

## **ABOUT ADDITIONAL TIME REQUESTS OF MSc. AND PhD. STUDENTS ON THESIS STAGE**

**Based on:** Graduate Education Regulation of Higher Education Institution (YÖK): (**Annex: RG-10/6/2020-31151**) and University Senate Code Decision dated 16.02.2021 and numbered 2021/02

Based on the decision “In case of disaster and pandemic, the higher education institutions can grant a one-semester additional time for graduate students who are on their thesis stage upon their requests, and an extra one more semester - which makes two semesters at most in total- depending on the course of the disaster and pandemic if those students apply again, nevertheless these additional periods are not counted among the maximum period of study” the additional time requests will be received **from 08.03.2021 to 22.04.2021. Only MSc. and PhD. students on thesis stage will be able to apply.** The students who will apply are expected to consider the following conditions:

- 1) Students who will apply for **freezing the registration because of COVID-19 pandemic** on 2020-2021 Spring semester **cannot apply for an additional period of time.**
- 2) The applications will be made online (lisansustu.yildiz.edu.tr).
- 3) Students registered at Non-Thesis Master programmes will not be able to apply for an extension of time. Only students registered at MSc. Programmes with Thesis and PhD. programmes on thesis stage can apply.
  - a) PhD. Thesis Stage: Already Qualified from Thesis Proposal
  - b) MSc. with Thesis: Completed the Course stage (Based on Course Load Article 17 on Senate Codes)
- 4) If the student is required to pay the tuition fee, the tuition fee payment should have been made for 2020-2021 Spring Semester. (Otherwise, the additional time requests of the students who did not make the tuition fee payment although it is required will not be accepted.) Please **check** the calender for tuition fee payment.
- 5) MSc. students whose maximum periods of study has ended by the end of 2020 2021 Fall semester will not be able to apply. Moreover, the students whose maximum period of study has ended by the end of 2020-2021 Fall semester and whose graduation processes have started based on the periods designated by the regulations cannot apply for an extension of time, either. Those students are expected to submit their theses after their the thesis defense. If it is requested by the students, it is possible to grant 1 more extra month by decision of the Board of Management (EYK) in addition to the 1-month period designated for thesis submission by YTU Senate Codes. It is required that the covered thesis be submitted to the Graduate School by the end of these periods. (In case the thesis submission will be made after 08.03.2021 which is the start date of 2020-2021 Spring Semester, it will also be required that the tuition fee for 2020-2021 Spring Semester should be paid.)
- 6) The maximum periods of study of the students whose additional time requests will be accepted by the Graduate School Board of Management will be extended for 1 semester.
- 7) **It is required that the students on thesis stage who request an additional time should fulfill all the requirements (course registration for thesis and subject specialization courses, graduation process, thesis monitoring reports, etc.) stated**

**on YTÜ Graduate Education Regulation and Senate Codes on 2020-2021 Spring Semester.**

- 8) The additional time requests will be evaluated based on YÖK regulation and the final decisions will be given by Graduate School Board of Management after the application period.
- 9) The online applications for additional time will end on **22.04.2021**, and **no applications will be received after this date.**

**How to Apply Online for an Additional Time?**

The MSc. and PhD. students who meets the above-mentioned conditions can follow the steps: Login to the online system (lisansüstü.yildiz.edu.tr) with your username and password combinations / “Talep İşlemleri” / “Talep Yap” / “Ek Süre Talep İşlemi” and Save. Please note that it is just an application and the final decision will be given by Graduate School Board of Management after the end of application period.

**Application Deadline for Additional Time Requests: 22.04.2021 Thursday, 23.59.**