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| Eng | **ÇANKAYA UNIVERSITY** **Graduate School****Authorization Request to Schedule Thesis Defense****M.S. □ / Ph.D □** |

PART I. Student Information *(To be completed by the Student).*

I, hereby, apply for authorization from the Graduate School to schedule my M.S. / Ph.D Thesis Defense. I certify that I have prepared my thesis in accordance with the “*Thesis Manuel of the Graduate School*” and I am ready to defense my thesis on the date proposed below.

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| **Student Number:** |  | | **Student's Name:** |  | | | |
| **Program:** | **Choose Program** | | | |
| **Date of Coursework Completed:** |  | **Date of Thesis Defense Before, if any:** |  | **Student's Signature:** |  | **Date of Application:** |  |
| **Thesis Title:\*** |  | | | | | | |

PART II. Proposed Defense Schedule and Jury *(To be completed by the supervisor).*

I verify that the student whose name is given above has been completed his/her Thesis so that I recommend thesis defense be scheduled at the proposed date and time below.

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| **Proposed Defense Schedule** | | | | | | | |
| **Date:** |  | **Time:** |  | **Building:** |  | **Room No:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Supervisor:** |  | **Signature:** |  | **Date:** |  |

PART III. Proposed Thesis Jury *(To be completed by the supervisor).*

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| **Proposed Thesis Jury \*\*** | | |
| **Academic Title and Name/E-mail\*\*\*** | | **Department and Institution** |
| **Member 1: (**Supervisor**)** |  |  |
| **Member 2: (**External**)\*\*\*\*** |  |  |
| **Member 3:** |  |  |
| **Member 4:** |  |  |
| **Member 5: (**External) |  |  |
| **Substitute Member 1:** |  |  |
| **Substitute Member 2 :** (External) |  |  |

\* Thesis title approved by Institute Executive Board should be entered here, which can be accessed by visiting OGBS/Genel İşlemler/Tez Konusu Kontrol and entering the student name.

\*\* The jury for master’s thesis must be made up of three (at least one from another university) or five (at least two from other universities) *assistant professor or above* members including thesis supervisor. If co-supervisor is to be included in the jury, jury must consist of five members.

The jury for Ph.D thesis must include five (at least two from other universities) *assistant professor or above* members together with the members of Thesis Supervision Committee. Co-supervisor can be included in the jury with no voting right.

In both master’s and PhD, there must be two substitute members (one from another university).

Once each jury member has been notified, this form signifies the approval of the proposed defense date and time. It also commits each member of the jury to be present at the proposed defense date and time.

\*\*\* Invitation letters will be sent to jury members by e-mail. If requested, letters in paper form will be provided by Institute.

\*\*\*\* CV should be submitted for external jury members.

**PART IV. Approval of the Department Chair.**

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| **Department Chair:** |  | **Signature:** |  | **Date:** |  |

***This form should be filled in on the computer and after approval; it should be sent to the Graduate School via EBYS*.**