

Online Graduate Jury Implementation Guidelines

This guide has been prepared based on the **Online Graduate Jury Implementation Principles** of the Institute Administrative Board dated 21.01.2026, to determine the responsibilities of the supervisor and the implementation criteria during **Thesis Defense Juries**, **PhD Thesis Monitoring Committees**, and **PhD Qualifying Exams** where online participation occurs.

1. Participation Conditions by Exam Type

- **Thesis Defense Juries (Master's and PhD):**
 - **Main Rule:** It is essential for the supervisor and the student to be physically present at the same location on campus, and for a video recording to be made.
 - **Exception for the Student:** Students may participate from off-campus if they are abroad, have a health issue, or possess a valid excuse.
 - **Requirement:** In such cases, only Turkish Republic (TC) citizen students are required to fill out and sign the "Online Jury Application Form".
 - **Jury Members:** Provided the above condition is met, jury members may participate online from any location.
- **PhD Thesis Monitoring Committees (TİK/TMC):**
 - The student, supervisor, and all members may establish a fully online connection.
 - The student is **not** required to fill out an "Online Jury Application Form".
- **PhD Qualifying Exams:**
 - **Main Rule:** These exams must be conducted entirely face-to-face.
 - **Exception:** With the approval of the Institute Director and due to a last-minute force majeure, **only one member** (excluding the supervisor) may be permitted to participate online.
 - **Signatures:** Wet signatures are required under all circumstances.

2. Video Recording Requirement

- **TİK/TMC:** Not mandatory.

- **Thesis Defense Exam:** Mandatory.
- **PhD Qualifying:** Mandatory (If online participation has occurred within the scope of the exception mentioned above).

3. Signatures and Approvals of Members

- **TİK/TMC:** Wet signature or individual approval via institutional e-mail.
- **Thesis Defense Exam:**
 - **Thesis Defense Jury Result Report:** Wet signature or individual approval via institutional e-mail.
 - **Thesis Approval Certificate (For the hardbound copy):** Wet signature only.
- **PhD Qualifying Exam:** Wet signature only.

4. Important Reminders

- **Student Preparation:** To avoid technical disruptions and facilitate the Q&A session, the student is mandatory to have digital supporting tools (tablet, writing board, etc.) ready.
- **Approval via Institutional E-mail:** E-mail correspondence and form templates to be used for obtaining individual approval from Committee/Jury members via their institutional e-mails can be downloaded from the Institute's webpage or SIS. Digital approvals sent from personal e-mail addresses (Gmail, Hotmail, etc.) will **strictly not be taken into consideration**.
- **Supervisor Responsibility:** The thesis supervisor is responsible for the process of obtaining approval via institutional e-mail. Detailed explanations are available in the downloadable e-mail correspondence template.

5. Related Forms

Turkish Forms:

- **T410:** TİK-Tez İzleme Komitesi - Çevrimiçi Üye - E-posta ile Onay Şablonu
- **T550:** Tez Savunma - Çevrimiçi Jüri Üyesi - E-posta ile Onay Şablonu

English Forms:

- **E410:** TMC-Thesis Monitoring Committee - Online Member - Email Approval Template
- **E550:** Thesis Defense - Online Member - Email Approval Template