

<b>ACADEMIC CALENDAR</b>		<a href="http://www.oidb.metu.edu.tr/english/acadcaleng9.html">http://www.oidb.metu.edu.tr/english/acadcaleng9.html</a>
August 31-Sep.1-2-3, 2009	Registration for new students (students qualifying ÖSS and International Students)	
September 4, 2009 (Hour:12.00)	Last day to apply for METU English Proficiency Exam that will be held on September (applicants who will apply to graduate programs)	
September 8, 2009 (Saat:10.30)	METU English Proficiency Exam 1st stage (Students are required to be at the exam center at 10:00 am)	
September 9, 2009	Special student applications begin	
September 10, 2009 (10.30)	METU English Proficiency Exam 2nd stage (Students are required to be at the exam center at 10:00 am)	
September 11, 2009	The day for the Deans of Faculties to submit the evaluations of applications for Transfer and for Double Major/Minor programs to the Registrar's Office	
September 11, 2009	Last day to submit grades of thesis work and specialization field courses. Last day to take Thesis Examination in order to be considered as graduated in the Spring Semester. Last day to appoint thesis supervisor	
September 11, 2009	Last day to submit the corrections of errors in grading made in Spring term and Summer School, results of supplementary examinations for graduation, and "Incomplete" grades for which the period was extended by the Administrative Committee of the Faculty/Graduate School	
September 11, 2009	Last day to submit the results of Make-up Examinations for students dismissed from Higher Vocational School and undergraduate programs	
September 11, 2009	Orientation Program for all new students	
September 15, 2009 (Saat: 10.30)	Department of Basic English Placement Examination (Students are required to be at the exam center at 10:00 am)	
September 20-22, 2009	Religious Holiday-Ramadan Bayram (Arife September 19, Saturday, Bayram for 3 days)	
September 23, 2009	Last day to apply for make-up examinations for the students who were dismissed from the Department of Basic English after failing the English Proficiency Examination held in September and who were given the right for further examination by the regulations	
September 25, 2009	Last day to pay tuition fees without fine	
September 23-25, 2009	Interactive Registration and Advisor Approvals (undergraduate, graduate, higher vocational school students)	

September 23-25, 2009	Supplementary Examinations for students of Higher Vocational School or undergraduate programs, who were dismissed because of exceeding the maximum period of study
September 26-27, 2009	IS 100 Exemption Examination
September 28, 2009	Classes Begin (University Opening Ceremony at 10:00)
September 30, 2009	Last day to submit the results of supplementary examinations for students of Higher Vocational School and undergraduate programs, who were dismissed because of exceeding the maximum period of study
October 5, 2009 (10.30)	METU English Proficiency Exam 1st stage for students dismissed from the Department of Basic English after failing the English Proficiency Examination in September and for newly accepted international students (Students are required to be at the exam center at 10:00 am)
October 5-9, 2009	Add-Drop and Advisor Approvals
October 7, 2009 (10.30)	METU English Proficiency Exam 2nd stage for students dismissed from the Department of Basic English after failing the English Proficiency Examination in September and for newly accepted international students (Students are required to be at the exam center at 10:00 am)
October 7, 2009 (10.30)	Department of Basic English Placement Examination for new international students (Students are required to be at the exam center at 10:00 am)
October 9, 2009	Last day to pay tuition fees with fine
October 9, 2009	Last day for application and registration of special students
October 9, 2009	Last day for determination of the dates of Fall term midterm examinations
October 22, 2009 (10.30)	METU English Proficiency Exam 1st Stage (For students admitted to empty quotas) (Students are required to be at the exam center at 10:00 am)
October 26, 2009 (Saat: 10.30)	METU English Proficiency Exam 2nd Stage (For students admitted to empty quotas) (Students are required to be at the exam center at 10:00 am)
October 26, 2009 (Saat:10.30)	Department of Basic English Placement Examination (For students admitted to empty quotas) (Students are required to be at the exam center at 10:00 am)
October 28, 2009	Last day for application of the repayment of the tuition fee for the cases due to any excuse
October 29, 2009	National Holiday (National Day / Cumhuriyet Bayramı) (October 28, Wednesday afternoon: Holiday)
October 30, 2009	Last day for Department Chairs to enter the undergraduate and graduate courses that will be opened in Spring term to the information system and to submit detailed information to the Registrar's Office

## TUITION FEE PAYMENTS

**Student Tuition Fees Office**  
(Dean's Office of the Faculty of Arts and Sciences 2nd floor)  
Tel : (312) 2103409  
Fax : (312) 2103529  
Email : register@metu.edu.tr  
URL : <http://www.oidb.metu.edu.tr/odeme/index.html>

### IMPORTANT DATES

<b>September 14-25</b>	Period to pay tuition fee without fine
<b>September 26-October 9</b>	Period to pay tuition fee with fine
<b>October 28</b>	Last day for application of the repayment of the tuition fee for the cases due to any excuse

### BANKS AND RECEIPTS

Tuition fees will be paid to On-Line Tuition fee Accounts of the banks mentioned below. Students should mention their student ID numbers while paying their tuition fees. It is recommended to students to keep their tuition fee bank receipt since it is required in some cases such as re-payment of tuition fee.

### PAYMENT CONTROL IN THE REGISTRATION PROGRAM

Registration program will check the payment information of students. Students (except scholarship students), who did not pay all or some part of their tuition fee, will not be able to register.

It is recommended to students to check their payment information from the following page, before registration:

[http://oibs.metu.edu.tr/Student\\_Semester\\_Details\\_61](http://oibs.metu.edu.tr/Student_Semester_Details_61)

### REGULATIONS ABOUT TUITION FEE PAYMENTS

The 11th article of the university regulation on admissions and registration states that: "Students are required to renew their registration at the beginning of each semester within the dates announced in the academic calendar by paying their tuition fees and making their course registration approved". Therefore, students who do not pay their tuition fees will be considered as unregistered. Those students can be readmitted next semester only through the decision of the administrative committee of their faculty/graduate school. However, the semester, in which they have not registered, will be counted to their period of study.

Students, who have not paid their tuition fee on time, will have to pay it with a fine of 2.5 % per month.

Students who are on leave for one semester are required to pay their tuition fee for the semester they are absent. However, students who are on leave for one year (two consecutive semesters) do not have to pay the tuition fee for the semesters they are absent. Students who are dismissed from the university for disciplinary reasons for one or two semesters have to pay the tuition fees for the semesters they are absent.

Students who go to other universities through an exchange program have to pay their tuition fee to their own university (METU).

Students, who have finished their major programs but could not finish their double major or minor programs, have to pay the tuition fee of their double major or minor programs. The total number of semesters they have finished in their major programs will be taken into account for their payment. In case those students are accepted to a graduate program, they will also pay the tuition fee of the graduate program.

Students, who are registered to two separate graduate programs, have to pay the tuition fee for both of the programs.

Students, who transferred from foundation universities or from universities abroad, are required to pay their tuition fee like students of evening education programs.

Students, who have finished an undergraduate program and are attending to a second program are required to pay their tuition fee twice as much.

### EXEMPTION FROM TUITION FEE PAYMENT

- Students, who have a scholarship that includes exemption from tuition fee payment,
- International PhD students, who are working 8 hours per week in their departments. The approval of the Department Chairmanship is required for those students.

**TABLE OF AMOUNTS OF TUITION**

UNDERGRADUATE PROGRAMS	Prep. Class Students 1st to 8th semester students		9th and 10th semester students		11th and above semester students		12th and above semester students	
	TC	Foreign	TC	Foreign	TC	Foreign	TC	Foreign
Architecture, Engineering	464 TL	1392 TL	696 TL	2088 TL	928 TL	2784 TL		
Arts and Science	341 TL	1023 TL	512 TL	1536 TL	682 TL	2046 TL		
Economic and Administrative Sciences	376 TL	1128 TL	564 TL	1692 TL	752 TL	2256 TL		
Education	170 TL	510 TL	255 TL	765 TL	340 TL	1020 TL		
Education (5-years program: Physics and Chemistry Education)	170 TL	510 TL	170 TL	510 TL	255 TL	765 TL	340 TL	1000 TL

SUNY PROGRAMS	Per Semester in METU
Global and International Affairs	4280 TL
Business Administration	4280 TL
Teaching English as a Foreign Language	3800 TL

GRADUATE PROGRAMS	TC	Foreign
GRADUATE PROGRAMS	310 TL	930 TL
Computer Engineering (*) Engineering Management (*) Software Engineering (*)	300.00 TL	300.00 TL
Informatics On-line (*) Modeling and Simulation (*) Software Management (*)	300.00 YTL	300.00 YTL
European Integration (*) Human Resources Development in Education (*) International Relations (*) Applied Ethics (*) Executive Business Administration (*)	250.00 TL 190.00 TL 250.00 TL 100.00 TL 450.00 TL	250.00 TL 190.00 TL 250.00 TL 100.00 TL 450.00 TL

(\*) The amount of tuitions mentioned above is per credit.

International students will pay their tuition fees as the amount above in dollars according to the current Exchange rate.

**BANK ACCOUNT NUMBERS FOR TUITION PAYMENTS**

	TUITION (YTL)	TUITION (DOLLARS)
<b>AKBANK</b>	On-Line Account	On-Line Account
<b>GARANTİ BANK</b>	On-Line Account	On-Line Account
<b>İŞ BANK</b>	On-Line Account	On-Line Account
<b>VAKIFLAR BANK</b>	On-Line Account	On-Line Account
<b>YAPI KREDİ BANK</b>	On-Line Account	On-Line Account
<b>ZİRAAT BANK</b>	-	-

**SUNY students will pay their tuition fee to SUNY UOLP (International Joint Program) Online accounts to the banks above.**

## INTERACTIVE REGISTRATIONS

Computer Center  
e-mail: [register@metu.edu.tr](mailto:register@metu.edu.tr)  
<http://www.bidb.odtu.edu.tr>

**THOSE WHO HAVE NOT COMPLETED THEIR REGISTRATION IN THE “REGISTRATION AND ADVISOR APPROVALS” PERIOD WILL NOT BE ABLE TO REGISTER IN THE ADD-DROP PERIOD.**

Students are required to renew their registration each semester within the period mentioned in the Academic Calendar. Registration renewal procedure includes these steps:

1. Tuition fee payment
2. Interactive registration
3. Advisor approval

This procedure should be completed in order to be able to get Student Certificate.

After registration, students must follow the procedures for “Approvals” together with their advisers. Advisers and students must both enter their passwords together to complete the procedure of adviser approval.

Registration will be invalid, if the procedure for adviser approval is incomplete.

Kayıt sürecini tamamlamadığı için öğrencilik statüsünü kaybeden öğrenciler, bir defaya mahsus olmak üzere ve ilgili birimin Yönetim Kurulu kararı ile ertesi dönem için (kayıt yaptırmadığı döneme ait katkı payını gecikme faizi ile ödeyerek) kayıt yaptırabilir. Bu durumda öğrencinin kayıt yaptırmadığı dönemde kaybettiği süre azami öğrenim süresinden eksiltilir.

### REGISTRATION PROGRAM

Registrations will be done by using <http://register.metu.edu.tr> URL address.

During registration, please do not open more than one screen at one time. Doing so may cause to loss of information or the program may fail to register the courses.

### REGISTRATION DATES

<b>Interactive Registrations and Advisor Approvals (*)</b>	September 23 (9.00) – September 25 (17.00)
Students who do not register between these dates, cannot register in the add-drop period. Students, who register between these dates and take approval of their advisers, do not need to re-enter the registration program during the Add-Drop period if they do not want to make any changes in their registration.	
<b>Ders ekleme, bırakma ve danışman onayları (*)</b>	October 5 (9.00) – October 9 (17.00)

(\*) Advisor approvals start at 10:00 a.m. on the first day of interactive registrations.

### Access to Registration Program

Registration program will be open to access out of the campus only after 14:00 on the first day of registration.

### Students will be able to register step by step on the first day of registrations:

Beginning from 9:00: Graduate students  
Beginning from 10:00: Graduate students and 4<sup>th</sup> year students  
Beginning from 11:00: Graduate students, 4<sup>th</sup> and 3<sup>rd</sup> year students  
Beginning from 11:00: Graduate students, 4<sup>th</sup>, 3<sup>rd</sup> and 2<sup>nd</sup> year students  
Beginning from 13:00: All students

Department of Basic English students will not interactively register.

### ADVISOR APPROVALS

Students newly registering for their programs, irregular students and those who are not certain about their courses should see their advisor before interactive registration.

In the absence of advisor, Department Chairman is also authorized to give approval.

Registration will be invalid, if the advisor approval is incomplete.

### REGISTRATION PC ROOMS AND WORKING HOURS

In all PC Rooms, there will be personnel available to help students with registration. PC Rooms open for registration will be announced on the following web page:

<http://www.cc.metu.edu.tr/register>

## STUDENT PASSWORDS

For your password problems, apply to Computer Center/ 1<sup>st</sup> Floor/ Room 114 between 09:00-17:30, together with your student identity card.

We strictly recommend you to check your password before the registration period begins, since you will use this user code and password for registration. after you contact the Computer Center and your password is changed, you will be able to register only after your password change is updated, about 30 minutes later.

## THE UNITS TO BE CONSULTED FOR PROBLEMS

- For password problems, please apply to Computer Center/1<sup>st</sup> Floor/Room 114.
- If the must courses you should take are not specified for your department, contact the Registrar's Office.
- For the messages given by the registration program about the courses you want to take, contact the secretary of the department at which this course is given (the courses may not be specified by the department, the courses may not be given to your department, the capacity may be full).
- For the problems about tuition fees, contact the Tuition Fee Office. (Dean's Office of the Faculty of Arts and Sciences, 2<sup>nd</sup> Floor)
- If you can not register because you appear to be indebted to the Library, contact the Office of the Directorate of Library and Documentation Service.
- If you need to make a change about your courses after completing the approval procedure, contact your adviser.
- You can send an e-mail to [register@metu.edu.tr](mailto:register@metu.edu.tr) for your questions about registration.

## AUTOMATIC CONTROLS OF THE REGISTRATION PROGRAM

### GRADUATE AND UNDERGRADUATE PROGRAMS

#### Warning messages:

The registration program will check students' status and availability of taking the courses based on the regulations and it will give some warning messages to the students. We recommend our students to read these messages carefully and act accordingly during registration.

#### Criteria for taking courses:

The courses that will be automatically added to the enrolment list of the students and/or that will be added by the students themselves will be opened based on the criteria (department that will open the course, year, surname, etc.) determined by the department.

#### Courses with unsatisfactory grades:

Must courses with unsuccessful grades (FF, FD, NA, W, and U) that are opened in this semester will be automatically added to the students' enrolment list, and the replacement will be proceeded by the program. These courses will be allowed to be dropped only in case of obligatory situations.

If these courses cannot be added automatically for reasons such as full capacity, etc., the registration program will give a warning message. In such situations, students will have to add and replace these courses themselves.

For elective courses with unsuccessful grades that will be opened in this semester, the registration program will only give a warning message and students will have to add and replace these courses themselves.

For all the courses with unsuccessful grades that will not be opened in this semester, the registration program will only give a warning message to remind the user.

## UNDERGRADUATE PROGRAMS

#### Must Courses:

Must courses that undergraduate students have to take will be automatically added to their enrolment list. These courses will be allowed to be dropped only in case of obligatory situations.

#### Courses with prerequisites:

Registration program will make the prerequisite control and students will not be allowed to register a course if they did not take its prerequisite.

#### Elective courses:

Elective courses can be taken as free elective, NI or in the category specified by the concerned department.

The list of the courses that are accepted as "nontechnical elective" by the Faculty of Engineering can be found on the web page:

<http://www.eng.metu.edu.tr/pages/geninfo/nte/ntemain.html>

The students in the departments of the Engineering Faculty can select their “nontechnical elective courses” only among this list. They can not take (or replace with other courses) the courses other than those listed in this web page as “nontechnical elective”.

## GRADUATE PROGRAMS

### Thesis adviser:

Master’s and doctoral students who are in their third or later semester and whose thesis advisers were not appointed, will not be able use the registration program.

### Undergraduate courses:

According to the regulations, students of masters programs with thesis and PhD program on Bachelor can take maximum two undergraduate courses in the first four semesters.

The third undergraduate course can be taken in NI category.

The third undergraduate course can be taken by replacing one of the two undergraduate courses that have been taken before.

### Doctoral students can not take any undergraduate course unless its category is ‘NI’:

According to the regulations, students of masters programs without thesis and secondary master’s programs without thesis can take maximum three undergraduate courses.

The fourth undergraduate course can be taken in NI category.

The fourth undergraduate course can be taken by replacing one of the three undergraduate courses that have been taken before.

### Additional courses:

Master’s and doctoral students who are doing thesis work can take credit courses only in NI status after the fifth semester and later.

### Courses that will be automatically added to the enrolment list of the graduate students:

- Beginning from their third semester, the ‘Seminar Course’ will be automatically added for the students of the master’s programs with thesis
- Beginning from their fifth semester, the ‘Term Project Course’ will be automatically added for the students of the master’s programs without thesis and secondary master’s programs without thesis
- The ‘Thesis Studies’ course and other thesis courses will be automatically added for the master’s and doctoral students after their adviser has been appointed.

## HOW WILL YOU REGISTER?

**STUDENTS OF BASIC ENGLISH DEPARTMENT:** Those who completed the Fall Semester and have the right to continue in Spring Semester, will only pay their tuition fee for the second semester in order to complete registration. Students of Department of Basic English will not register on computers.

**STUDENTS WHO WILL REGISTER TO THEIR PROGRAM FOR THE FIRST TIME:** Those students should learn their adviser’s name from the Department Chairperson and then from their adviser they should learn the courses they must take. After this, they should make interactive registration. Those students who have been exempted from compulsory English course ( ENG 101) will see the grade of “EX” (exempted) for these courses on the registration screen.

**STUDENTS CONTINUING THEIR PROGRAM:** Students attending the undergraduate and graduate programs can register after they have seen their advisers.

**STUDENTS NEWLY ACCEPTED TO DOUBLE MAJOR/MINOR PROGRAMS:** (These students will register during add-drop period). These students will learn their academic adviser’s name from their department and then, from their adviser, they will learn the courses they must take. They must register for both of their major and double major/minor programs separately and get approvals from advisers in both departments. If a student takes a course for both majors or major and minor programs, s/he should register this course separately for each program. They will also follow the same procedure for replacement.

**INTERNATIONAL STUDENTS:** Foreign students who have been newly accepted to METU and who will be registered for the first time will hand in the required documents to the student advisers in the International Students’ Office, which is located in the entrance floor of the President’s Office. After this, they will learn their user code and password from the Computer Center. Then, they will learn their academic adviser’s name from their department and then from their adviser they will learn the courses they should take. Then, they should register these courses at one of the assigned computers. After course registration, they should take their adviser’s approval. According to regulations, all students (except the ones with scholarship) who enter the university in 2005 or later, have to buy a valid health insurance. Otherwise, they cannot register.

### SPECIAL/EXCHANGE/ERASMUS STUDENTS

These students must have been accepted before the registration period. These students do not make interactive registration.

**REGISTRATION OF  
INTERNATIONAL  
STUDENTS NEWLY  
ACCEPTED TO GRADUATE  
PROGRAMS**

**International Students' Office**  
President's Office, Entrance Floor  
Tel:  
0 (312) 210 34 14  
e-mail: oidb@metu.edu.tr

**IMPORTANT DATES**

<b>September 23-25</b>	The period to submit the required documents for registration
<b>September 25</b>	Last day to pay tuition fee
<b>September 23-25</b>	Interactive Registration and Advisor Approvals
<b>September 26-October 9</b>	The period to pay tuition fee with fine
<b>October 5-9</b>	Add-Drop, Late registrations and advisor approvals

**REGISTRATION PLACE**

International Students' Office, President's Office, Entrance Floor

**REQUIRED DOCUMENTS FOR REGISTRATION OF INTERNATIONAL STUDENTS**

1. Tuition fee receipt
2. Attested copy of the Bachelor's/Master's Diploma (Students can submit the photocopy of their diplomas without attestation by showing the original during the registration)
3. Original copy of transcript (except METU graduates)
4. LES/ALES/GRE/GMAT attested copy (if you do not have the attested copy, you can submit a photocopy by showing the original)
5. Attested copy of the result of English Proficiency Examination. Those who entered METU English Proficiency Exam can get their scores from : (<http://www.metu.edu.tr/home/www93/prf/anasayfa.htm>)
6. Passport (Passports should be shown to the officials during registration. Photocopies of the pages that includes identification information and "Student Visa" should also be submitted. Students who come from other countries can take the "Student Visa" from the Turkish Embassy in their country. Students who live in Turkey should give the photocopies of the first seven pages of Student Residence Permit (instead of Student Visa). It is not possible to register without a student visa or a valid Residence Permit.
7. ID Card Fee (15 YTL) receipt (The fee should be paid to the relevant bank account number mentioned)
8. 6 photos (Male students should appear beardless and female students should appear without headscarf (without any cover on head and neck) in their photos. Photocopies are not accepted.
9. Health Insurance documents. All new international students (except the ones who have scholarship) must submit a valid one-year health insurance documents during the registration. Those who do not have an health insurance may consult to the officials during the registration.

**CLASSROOMS AND BUILDINGS**

<b>BUILDING</b>	<b>CLASSROOM</b>
Social Sciences	B05, B06, B07, B08,B14, B104,B205-A,B205-B
Department of Biology	BIO-Z-03, BIO-Z -04, BIO-Z-05,BIO-Z -06, BIO-Z -07, BIO 104, BIO 208, BIO 213
Department of Physics	U1, U2, U3, P1, P2, P3, P4, P5, P6,
Department of Chemistry	K.AUD, K05, K06, K07, K08, K15
Department of Mathematics	M04, M05, M06, M07, M08, M13, M102, M103, M104, M105, M106
Faculty of Architecture	R22, R28, R46, R47, R48, R89, R90B, R206, R207, R208, R210, R301, R1, ST1, 2, 3, 4
Faculty of Education	EF10, EF11, EF13, EF14, EF15, EF16, EF17, EF20, EF22, EF25, EF27, EF28, EF30, EF32
Faculty of Education, Foreign Languages Education	EFZ-18, EFZ-18A, EFZ-19, EFZ-19A, EFZ-20, EFZ-21
Faculty of Economics and Administrative Sciences- A (old)	F.AUD, F14, F15, F16, F17, F19, FZ08, FZ09, FZ14, FZ15, FZ16, FZ17, FZ19
Faculty of Economics and Administrative Sciences- B (new)	G 101, G 102, G 104, G 106, G 107, G 108, G 109,G110,G111,G201,G202,G204,G206,G207, G208,G209
MM Building	MM125, MM308, MM309, MM316, MM451, MM452
Department of Computer Engineering	BMB1, BMB2, BMB3, BMB4
Department of Environmental Eng.	CZ01, CZ14, CZ17, CZ30
Department of Electrical and Electronics Engineering	EA 201, EA 202, EA 206, EA 207, EA 208, EA 209, EA 211, EA 306, EA 307, EA 310, EA 312, D131, D134, D135
Department of Industrial Engineering	IE 04, IE 102, IE 103,IE 104,IE105, IE 106
Department of Food Engineering	FOOD.AUD, FD 1, FD 2, FD 3, FD 4
Department of Aerospace Engineering	AE024, AE025, AE026, AE027, AE124, AE125, AE126, AE128
Department of Civil Engineering	DR1, DR2 , DR143, TH1, TH2, TH3, TH4, TH6, TH7, TH8, CES 1, CES 2, CES 3
Department of Geological Engineering	GR 125, GR 126, GR 218, GR 219, GR 301,GR 302, GR 303
Department of Chemical Engineering	Z14,Z15A,Z15B, Z16,Z17, Z116, Z117, Z118, Z119,Z120, Z121
Department of Mining Engineering	MN.AUD, MN 102, MN 103, MN 104, MN 105, MN 113, MN 123
Department of Mechanical Engineering	MEB101, MEB102,MEB103,MEB202,MEB203, MEB204, MEG101, MEG102, MEG103, MEG108,MEG201,MEG202,MEG203,MED101, MED109, MED111, MED113
Department of Metallurgical and Materials Engineering	MT.AUT-E, MT.AUD-Y, MTE04, MTE110, MTE308, MTE339, MTB108, MTB208, MTB308, MTB309
Dept. of Petrol. and Natural Gas Eng.	PT 11, PT 12, PT 13, PT 34,PT 35, PT 36
Department of Basic English	HZ1, HZ2

## HISTORY COURSES

### Department of History

Tel : 0 (312) 2103137  
e-mail : hist@metu.edu.tr  
http: //www.hist.metu.edu.tr/

Tarih dersleri ön lisans ve lisans programlarında zorunlu olup, derslere devam koşulu aranır.

HIST 2201 (2402201) and HIST 2202 (2402202) are one semester courses and given in two consecutive semesters. HIST 2205 (2402205) and HIST 2206 (2402206) are courses for international students and take one semester each.

Transfer students, who have taken and passed from these courses in their previous university, are exempted. Those students should apply to their departments with their transcripts.

Students who are successful in these courses receive the grade of S (satisfactory), and students who are not successful in these courses the grade of U (unsuccessful).

Nation definitions in the table below

1. All Turkish students and students from the Republic of Northern Cyprus, international students who were graduated from a Turkish High School, international students coming from Central Asian Republics, international students who pay their tuition fee as Turkish students.

2. International students

COURSE CODE	COURSE NAME	CREDIT	PREREQUISITE	NATION	YEAR
2402201	PRINCIPLES OF KEMAL ATATÜRK I	0		1	2
2402202	PRINCIPLES OF KEMAL ATATÜRK II	0	2402201 (U/ S)	1	2
2402205	HISTORY OF THE TURKISH REVOLUTION I	0		2	2
2402206	HISTORY OF THE TURKISH REVOLUTION II	0	2402205 (U/ S)	2	2

## TURKISH LANGUAGE COURSES

### Department of Turkish Language

Phone : 0 (312) 2105023  
e-mail : turk@metu.edu.tr  
http: //www.metu.edu.tr/home/wwwturk

### GENERAL INFORMATION

All students are required to take and pass the compulsory Turkish Language courses in order to be graduated. The Department Committee determines regulations about attendance in these courses.

Öğrencinin Bölüm ve soyadına göre düzenlenen Türk Dili ders izlencesi her dönemin başında Türk Dili Bölümündeki duyuru panosuna asılır. Öğrencinin bu izlencede belirtilen grubu geçerlidir.

Öğrencilerin, kendi bölümlerinin asıl derslerinden birinin Türk Dili dersiyle çakışması durumunda Türk Dili ders izlencesinde belirtilen öğretim elemanının izlencesi içinde olmak koşuluyla grup değişikliği yapılır. Grup değişikliği yapan öğrenci, yine kendi bölüm ve soyadının bulunduğu asıl grubunu kodlar.

Students receiving a grade of "U" (unsatisfactory) or "NA" (non-attendance) must repeat the course. Attendance is required for the repeated course. Students who are in their final semester will NOT be able to take make-up examinations for a Turkish course if they have not registered for the course during the final semester nor if they have failed the course with a "NA". In such cases, students will not be able to graduate but must extend their education in order to complete this requirement.

Students, who transfer to METU and have taken Turkish language courses previously and received satisfactory grades, can be exempted from these courses only with the approval of the Department of Turkish Language. Students who wish to be exempted must apply with a petition and a transcript to the Department of Turkish Language.

Nations defined in the table below

1. TC and KKTC nationals

2. International Students

3. International students who were graduated from a Turkish High School, international students coming from Central Asian Republics, international students who pay their tuition fee as Turkish students.

Moreover, 6420111 (3 credit course) is offered as an elective course.

COURSE CODE	COURSE NAME	CREDIT	PREREQUISITE	NATION	YEAR	DEPARTMENT
6420101	TURKISH I TÜRK DİLİ I	0		1	1	Faculty of Economic and Administrative Sciences ;FEF (social sciences);EF those who entered before 1998 FLE, BED,CHED, MED, PHED, CED) Higher Vocational School
6420102	TURKISH II TÜRK DİLİ II	0	6420101 (S)	1	1	Faculty of Economic and Administrative Sciences ;FEF (social sciences);EF those who entered before 1998 FLE, BED,CHED, MED, PHED, CED) Higher Vocational School
6420103	ORAL COMMUNICATION SÖZLÜ ANLATIM	2		1	1	EF (ECE, FLE, CEIT ve TEFL)
6420104	WRITTEN COMMUNICATION YAZILI ANLATIM	2	6420103 (DD)	1	1	EF (ECE, FLE, CEIT ve TEFL)
6420105	TÜRK DİLİ I TURKISH I	0		3	1	All departments
6420106	TÜRK DİLİ II TURKISH II	0	6420105 (S)/	3	1	All departments
6420107	TÜRK DİLİ I	2		3	1	Faculty of Education
6420108	TÜRK DİLİ II	2	6420107 (DD)	3	1	Faculty of Education
6420201	ELEMENTARY TURKISH	0		2	2	All departments
6420202	INTERMEDIATE TURKISH	0	6420201 (S)	2	2	All departments
6420301	ADVANCED TURKISH I	4	6420202 (S); 6420106; 6420108 (DD)	2/3	3/4	All departments except the Faculty of Engineering (in non-technical elective status)
6420302	ADVANCED TURKISH II	4	6420301 (DD)	2/3	3/4	All departments except the Faculty of Engineering (in non-technical elective status)
6420303	TURKISH I TÜRK DİLİ I	0		1	3	MİMF; MÜHF ve FEF ( scientific departments)
6420304	TURKISH II TÜRK DİLİ II	0	6420303 (S),	1	3	MİMF; MÜHF ve FEF ( scientific departments)
6420305	ORAL COMMUNICATION SÖZLÜ ANLATIM	2		1	3	EF ( ESE, EME CHED, PHED)

6420306	WRITTEN COMMUNICATION YAZILI ANLATIM	2	6420305 (DD)	1	3	EF (ESE, EME CHED, PHED)
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## ENGLISH COURSES

### Department of Modern Languages

Tel : 0 (312) 210 3147

e-mail: mld@metu.edu.tr

URL: www.mld.metu.edu.tr

### REGISTRATION:

The list of sections will be sent to the department chairs during registrations. Students will learn their sections from those lists and make their registration accordingly.

### REPEATING COURSES

Students, who have to repeat those courses because of Suspension/Suspension Warning status, unsatisfactory grades or withdrawal, can register them as long as those courses are offered to their departments. Sections should not be determined by the advisers, rather, students are strictly recommended to register the section that is most suitable to their course schedules. For problems please contact the Department of Modern Languages

### DETAILED INFORMATION

COURSE CODE	COURSE NAME	CREDIT	PREREQUISITE	DEPARTMENTS(*)
6390101	ENG. FOR ACADEMIC PURPOSES I	(4-0) 4		Offered in Fall Semester
6390102	ENG. FOR ACADEMIC PURPOSES II	(4-0) 4		Offered in Spring Semester
6390211	ACADEMIC ORAL PRESENT. SKILLS	(3-0) 3	ENG 101 (DD/ EX) ENG 102 (DD) Second Year Status	<b>Departments taking the course in the Fall Semester (*):</b> ARCH,CRP,ADM,SOC,PSY,MATH,HIST,P HIL,ECE,EME,ESE,CEIT, ENVE,CHE,EE,ME,METE,CENG, FDE <b>Departments taking the course in the Spring Semester (*):</b> ECON,ID,PHYS,CHEM,BIOL,GENE,STAT ,CHED,CE,GEO,MINE,PETE, IE,AEE,PHED
6390311	ADVANCED COMMUN. SKILLS	(3-0) 3	ENG 101 (DD/ EX) ENG 102 (DD) ENG 211 (DD), to be in 3rd year(at least)	<b>Departments taking the course in the Fall Semester (*):</b> STAT,ECE, ESE, EME <b>Departments taking the course in the Spring Semester (*):</b> CRP,PHYS,HIST,CHEM,CHED, PHED

(\*) Students who are about to graduate should contact the Department of Modern Languages to take these courses if they are not in these departments.

## ELECTIVE LANGUAGE COURSES

### Department of Modern Languages

Tel : 0 (312) 210 3147  
e-mail: mld@metu.edu.tr  
URL: www.mld.metu.edu.tr

#### General Prerequisites:

- Students who have successfully completed or have been exempted from all first-year compulsory English courses and are at least in their 2<sup>nd</sup> year can apply to take elective courses in the Department of Modern Languages.
- Fourth year students cannot register for elective language courses with the code 201 (except elective English courses).
- Students can register for only one course from Department of Modern Languages in one semester.
- Students can only take one foreign language as an elective and they can continue to take more advanced levels of that language course. Such students will be given priority if they want to take the continuum of that language course.
- The Department can refuse to register students who have failed (FF, FD) or withdrawn from an elective language and who want to retake the course to increase their CGPA. Priority will be given to students who will take the course for the first time.
- Students cannot register as NI (Satisfactory/Unsatisfactory Grade) for courses with codes 201-202. However if the course quota is not full, students can register as NI for more advanced courses.
- Attendance is mandatory. Conflict of hours with other courses is not an acceptable excuse for non-attendance.
- Students must have a CGPA of minimum 2.00, in order to be accepted for the elective courses.

#### Application and Registration:

Students apply for an elective language course in the first class meeting during which the instructor will distribute elective cards. The Department will determine the number of students for each course. Students accepted for the course complete their registration during the Add/Drop period.

Instructor's approval is required to complete registration to all the elective language courses. The instructor gives approval by signing the elective card. Adviser approval will not be given to students who do not have instructor's signature on their elective cards.

#### DETAILED INFORMATION

COURSE	COURSE CODE	COURSE NAME	CREDIT	SPECIFIC PREREQUISITES (*)
İNGİLİZCE (ENGLISH)	639 0 201 639 0 202	English-Turkish Translation Turkish- English Translation	(3-0) 3	
ARAPÇA (ARABIC)	602 0 201 602 0 202 602 0 203 602 0 204	Beginning Arabic I Beginning Arabic II Intermediate Arabic I Intermediate Arabic II	(4-0) 4	Graduates of Imam Hatip Lisesi and international students, who have studied Arabic during their secondary education, cannot take Arabic 201 and 202.
FRANSIZCA (FRENCH)	603 0 201 603 0 202 603 0 203 603 0 204 603 0 205 603 0 206	Beginning French I Beginning French II Intermediate French I Intermediate French II Advanced French Turkish-French Translation	(4-0) 4     (3-0)3	Graduates of high schools where the medium of instruction is French, can not take. Students who took French as a secondary language during their high school education can not take FREN 201. These students can apply for FRENCH 202.
ALMANCA (GERMAN)	604 0 201 604 0 202 604 0 203 604 0 204 604 0 205 604 0 206	Basic German I Basic German II Intermediate German I Intermediate German II Advanced German I Advanced German II	(4-0) 4     (3-0) 3	Students who were graduated from high schools where the medium of instruction is German and students who had part of their education in Germany can not take. Students who took German as secondary language during their high school education can not take GERM 201. These students can apply for GERM 202.
JAPONCA (JAPANESE)	605 0 201 605 0 202 605 0 203 605 0 204	Basic Japanese I Basic Japanese II Intermediate Japanese I Intermediate Japanese II	(4-0) 4	
İTALYANCA (ITALIAN)	606 0 201 606 0 202 606 0 203 606 0 204	Basic Italian I Basic Italian II Intermediate Italian I Intermediate Italian II	(4-0) 4	Graduates of high schools where the medium of instruction is Italian can not take these courses.
RUSÇA (RUSSIAN)	607 0 201 607 0 202 607 0 203 607 0 204	Basic Russian I Basic Russian II Intermediate Russian I Intermediate Russian II	(4-0) 4	Students who studied Russian or took Russian as secondary language during their high school education can not take these courses.
İSPANYOLCA (SPANISH)	608 0 201 608 0 202 608 0 203 608 0 204	Basic Spanish I Basic Spanish II Intermediate Spanish I Intermediate Spanish II	(4-0) 4	

(\*) Please see the 58th program of "View Program Details" to learn the prerequisites of the courses.

## IS 100 COURSE

**Informatics Institute**  
Tel : 210 37 39  
e-mail : [is-100@ii.metu.edu.tr](mailto:is-100@ii.metu.edu.tr)  
<http://www.ii.metu.edu.tr/is100>  
For info : Arař. Gör. Yasemin Salihođlu  
MM Building, 4th floor, Room:410  
e-mail : [yaso@ii.metu.edu.tr](mailto:yaso@ii.metu.edu.tr)

### IMPORTANT DATES

September 22-25, 2009	Registration for IS 100 Exemption Examination
September 26-27, 2009	IS 100 Exemption Examination
October 5, 2009	IS 100 classes begin

### WHAT IS THE CONTENT OF IS 100?

The purpose of IS 100 (9010100 - Introduction to Information Technologies and Applications) is to provide all METU students with a basic computer knowledge, which they can use during their undergraduate education and working life.

IS 100 is a non-credit course and requires two hours per week. Attendance is mandatory.

Computer laboratories for this course are : Department of Basic English BADE PC Rooms 1-2, Department of Industrial Engineering BADE PC Room 2, Second Dormitory PC Room 3.

IS 100 includes such topics as introduction to computer, computer software and hardware, computer networks, Internet applications, Windows, MS Word and MS Excel. The subtitles can be summarized as:

Introduction to Computer, Computer Software and Hardware: Basic Concepts and Components of Computer, Basics of Computer Software and Hardware.

Computer Networks, Internet and Internet Applications: Basics of Computer Networks, Fields of Internet Applications, Communication by E-mail.

Windows: Starting Windows, Administration of Programs, Creating, Finding, and Arranging Files and Folders, Desktop Settings.

MS Word 2000: Creating a Word Document, Formatting Texts and Documents, Sending and Saving Files, Administering and Formatting Documents.

MS Excel 2000: Creating and Saving Books, Adding and Managing New Pages, Formatting Books, Pages, Cells and Data.

### WHO MUST TAKE IS 100?

For all students who entered METU in 1998 and later (except from those who were exempted from English Preparatory School in 1998-1999), IS100 is compulsory.

### WHO SHOULD TAKE THIS COURSE?

Students who are registered as 1<sup>st</sup> year students in the Fall semester and registered in the departments mentioned below:

Faculty of Engineering	All departments
Faculty of Economics and Administrative Sciences	All departments
Faculty of Architecture	ARCH, CRP

Students who are registered as 1<sup>st</sup> year students in the Spring semester and registered in the departments mentioned below:

Faculty of Architecture	ID
Faculty of Education	All departments except CEIT
Faculty of Arts and Sciences	All departments

### REGISTERING TO IS 100?

The student who is supposed to take the course must add the course for a suitable section in the registration period. Detailed information is available in: <http://www.ii.metu.edu.tr/is100>

### IS IT POSSIBLE TO BE EXEMPTED FROM IS 100?

Students should enter the IS 100 Exemption Examination in order to be exempted from IS 100. Students who get a satisfactory score (which is determined by the Informatics Institute) in this examination are exempted from IS 100 and take the grade of "EX".

### WHEN IS THE IS 100 EXEMPTION EXAMINATION?

Examination dates are mentioned in the academic calendar:

<http://www.oidb.metu.edu.tr/acadcal3.html>

Students must check the following web site for the announcements about this examination, including change of dates. <http://www.ii.metu.edu.tr/is100>

## WHAT SHOULD YOU DO, IF YOU ARE UNSUCCESSFUL IN IS 100 EXEMPTION EXAMINATION?

The students who are unsuccessful in IS 100 Exemption Examination should take this course. Students who do not attend the course, although they are registered will get the grade of NA. We recommend the students to drop this course in the add-drop period, if they will not be able to attend the course.

## WHAT SHOULD YOU DO, IF YOU ARE UNSUCCESSFUL IN IS 100 EXEMPTION EXAMINATION?

The students who are unsuccessful in IS 100 Exemption Examination should take this course. Students who do not attend the course, although they are registered will get the grade of NA. We recommend the students to drop this course in the add-drop period, if they will not be able to attend the course.

## EVALUATION IN IS 100

The grade of S (satisfactory) is given to successful students and U (unsatisfactory) is given to unsuccessful students. Attendance is mandatory. The grade of NA (not attendance) is given to the students who do not attend the course for 3 weeks or more.

### IMPORTANT ARTICLES OF UNIVERSITY REGULATIONS

#### Registrar's Office

Tel : 0 (312) 2103471

Fax : 0 (312) 2107960

e-mail :oidb@metu.edu.tr

<http://www.metu.edu.tr/home/wwoidb/turkce/yonetmelikler/>

## COURSE LOAD

Information on course load is available in the address below:  
<http://oibs.metu.edu.tr> 58<sup>th</sup> program of View Program Details

Maximum two courses can be dropped from the regular course load if there is an important excuse or if the student's CGPA is below 2.00. Approval of Department Chairmanship is required for these students.

Maximum one course can be added to the regular course load of the students whose CGPA is between 2.00-2.49. For this, their advisor's approval is necessary.

Maximum two courses can be added to the regular course load of the students whose CGPA is above 2.50, with their advisor's approval.

Students whose standing is "Suspension" or "Suspension-Warning" can take as few or as many courses as they want (but they must take the courses, which they have taken and failed 3 semesters ago), providing that they do not exceed the regular course load for that semester.

## COURSES THAT SHOULD BE REPEATED

Courses with grades of FF, FD, U, W, NA must be repeated or replaced in the first semester they are offered.

Students who want to retake a course in an undergraduate program, which they passed, must retake that course within three semesters after it was taken.

Students whose standing is "Suspension" or "Suspension-Warning" can repeat the courses,

- with a grade of FF, FD, U, NA
- they have passed but taken no earlier than three semesters
- they had passed before but have retaken in order to increase CGPA and have withdrawn

In addition, these students can register for "non-credit" courses, even if they have not taken them before and they can replace the elective courses they have taken with other elective courses that they have not taken.

Students whose standing is "Suspension or Suspension-Warning" are not allowed to register to new credit courses and W status courses.

This rule will not be applied for the students (only in their first semester) who transferred within METU's (B) quota and whose last standing is "Suspension."

## COURSE REPLACEMENT

According to the regulations, students are required to replace the courses for which they have received FF, FD, NA, U, and W. They can also repeat a course that they have taken before in order to increase the grade. They have to make "replacement" for the courses they want to repeat.

Students should replace one course with another by using the registration program during interactive registration. The Faculty Administrative Board takes decisions about replacements for retroactive reasons.

### Rules For Course Replacement Procedure

- A course taken later can be replaced with a previously taken course.
- Replaced course must be the equivalent of the previous one.
- A course cannot be replaced with another course, which was taken in the same semester.
- The course with a grade of DD or above and will be replaced with another course, must have been taken within three semesters before the new course.
- Students are required to replace a course for which they received a grade of "W".
- It is not possible to make replacement for must courses.

## THE GRADE OF 'NI' (NOT INCLUDED)

In undergraduate programs, the grade of 'NI' (Not Included) specifies the courses that will not be added to the grade point average of the student. However, it is shown in the academic record sheet of the student. In addition, the courses of 'NI' status are counted in the regular course load of the student, which is specified in the 5<sup>th</sup> article of the university regulation. These courses cannot be replaced, repeated or withdrawn. Must courses cannot be taken in the 'NI' status.

Students, who are planning to register to double major/minor programs or graduate programs, should take the courses, which cannot be included in their major programs, in 'NI' status. Otherwise, it will not be possible to exclude these courses from their grade point average, after they have registered to double major/minor or graduate programs.

In the graduate programs, the grade of 'NI' specifies the courses that will not be added to the grade point average of the student. This grade is shown in the academic record sheet and the courses of 'NI' status cannot be used in the replacement procedure.

<b>LEAVE OF ABSENCE</b>	<a href="https://oibs.metu.edu.tr/cgi-bin/login.cgi?prog=61">https://oibs.metu.edu.tr/cgi-bin/login.cgi?prog=61</a> <a href="https://oibs.metu.edu.tr/Programs_Student_Lists_100/">https://oibs.metu.edu.tr/Programs_Student_Lists_100/</a> <a href="http://oibs2.metu.edu.tr/View_Students_Forfeit_Information_148/">http://oibs2.metu.edu.tr/View_Students_Forfeit_Information_148/</a>
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Öğrenciler tekrar üniversiteye dönmek üzere kayıtlı buldukları birimin (Fakülte/Enstitü/Yüksekokul) Yönetim Kurulu kararı ile izinli sayılabilirler. İzinli geçen süreler (değişim programlarına katılmak üzere dönem izni alan öğrenciler hariç) azami öğrenim süresine katılmaz.

### Maximum duration of leave of absence:

Maximum duration of leave of absence is two semesters in English Preparatory Class, and four semesters in graduate and undergraduate programs. The leave of absence is not counted to the maximum period of study allowed to complete an academic program.

### Only the following excuses are accepted for LEAVE OF ABSENCE:

- Medical reasons (A medical report –for minimum three weeks–must be submitted to and/or approved by, the METU Medical Center)
- Economic or family reasons that unexpectedly arise such as illnesses, death, or natural disasters.
- Assignment to study abroad or a mission related to your education
- When courses required for graduation are not opened in that semester
- Military duty (the document of military duty should be submitted)

## Application for leave of absence:

A petition, explaining the reason of absence and together with the required documents should be submitted to the Department Chairman. Students who want a leave of absence should apply until the deadline for late registrations (except for unexpected reasons). Students applying for leave of absence are recommended to pay their tuition and complete their registration, in case their applications are rejected.

<b>SPECIAL STUDENT APPLICATIONS</b>	<b>International Students' Office</b> Tel : 0 (312) 210 34 14 -210 71 73 Fax : 0 (312) 210 79 60 E-mail : <a href="mailto:oidb@metu.edu.tr">oidb@metu.edu.tr</a> <a href="http://www.oidb.metu.edu.tr/english/special.htm">http://www.oidb.metu.edu.tr/english/special.htm</a>
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## INSTRUCTIONS FOR INTERNATIONAL SPECIAL STUDENT APPLICANTS

Special students are those who are allowed to take some courses, although they are not enrolled in one of the programs in the university. No diplomas or titles are given to special students. However, they can get official transcripts at the end of each semester. If they are accepted as a graduate student to METU later, the grades which are approved by the concerned administrative committee can be added to their grade point average.

Students currently enrolled in other universities or institutions of higher education, or who have graduated from such institutions, may apply to attend specific courses at METU as special students. Applicants must have appropriate documents (degrees, transcripts) that they are attending, or have attended, universities and institutions of higher education. Persons who have been dismissed from any institution of higher education for disciplinary reasons or because of failing grades are not eligible.

Applicants must fill the application form and list the course(s) at METU they wish to attend. Approval of the course instructor and the chairperson of the Department are required.

## REQUIRED DOCUMENTS

1. Completed application form with one passport-size photograph. <http://www.oidb.metu.edu.tr/english/specialform.doc>
2. Attested or notarized copies of graduation/student certificate. (Attestation may be done during the registration)
3. Original copy of transcripts. If transcripts are not in Turkish or in English, a notarized or attested translation should be provided.
4. Passport (Passports should be shown to the officials during registration. Photocopies of the pages that include identification information and Visa should also be submitted. Students who live in Turkey should give the photocopies of the first seven pages of Student Residence Permit)
5. Receipt of the course fee and application fee. Payments must be made to one of the bank account numbers below.

Application form must be approved by the instructor of the course and Department Chairman.

Special students do not have medical coverage and they must pay for any medication and for any medical expenses themselves.

**DEADLINE FOR APPLICATION AND REGISTRATION: October 9, 2009**

### BAŞVURU VE KREDİ BAŞINA DERS ÜCRETLERİ

APPLICATION FEE	COURSE FEE PER CREDIT
TC Nationals/from METU: 65 TL	TC nationals: 210 TL
TC Nationals/non-METU : 85 TL	International Students: 225 \$
International Students: 65 \$	

### BANK ACCOUNT NUMBERS

BANK	TL. ACCOUNT	DOLLAR ACCOUNT
İş Bankası ODTÜ Ş.	4229-431564	4229-3123036
Yapı Kredi Ban. ODTÜ Ş.	72415359	72417034
Vakıflar Bankası ODTÜ Ş.	971-2000102	971-4000165
Akbank ODTÜ Şubesi	656-24689	656-39754
Garanti Bankası ODTÜ Ş.	483-6201891	483-9004288
Ziraat Bankası ODTÜ Ş.	8965457-5005	-

<b>APPLICATION FOR ENGLISH PROFICIENCY EXAM</b>	<b>Registrar's Office</b> Tel : 0 (312) 210 34 48 -210 21 29 Fax : 0 (312) 210 79 60 E-mail : <a href="mailto:oidb@metu.edu.tr">oidb@metu.edu.tr</a> <a href="http://www.oidb.metu.edu.tr/ingilizceyeterlik/index.html">http://www.oidb.metu.edu.tr/ingilizceyeterlik/index.html</a> <a href="http://www.metu.edu.tr/home/www93/dbe/ogkit.pdf">http://www.metu.edu.tr/home/www93/dbe/ogkit.pdf</a>
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### GENERAL INFORMATION

#### Medium of Instruction

The medium of instruction at Middle East Technical University (METU) is English. All persons who wish to carry out their undergraduate or graduate studies at METU, including those whose native language is English, have to certify their proficiency in the English language.

#### Two-stage Examination

METU English Proficiency Examination (METU - EPE) is a two-stage examination. In case of failure in the exam, both stages of the exam will have to be taken again.

### Validity Period for Exam Scores

All scores obtained on METU – EPE and English Proficiency Exams recognized as equivalent by the University Senate are valid for two years. Exam results older than two years are not accepted for application to graduate programs. Results submitted for "application" are also valid for "registration".

### Department of Basic English Students

-cannot take the METU – EPE at the end of the Fall Semester.  
-cannot start their studies in their Departments in the Spring Semester.

### Period in which Department of Basic English Students can submit valid exam scores:

Department of Basic English Students can submit to the Registrar's Office a valid score obtained on an international exam recognized by the University Senate between the last day of classes at the Department of Basic English in the Spring Semester and the last day of the Add/Drop period the following Fall Semester. Such exam results will not be accepted in any other period.

### Applications to Graduate Programs:

Candidates applying to graduate programs must submit a score certifying their proficiency in the English language during their application to the program. Therefore, candidates who do not have a score obtained on an international exam recognised by the University Senate must take a METU – EPE given before the deadline for applications to graduate programs.

### Students readmitted to graduate programs:

Students who have been registered to a graduate program at METU in the last four semesters and who have been readmitted to the same or another graduate program do not have to submit a METU – EPE Score during registration. However, if the new program requires a higher English proficiency score, students have to meet this criterion.

### Doctoral qualifying stage:

Students do not have to submit a new METU – EPE score in the doctoral qualifying stage. The exam score that they have submitted for application to the program will be valid.

## IMPORTANT DATES

<b>September 4 (17.00)</b>	Application deadline
<b>September 7 (17.00)</b>	Announcement of the list of students who will take Stage 1 of METU – EPE and their exam places
<b>September 8 (10.30)</b>	Stage 1 of METU – EPE (Students are expected to be in their exam halls at 10:00 a.m.)
<b>September 9 (17.00)</b>	Announcement of the list of students who will take Stage 2 of METU – EPE and their exam places
<b>September 10 (10.30)</b>	Stage 2 of METU – EPE (Students are expected to be in their exam halls at 10:00 a.m.) (yarım saat önce sınav yerinde olunmalıdır)
<b>September 15 (10.00)</b>	Announcement of exam results

All the announcements will be made on the Bulletin Boards of the School of Foreign Languages and on the web pages given above.

**EXAM FEE:** 65 TL

## THE EXAM FEE IS PAYABLE TO THE FOLLOWING BANK ACCOUNTS:

İş Bankası	4229-431564
Yapı Kredi Bankası	72415359
Vakıflar Bankası	971-2000102
Akbank	656-24689
Garanti Bankası	483-6201891
Ziraat Bankası	8965427-5005

## The following students are not required to pay the exam fee:

- Department of Basic English students who have the right to take the exam according to regulations.
- Students dismissed from the Department of Basic English who have the right to take the exam according to regulations. (These students have to apply to the Registrar's Office to take the exam.)
- Graduate Program for Educating Future Faculty Members (ÖYP) and Article 35 students

## REQUIRED DOCUMENTS:

The following documents should be submitted to the Admissions Office in the Registrar's Office before the deadline for applications:

1. Receipt of the application fee
2. One photograph (taken within the past 6 months; showing current appearance; full face, front view; the neck, hair or hairline should not be obscured; without beard.) Photocopies are not acceptable.
3. Application form

## The following students are not required to apply for the English Proficiency Exam:

- Students newly admitted to the undergraduate programs.
- Department of Basic English students who have the right to take the exam according to regulations. (Students dismissed from the Department of Basic English are required to register for the exam.)
- Students who have received acceptance to transfer from other universities to METU and who have to submit an English Proficiency Exam Score.

## ANNOUNCEMENT OF RESULTS

Exam results will be announced after the second stage. Results can be seen on the following pages:

**For students:** <http://www.metu.edu.tr/home/www93/prf/anasayfa.htm>

**For departments:** [https://oibs.metu.edu.tr/View\\_Exam\\_Results\\_103](https://oibs.metu.edu.tr/View_Exam_Results_103) (Program 103)

Note: Results of METU – EPE are available for Graduate Schools and Departments on the Students Affairs Information System. Therefore, there is no need for the students to get a score card to be used in METU.

## ENGLISH PROFICIENCY EXAM PERIODS AND STATUS OF STUDENTS WHO CAN TAKE THIS EXAM

### I. Department of Basic English Students

Students newly admitted to undergraduate programs can take the exam for exemption from the program at the Department of Basic English and exemption from ENG 101 with credit (METU – EPE SEPTEMBER)

Department of Basic English students who have gained the right to take the exam according to regulations can take the exam for admission to the Freshman year and exemption from ENG 101 with credit. (METU – EPE JUNE / SEPTEMBER)

Students who were dismissed from the Department of Basic English and who have the right to take the exam according to regulations can take the exam for readmission as a Freshman student and exemption from ENG 101 with credit (METU – EPE SEPTEMBER / JUNE)

Students dismissed from the Department of Basic English due to academic inadequacy and given the right to take the English Proficiency Examination for three years can take this

exam only at the end of the academic year in which they were dismissed for readmission as a Freshman student and exemption from ENG 101 with credit. Students who were dismissed due to non-attendance cannot take this exam. (METU – EPE OCTOBER)

Department of Basic English Students who have attended Summer School can take this exam for admission to the Freshman year and exemption from ENG 101 with credit (METU – EPE JULY)

Department of Basic English students who have gained the right to register to the Freshman year by submitting an English Proficiency Score recognized by the University Senate and who want to be exempted from ENG 101 with credit, on condition that they have not taken METU – EPE before.

## **II. Undergraduate Students**

Students who have transferred to METU from another university can take the exam for exemption from ENG 101 with credit (METU – EPE SEPTEMBER)

Third and fourth year students can take the exam for admission to graduate programs and Research Assistantship (METU – EPE SEPTEMBER / JANUARY / JUNE)

## **III. Graduate Students**

Graduate students at METU can take the exam for admission to graduate programs and/or Research Assistantship (METU – EPE SEPTEMBER / JANUARY / JUNE)

Graduate Program for Educating Future Faculty Members (ÖYP) and Article 35 students can take the exam for admission to graduate programs and/or Research Assistantship (METU – EPE SEPTEMBER / JANUARY / JUNE)

## **IV. Other**

Other candidates can take the exam in order to submit the result to an institution that recognizes METU – EPE (METU – EPE SEPTEMBER / JANUARY / JUNE)

### **EXEMPTION FROM THE UNDERGRADUATE COURSE ENG 101**

Students who submit the required score on METU – EPE or an international exam recognized by the University Senate are exempted from the undergraduate course ENG 101 with credit. The credit of the course and the grade (AA) will be included the student's CGPA, but not in the GPA of that term.

Students who score 85 or above on METU – EPE upon admission to an undergraduate program or after completing their studies at the Department of Basic English will be exempted from ENG 101 with a grade of AA. Such students are not required to apply for exemption procedures.

Students who have not obtained the required score on METU – EPE, or who have not taken the exam at all, can submit an equivalent score obtained on an international exam

recognized by the University Senate for exemption from ENG 101 with a grade of AA within the period determined by the Senate. The request for exemption has to be indicated on the application form.

ENG 101 does not exist in the following programs, and therefore, exemption with credit is not applicable.

Foreign Language Education, Teaching English as a Foreign Language (SUNY), Global and International Affairs (SUNY) (GIA 101), Vocational School

## **RULES**

- 1.** Test takers are required to have with them an official ID issued by METU (or a comparable document), a soft pencil, a ball point pen and an eraser.
- 2.** Test takers are not permitted to have with them  
Bags of any kind (handbags, backpacks, carrier bags, etc.) in the exam halls.  
Electronic devices during test sessions or breaks. Electronic devices include but are not limited to beepers, pagers, radios, telephones or cellular (mobile) phones, translators, stopwatches, watch alarms (including those with flashing lights or alarm sounds), personal data assistants (PDAs), and any other electronic or photographic devices of any kind.  
Testing aids during test sessions or breaks. Testing aids include but are not limited to books, pamphlets, notes, dictionaries, thesauri or potential aids of any kind.  
In the event of a reported violation of any of the rules above, the test taker's test score will be cancelled.
- 3.** Test takers who are more than 30 minutes late for Stage I of the exam will not be admitted to the exam. Test takers have to be in the exam hall 30 minutes before the exam starts. Test takers will not be admitted to the exam after the Listening component starts. However, examinees who are late for Stage II can take the Listening and Note-Taking and Writing parts after the first section of the Listening component is completed.
- 4.** Test takers must fully comply with the proctors' directions during the exam.
- 5.** Disciplinary/legal action will be taken against those who attempt to impersonate the rightful test takers or who attempt to cheat, and the exam results of such candidates will be considered invalid.

There is no make-up for METU English Proficiency Exam.

**EQUIVALENCE TABLE FOR ENGLISH PROFICIENCY EXAMINATIONS  
HONoured BY THE UNIVERSITY SENATE FOR UNDERGRADUATE AND  
GRADUATE STUDENTS**

<b>METU EPE</b>	<b>TOEFL IBT</b>	<b>TOEFL CBT</b>	<b>TOEFL Pen&amp;Paper + TWE *</b>	<b>IELTS</b>	<b>EXPLANATIONS</b>	
60	74	203	537	4	6.0	<ul style="list-style-type: none"> <li>Undergraduate programs: Exemption from the Department of Basic English Program</li> </ul>
65	79	213	550	4	6.5	<ul style="list-style-type: none"> <li>SUNY programs: Exemption from the Department of Basic English Program</li> <li>Admission to graduate programs (GENERAL)</li> </ul>
70	86	227	567	4,5	7.0	<ul style="list-style-type: none"> <li>Admission to the following graduate programs:  Eurasian Studies, Philosophy (PhD), Urban Policy Plan. and Local Govs. (PhD), History of Architecture, Middle East Studies, Pol. Science and Public Adm., Sociology, History, Social Psychology, Settlement Archeology (PhD), Science and Tech. Policy Studies (PhD)</li> </ul>
75	96	243	590-593	4,5	7.5	<ul style="list-style-type: none"> <li>Admission to the following graduate programs: European Studies, Business Administration</li> </ul>
80	103	257	613	5	8.0	<ul style="list-style-type: none"> <li>Admission to the following graduate programs: Architecture (PhD), Building Scs.</li> </ul>
85	110	270	637	5	8.0	<ul style="list-style-type: none"> <li>Undergraduate programs: Exemption from ENG 101</li> <li>Admission to the following graduate programs: English Literature, English Language Teaching</li> </ul>

90	116	283	657	5	8.5	<ul style="list-style-type: none"> <li>SUNY program (Business Administration): Exemption from ENG 101</li> </ul>
95+	119	293 +	670 +	5,5	9.0	-

**METU EPE:** METU English Proficiency Exam

**TOEFL IBT:** Test of English as a Foreign Language (Internet-based TOEFL)

**TOEFL CBT:** Test of English as a Foreign Language (Computer-based TOEFL)

**TOEFL Pen&Paper \*:** Test of English as a Foreign Language,

**Pen and Paper IELTS (Average of four components) :** International English Language Testing System

**The results of these exams are valid for two years**

\* TOEFL Pen&Paper grade (registration through ETS) is only valid with the TWE (Test of Written English) grade as indicated in the above table.

TOEFL Pen and Paper which is administered by institutions (Institutional TOEFL) is not valid.

## FEES FOR SOME SERVICES

<b>Application Fee</b> (For undergraduate studies for foreign students)	50\$
<b>Application Fee</b> (For graduate studies)	
TC Nationals	75 TL
International Students	60\$
<b>Application Fee</b> (Transfer, Special Student)	
TC Nationals from METU	65 TL
TC Nationals non- METU	85 TL
International Students	65 \$
<b>English Proficiency Exam Fee (for graduate students)</b>	65 TL
<b>For New Students</b>	18 TL
<b>Special Student Course Fee</b> (per credit)	
TC Nationals	210 TL
TC Nationals enrolled in private universities	250 TL
International Students	225 \$
<b>Transcript Fee</b>	
Student copy	4 TL
Official copy	6 TL
Applications abroad (for each copy)	10 \$
<b>Approved Document Photocopy (per each page)</b>	1 TL
<b>Smart Card</b>	
Smart Card (excluding EGO banderole and Academic Year stamp fee)	15 TL
Academic Year Stamp Fee	3 TL
EGO Banderole	25 TL
Renewal of lost Smart Card (excluding EGO bandrole)	35 TL
<b>Diploma Fee</b>	50 TL