairs’s Office by 01 SEPTEMBER 2025. According to the article no. 54850036-300-E.24327 by the Registrar’s Office dated from 15.09.2023, the report forms must be submitted to the relevant Department Head’s Office with the decision "Pass", "Correction", "Fail" or "Not Entered" for all juries whose appointment process has been completed. Even if the student does not take the exam, all signatures on the thesis exam report forms must be made on the document, the "Not Entered" section must be marked and the advisor must submit it to the Department Head’s Office.

-Students who enter the Thesis Defense Jury and receive a 6-month extension for PhD or 3-month extension for Master’s degree must learn the reasons for receiving an extension, the deficiencies in their thesis, and the actions they need to take during the period in which they receive an extension, in weekly meetings with their supervisor. The supervisor must deliver a copy of the extension reason to the student.

### 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) (<https://eee.metu.edu.tr/index.php/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://fbeforums.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) Publication printout + At least first referee report / Printout stating that the article has been accepted (Only for PhD students, please check the detailed explanation below)
- 8) Thesis draft (should be in .pdf format)

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.
- **Doctoral students must state in their e-mail whether they have conditionally passed the Doctoral Qualifying Exam, and if so, the codes of the conditional courses and the letter grades of these courses.**

- Documents must be scanned in color and clearle

- 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](mailto: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](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.

**2) "Tez Şablonu Onay Formu" (. eng "Thesis Template Approval Form") <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](http://fbe.metu.edu.tr/tr/tez-yazim-sureci-0)" (. 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.

**3) 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.

**4) 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.

**5) Publication Requirement for PhD students**

Students who have successfully passed the PhD Qualification Exam before the beginning of the year 2024 must meet the following publication requirements when submitting their Thesis Jury Appointment forms.

- Printout of a publication from the thesis work that has been accepted or sent to be published in a journal indexed in SCI (Class A)/SSCI. If you cannot meet this requirement, you must submit a letter prepared by your advisor stating that you will deliver the specified publication until your graduation.

Students who have successfully passed the PhD Qualification Exam after the beginning of the year 2024 must meet the following publication requirements when submitting their Thesis Jury Appointment forms.

- The Department of Electrical and Electronics Engineering, METU accepts that publishing in an SCI/E- based at least one journal is an important part of doctoral education. In this context, the following conditions must be met.
  - The publication must be derived from the thesis work,
  - You must be the first author of the publication,
  - The publication must be sent to at least one journal included in the SCI/E list,
  - The publication must have received at least the first referee report.

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

The expected deadline for the "Thesis Defense Juries" in the Spring semester of the academic year 2024-2025 is September 01, 2025. The Jury must be completed by the relevant deadline and the documents must be submitted as specified below.

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.  
All faculty members must sign the document with wet signature.

-Students who have completed the Thesis Jury appointment process must submit their Thesis Exam Report forms to the Department Student Affairs's Office by **01 SEPTEMBER 2025**. According to the article no. 54850036-300-E.24327 by the Registrar's Office dated from 15.09.2023, the report forms must be submitted to the relevant Department Head's Office with the decision "Pass", "Correction", "Fail" or "Not Entered" for all juries whose appointment process has been completed. Even if the student does not take the exam, all signatures on the thesis exam report forms must be made on the document, the "Not Entered" section must be marked and the advisor must submit it to the Department Head's Office.

**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 as follows. The required information must be entered from the link <https://eee.metu.edu.tr/recent-thesis-defenses>. The information entered in this link will be shared at <https://eee.metu.edu.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" (eng. EE MS-Ph.D. Thesis Examination Official Report Form) under the MS&PhD Forms in the <https://eee.metu.edu.tr/index.php/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:
    - o MS students: EE500(X section) EE8XX (01 section)
    - o 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,
    - o For MS students: EE500- "P" and EE8XX- "S"
    - o 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.

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 <https://eee.metu.edu.tr/index.php/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**

Students who successfully complete their thesis defense must follow these steps within one month after the date of the defense:

Implement the corrections suggested by the jury members.

The institute may send the Revised Thesis Draft to the Printing Office at room D-120 or email it directly to the student. The student must apply the formatting corrections specified in the draft.

Update the thesis title and abstract via the OIBS 71 system or through the same program link accessible at student.metu.edu.tr.

Obtain the originality report and have it signed by the thesis advisor.

Have the thesis bound, in at least two copies.

Collect signatures on the Approval Page of the thesis from all relevant faculty members. Signatures must be done in blue ink.

If the student wants to request restricted access (6 months for publication, 2 years for patent) or confidentiality (in cases involving national interest, security, etc.), the following must be submitted to the Department Chair's Office (rooms D102-D103):

- a. Student's petition
- b. Advisor's petition
- c. Official cover letter from the Department to the Institute
- d. Evaluation and decision of the Institute Executive Board
- e. A copy of the thesis must be presented to the institute personnel for OpenMETU approval.

Upload the thesis to OpenMETU (<https://open.metu.edu.tr/>). For guidance, consult the links on "Uploading Graduate Theses to OpenMETU" and the "E-Thesis Submission Process (Electronic Thesis Acceptance)".

Fill out and print the YÖK Thesis Data Entry Form.

Prepare a CD containing the PDF version of the thesis. The file name must be the YÖK reference number as specified in the Thesis Data Entry Form (e.g., 10155525.pdf).

Submit the following documents to the relevant institute personnel on the second floor of the institute building:

- a. Originality Report
- b. Printout of the YÖK Thesis Data Entry Form
- c. CD containing the PDF of the thesis
- d. Bound copies of the thesis (with all signatures except for the institute director's).

Pick up the bound theses from the institute at the earliest three business days after submission.

Additionally, once the thesis signed by the institute director is picked up, the student must:

Retain one copy for themselves.

Submit one copy, along with the Advisor-Signed Thesis Submission Form (<http://eee.metu.edu.tr/tr/forms>), to the EE Department Student Affairs Office (D-109).

\*\*\* Students may reproduce more copies of the thesis for personal use.

NOTE: For any questions related to graduation procedures, please contact the Registrar's Office.

Thesis Defense Jury (updated) deadlines can be followed at:

<https://oidb.metu.edu.tr/tr/akademik-takvim>