*Prior to the appointment of a Ph.D. Thesis/Dissertation Jury, the candidate must have*

* *at least one paper published (or accepted for publication), dealing with issues related to his/her dissertation research, as indicated in 1.A of the list of EMU Academic Assessment Criteria, and,*
* *obtained minimum 21 points from the scientific activities described in the list of EMU Academic Assessment Criteria.*

*The Electronic Copy of the form should be filled in, and the Department should submit the Printed Copy of the completed form to the Institute of Graduate Studies and Research (IGSR).* ***All supporting documents should be attached.*** *Upon arrival of the form, the IGSR will finalize the application. Incomplete forms will be returned to the Department.*

**Part I. Student Information [To be completed by the Supervisor or the Student]**

I, hereby, apply for authorization from the Director of the IGSR to schedule my Ph.D. Dissertation Defense. I certify that:

* I have prepared my Thesis/Dissertation in accordance with the general Graduate Dissertation Format determined by the IGSR,
* I have submitted a copy of the thesis/dissertation to all jury members including the substitute member,
* I have submitted a copy of the thesis/dissertation to the Institute of Graduate Studies and Research,
* I have attached the Turnitin Similarity Report (Accepted similarity ratio: Having %1 from each section, not to exceed 20% in total),
* I have attached the approval or exemption form of the Scientific Research and Publication Ethics Board (Compulsory for students who registered through the academic forgiveness or registered in/after 2017-18 Academic Year Fall Term),
* I am ready to defend my thesis/dissertation on the date proposed below.

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| Student No. | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | | | Student's Name |  | | Date of Application | |  |
| Department |  | | Student's Signature | |  |
| Date of Coursework Completion | | |  | Date of Ph.D. Qualifying Exam | |  | Date of Previous Ph.D. Dissertation Defense,  (if attempted before) | | |  |
| Dissertation Title | | |  | | | | | | | |
| **Scientific Activities** | | | | | | | | | | |
|  | Activity Type (*e.g.* 1.A) | | Description  *Give details such as article title, authors, journal, conference name, etc.*  **(All related documents should be attached)** | | | | | | | Points Awarded |
| 1 |  | |  | | | | | | |  |
| 2 |  | |  | | | | | | |  |
| 3 |  | |  | | | | | | |  |
| 4 |  | |  | | | | | | |  |
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| **Documents Attached** | | | |
| 1 |  | 6 |  |
| 2 |  | 7 |  |
| 3 |  | 8 |  |
| 4 |  | 9 |  |
| 5 |  | 10 |  |

**Part II. Defense Schedule Proposed by the Supervisor and the Chair of the Department's Graduate Studies Committee [To be completed by the Supervisor]**

We verify that the student whose name is given below has completed his/her Thesis/Dissertation and satisfied the minimum requirements for the appointment of a Ph.D. Thesis/Dissertation Jury. Thus, we recommend that the Ph.D. Thesis/Dissertation Defense to be composed from the jury members listed below who are expert in their field and scheduled at the proposed date and time.

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Student No. | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | Student's Name |  |
| Department |  |

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

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| Supervisor  Title and Name |  | Signature |  | Date |  |
| Dept. Graduate Studies Committee Chair  Title and Name |  | Signature |  | Date |  |

**Part III. Jury Proposed by the Supervisor and the Department Chair [To be completed by the Supervisor]**

|  |  |  |  |
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| **Proposed Thesis/Dissertation Jury \*** | | | |
|  | Academic Title and Name | Department and Institution | Signature \*\* |
| Member 1  Supervisor |  |  |  |
| Member 2  External Member |  |  |  |
| Member 3  External Member |  |  |  |
| Member 4  Thesis Monitoring Committee Member |  |  |  |
| Member 5  Thesis Monitoring Committee Member |  |  |  |
| Member 6  Co-Supervisor |  |  |  |
| Member 7 |  |  |  |
| Substitute Member |  |  |  |

\* *The jury must include five members, including the Dissertation Supervisor, and, two members selected from outside the EMU. This form commits each member of the jury to be present at the defense date and time approved by the Institute of Graduate Studies and Research.* ***If Co-Supervisor is available and requests to be a jury member, then the jury must include seven members in total.***

\*\* *Signing of the form by the jury members indicate that they have received a copy of the thesis.*

**Part IV. Other Information**

|  |  |  |  |
| --- | --- | --- | --- |
| External Member  Name, affiliation and Postal Address |  | | |
| External Member  Name, affiliation and Postal Address |  | | |
| Turnitin Account Details  Name of the Turnitin user |  | Paper ID |  |

**Part V. Approvals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department Chair  Title and Name |  | Signature |  | Date |  |
| IGSR Director  Title and Name | Prof. Dr. Ali Hakan Ulusoy | Signature |  | Date |  |