

**To the Attention of the Students Who Have Applied for Graduation in 2019-2020 Fall Term and Whose Graduation Process is Still Going On:**

- 1) The legal study periods of the students who have applied for graduation in 2019-2020 Fall Term have been paused from 16.03.2020 to 31.05.2020 because of PANDEMIA. In the new normalization process, the study periods designated by the regulations have started to continue as of 01.06.2020.
- 2) The students who received an extension from Thesis Defense Examination before PANDEMIA need to submit their thesis online for the second time within the designated periods. As an exception for only this graduation term because of COVID-19, the second submission documents do not need to be original. You can sign and e-mail the forms to your advisor as a scanned copy for his/her signature. Then your advisor needs to submit the documents to the head of the Department. Lastly, the department will send the forms to our Graduate School through EBYS. With this regard, you do not need to submit the print-out of the revised thesis after the extension to either the Department or our Graduate School, but it is necessary that you e-mail the revised thesis to your advisor. Your thesis advisor should send your thesis to the jury member via e-mail. After the second submission of the thesis, it is necessary to make a time and venue reservation of the online defense examination on [lisansustu.yildiz.edu.tr](http://lisansustu.yildiz.edu.tr). The Graduate School will create a web link for the reserved date and time on UZEM and send the web link to those who are concerned.

The Steps that the Advisor Teaching Staff will follow for the Ph.D and Master Thesis Defense Examination for the revised theses after the extension.

- Should send the documents that are addressed to the jury members and sent to the Head of the Departments, "thesis" and the article(s) produced from the thesis to the jury members,
- Should download "FR-0303 Doktora Tez Değerlendirme Formu", "FR-0304 Tezden Üretilen Yayın/ların Değerlendirme Formu" for Ph.D. and "FR0304 Yüksek Lisans Tezinden Üretilen Yayınları Değerlendirme Formu" for MSc. on [www.kalite.yildiz.edu.tr](http://www.kalite.yildiz.edu.tr) and send them to the jury members.
- As it is necessary to make the thesis defense examination not earlier than fifteen (15) days for Ph.D. and three (3) days for MSc., and latest within 1 month for both following the date that the thesis is submitted to the jury members based on Graduate Education Regulation;
  - Based on Graduate Education Regulation, whether the relevant publication(s) are produced from the thesis or not is determinant of whether the student will be allowed to take the defense examination. Therefore, in case the advisor detects that the relevant publication is not produced from the thesis, s/he should immediately send the forms " FR-0303" and "FR-0304" to our Graduate School,
  - In case it is of common decision of all the jury members that the relevant publication is produced from the thesis, the date and time of the examination should be determined and a hall reservation should be made under the online

services page of <https://lisansustu.yildiz.edu.tr/> within 15 days at the latest following the submission date of the thesis,

- Thesis defense examination should be made online on UZEM and the examination should be recorded. Detailed instruction of how the online examination should be made has been announced on the website of our Graduate School of Science and Engineering.
  - On the designated date, the advisor should make sure that the examination is conducted online and prepare “FR-0377 Doktora Tez Sınav Sonuç Tutanağı” for Ph.D. and “FR-0342 Yüksek Lisans Tez Sınav Sonuç Tutanağı” for MSc. in line with the common decision, and e-mail those forms to each jury member. **Each jury member** should fill out and sign the forms FR-0377, FR-0303, FR-0304 for Ph.D. and FR-0342, FR-0304 for MSc.; and –if any- Jury Personal Report to the advisor.
- 3) The legal study periods of the students who have applied for graduation in 2019-2020 Fall Term, succeeded from the thesis defense examination, but could not submit their theses because of PANDEMIA within the periods designated by the regulations have been paused from 16.03.2020 to 31.05.2020, and their thesis submission periods have started to continue as of 01.06.2020.