Announcement for M.S. Students:

**Department Faculty Board** has decided on March 8, 2013, that the students who are to defend their thesis shall submit their completed thesis to the Department Chair, **45 days** prior to the thesis exam. For example, if you are going to take the thesis examination on September 4, 2013 (last day for Spring Semester), you must submit your thesis to the department by July 22, 2013.

A completed thesis means that the thesis is in its **final** form. This means, but not limited to:

1. The technical and scientific content of the thesis must be approved by the thesis advisor.
2. The thesis must be a complete document. Thus, it must have, but not limited to:
   a. An abstract and Öz,
   b. A table of Contents,
   c. List of figures and tables,
   d. An introduction that includes motivation, purpose of the work, scope of the work and contributions of the work,
   e. A thorough literature survey, that helps the reader place your work with respect to others in the literature,
   f. The formulation of the problem, methods used, codes developed or the experimental setup used in the thesis, must be given in sufficient detail.
   g. The simulation, numerical and experimental results must be given in a logical order, as concise as possible, and proper discussion for each of the results, such as the figure, table etc. must be given. You cannot just present figure after figure, and expect the reader to draw his/her conclusion!
   h. Conclusions and the future work must be given.
   i. The references must be listed either in the order they appear in the document, or in alphabetical order. The rules for referencing, technical papers in journals, technical papers presented in conferences, reports, books, internet sites, etc. must be strictly followed.
   j. The thesis format shall comply with the format of the ‘Graduate School of Natural and Applied Sciences.

3. The thesis must be written in clear English. The grammatical mistakes and/or **Gibberish** will not be accepted. It is strongly advised that the students get their thesis read and corrected by a professional or a native speaker of English language, before submitting it to the department. You may also get help from Academic Writing Center of METU ([http://www.awc.metu.edu.tr/](http://www.awc.metu.edu.tr/)). It is not the job of the advisor to try to make the thesis readable for the committee members.

4. In conjunction with the **Department Faculty Board Decision** dated May 31, 2012, part of the work in the M.S. thesis must have been at least presented in a conference prior to the thesis defense. Thus, students must also submit their conference paper to the Department Chair together with their thesis, 45 days prior to the thesis examination.

Those thesis do not comply with the above rules will be rejected, and a committee to defend the thesis will not be formed. Note that, applications with the intention of getting a one semester ‘correction period’ will no longer be granted. However, the committee during thesis defense may ask the student to correct parts of the thesis, to carry out some additional work, etc, and grant a one semester correction period to carry out these additional work.