

**YILDIZ TECHNICAL UNIVERSITY**  
**GRADUATE SCHOOL OF SCIENCE AND ENGINEERING**  
**INFORMATION REGARDING 2019-2020 SPRING SEMESTER PH.D.**  
**QUALIFYING ORAL EXAM, THESIS PROPOSAL EXAM, THESIS DEFENSE**  
**EXAMS and THESIS MONITORING COMMITTEE MEETINGS**

**1. The Graduate Students Applying for Graduation:**

Online Applications for Graduation for 2019-2020 Academic Year Spring Semester began on May 18<sup>th</sup>, 2020 and will end on July 1<sup>st</sup>, 2020 (Hour: 12.00 o'clock). The graduation procedures will be carried out online due to COVID-19 Outbreak. To ensure that the graduation procedures could be carried out efficiently and smoothly, the publication requirement controls will be made as of June 1<sup>st</sup>, 2020, Monday. A number of e-mails informing our graduate students and their supervisors about the procedures to follow will be sent following the publication requirement approvals. The e-mails will include detailed information on the procedures until the next stage of graduation and on the documents to be prepared and submitted throughout the graduation procedures.

On the condition that it stays limited to the 2019-2020 Academic Year Spring Semester Graduation Period due to COVID-19 Outbreak, the graduate students do not have to sign the relevant slots on the required documents. They just need to fill the forms in and forward them to their supervisors through e-mails. The supervisors will sign the relevant slots and submit the forms to the Departments.

During the COVID-19 Outbreak times, MSc. and Ph.D. Thesis Defense Examinations will be carried out online through online education system of YTU (UZEM) and they will be recorded. The information on the jury members designated in the Graduate School Executive Board Meeting will be sent to the thesis supervisor and the designated jury members through e-mail. The details regarding the regulations on how to carry out the defense exams online will be announced at our website later.

After successful completion of the thesis defense, the lecturers at our Graduate School will make the thesis format check before the final submission of hard-bound copy of the thesis and upon the relevant approval of the format check, final submission can be made. The final submission with the hard-bound copy of the thesis must be made within the first month from the date of the thesis defense the latest. The student can request an additional 1-month period with an approval by his/her supervisor in case there may be delays in obtaining the signatures of the jury members on the hard-bound copy of the thesis.

**Note:** The detailed information sets regarding the steps to follow will be sent over [lisansustu.yildiz.edu.tr](mailto:lisansustu.yildiz.edu.tr) to your registered e-mail address in chunks. Please follow your registered e-mail address along with your thesis supervisor.

**2. Ph.D. Qualifying Oral Examination:**

**Ph.D. Qualifying Oral Examinations will be carried out online through the online education system of YTU (UZEM).**

The faculty members who are the supervisors will enter the required information on the Ph.D. Qualifying Oral Examination Jury Members and the date and time of the online examination into the relevant module integrated into the online education system of YTU (UZEM). The examination information and link will be sent to the student and the jury members over the online education system of YTU (UZEM) and the supervisor will ensure that the online examination will be carried out on the designated day and time over the system. After the exam, the Ph.D. Qualifying oral exam jury members will round out their reports on the opinions of the student

send them to the thesis supervisor via e-mail. The supervisor will fill “**FR-1227 Doktora Yeterlik Sözlü Sınav ve Genel Değerlendirme Tutanağı (Ph.D. Qualifying Oral Exam and General Evaluation Report)**” in and attach the reports he/she obtained from the jury members and finally submit them to the Department for them to submit to the Ph.D. Qualifying Exam Committee. Ph.D. Qualifying Exam Committee will fill in and sign the relevant parts on the form No. FR-1227 and then submit it back to the Department along with its attachments to be sent to the Graduate School over the electronic documentation system of YTU (EBYS).

### **3. Regarding Ph.D. Thesis Proposal Examination:**

**As of June 1<sup>st</sup>, 2020, the Ph.D. Thesis Proposal Examinations will be carried out online through the online education system of YTU (UZEM) during the COVID-19 Outbreak Period.**

The Ph.D. Students who will successfully pass the Ph.D. Qualifying Examinations in June must submit the relevant form nominating the Thesis Monitoring Committee Members within the first 10 days as of the date of the successful pass of the qualifying exam to the Department to be sent to the Graduate School. Also, the Ph.D. Thesis Proposal Examination must be held within the first 6 months as of the date of the successful pass of the qualifying exam the latest. The relevant periods for the Ph.D. students who had successful pass at the qualifying exam to take Thesis Proposal Examinations were paused as of March 16<sup>th</sup>, 2020 and will resume at where they were paused as of June 1<sup>st</sup>, 2020.

After the Thesis Monitoring Committee Members have been designated at the Graduate School Executive Board Meeting, the supervisors will enter the date and time of the Thesis Proposal Examination within the designated periods above into the online education system of YTU (UZEM). An examination link with the entered date and time information will automatically be sent to the student and Thesis Monitoring Committee Members over the system. The Thesis Proposal Examination will be carried out at the designated date and time and the Thesis Monitoring Committee Members will send their reports to the supervisor via e-mail. The supervisor will fill in “**FR-0348 DOKTORA TEZ ÖNERİ FORMU (DOCTORAL DISSERTATION PROPOSAL FORM)**” in line with the reports by the jury members and sign it. The form and its attachments must be sent to our Graduate School within the first 3 (three) days by the Department.

### **4. Ph.D. Thesis Monitoring Committee Meeting:**

**The Thesis Monitoring Committee Meetings and Presentations will be carried out online through the online education system of YTU (UZEM) in June and July due to COVID-19 Outbreak.**

The supervisors will enter the date and time of Thesis Monitoring Committee (TİK) Meeting into the the relevant meeting module integrated into the online education system of YTU (UZEM). The date and time will be designated by the supervisor for a time in June or July. The examination link will automatically be sent to the student and the jury members over the online education system of YTU (UZEM). The meeting will be recorded on the online education system of YTU (UZEM). After the meeting, each of the Thesis Monitoring Committee Members will send his/her report to the supervisor via e-mail. The supervisor will fill in “**FR-0307 DOKTORA TEZ İZLEME KOMİTESİ ARA RAPOR FORMU (PH.D. THESIS MONITORING COMMITTEE REPORT FORM)**” in line with the reports by the Thesis Monitoring Committee Members and sign it. The form and its attachments must be sent to our Graduate School within the first 3 (three) days by the Department. The student who have successfully passed the Thesis Proposal Examination during 2019-2020 Academic Year Spring Semester do not have to submit a Thesis Monitoring Committee Report this semester.