

Relevance; YÖK's article dated 19.03.2020 and numbered 22490 on “Education and Training Processes on the New Corona Virus Disease Pandemic”

1. With the relevant letter, competency exams for the postgraduate programs, meetings of the PhD dissertation monitoring committees and thesis defenses, can be held online provided that the indispensable infrastructure is established by the rectorate and that it provides the condition to be “legally auditable by recording the examination process.”

2. The indispensable infrastructure will be made ready on 02.04.2020 by our Rectorate in classes and meeting rooms numbered B-402/403/405/406. Thesis defenses will be done **on Skype**. In this regard;

a. **For the students, who already submitted their thesis to jury members** (Annex-1), exact time for the thesis defenses will be determined by the supervisors and day and hour will be notified by the supervisors to the institute via e-mail (iauenstitu@aydin.edu.tr).

b. **The supervisors of the students whose jury have been established but have not submitted their thesis to the jury members** (Annex-2) will notify the institute via e-mail (iauenstitu@aydin.edu.tr) about exact time for the thesis defenses that at least 10 days after the thesis are sent to the jury members. “E-mails” will indicate that the student has distributed the thesis and the jury members have received the thesis must be delivered to the Institute by the supervisor.

c. The day and time will be determined by contacting the jury members by the supervisors of the students (Annex-3) **who have already defended their thesis but have received correction**. The determined day and hour will be notified the Institute via e-mail (iauenstitu@aydin.edu.tr). **If the juries of these students are not held until 02.05.2020, they will be dismissed.**

d. The supervisors will be present at the place allocated by the Institute on the specified day and time. For the smooth running of the system, the research assistant will be tasked by the Institute. In addition to this, if supervisor is not available for coming to the university, he can execute the system from where he is.

e. **During the jury, supervisors hold responsibility to record the system.** Record will be delivered to the institute. If the juries are lack of records or have incomplete records, then those juries will be considered as invalid.

f. The student's related documents for thesis defense will be sent by the Institute to the supervisor via e-mail one day before the defense date determined by the supervisor.

g. The supervisor will send “Thesis Assessment Form” to the jury members.

3. After the thesis defense;

a. “Thesis Assessment Form” will be sent by filling the form to thesis supervisor by e-mail. “Thesis Assessment Form will be filled and sent to thesis supervisor via e-mail by the jury members.

b. Supervisor will sign “Thesis Exam Protocol (Report)” based on “Thesis Assessment Form.”

c. Supervisor will share a copy of “Thesis Exam Protocol (Report)” with students to use it in the thesis.

d. Supervisor will deliver the related documents and interview record mentioned before to the Institute within 3 days.

e. Students, after the defense, will send final version of their thesis to the Institute, in terms of format control. The thesis, which is approved by the Institute (2 copies), the thesis data entry form (3 copies) and CD (2 copies) will be sent by cargo.

4. The students who have completed their thesis but have not established jury;

a. They will send a copy of their thesis as both PDF and Word format to the Institute via e-mail (iauenstitu@aydin.edu.tr) and they will get a similarity report.

b. If the similarity report is affirmative, student and supervisor have to apply together to the Head of the Department for getting filled the “Thesis Submission and Jury Approval Form” out.

c. The jury, that is proposed by Head of the Department, will be notified the Institute via e-mail (iauenstitu@aydin.edu.tr). Other processes will be made in accordance with Article 2 that is mentioned above.

5. The student, who published his article, which is a requirement for graduation, will fill “Publication Acceptance Form” out and send it via e-mail (iauenstitu@aydin.edu.tr).

6. The Ethical Committee applications will be applied to the Institute by filling “Survey, Researches, Implementation Acceptance Form” out and sending it via e-mail (iauenstitu@aydin.edu.tr).

7. Supervisor selection, change of the supervisor and second supervisor assignment processes will be made via e-mail that is sent by the Head of the Department.

8. After receiving the approval from head of the department, the student’s choice for thesis topic and thesis topic change will be determined by the supervisors via e-mail.