



**METU**

# Student's Handbook

2012 - 2013

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**METU is among  
World's Top 100  
Universities  
Ranked by Reputation\***



THOMSON REUTERS

# A Word from the President

Dear Students,

You are qualified to be a METU student after a long period of studying; I sincerely congratulate you on this significant achievement.

As METU, we aim to equip you with the highest academic standards and provide you with the best living and studying environment for your personal and social development. We aim to integrate you into the society as well-educated, self-confident, innovative and creative leaders with a sense of responsibility.

The educational environment at METU is among the top according to the rankings of the universities worldwide. This remarkable privilege has its roots in our highly qualified academic staff, our successful students from both Turkey and abroad, the substantial opportunities we offer both physically and socially and our values that support learning and productivity. During your period of study at METU, your active participation in various social, cultural, artistic, intellectual and sports activities will both enrich our university and contribute to your own personal growth.

We would like you to get acquainted with the academic and social amenities that our university offers you as soon as possible, and to benefit from them in accordance with your own fields of interest.

In this Student's Handbook, which has been prepared to help you during your period of study at METU, you will find summary information on the various units of our university. You can apply to the units concerned for detailed information about the academic, social, cultural and sports facilities offered to you on METU campus, where you will spend four years.

An intensive, yet exciting period awaits you at METU. The period we will be together will pass very quickly, so it is important for you to live everyday at METU to the full. Hence, I invite you to actively participate in the environment of constant learning and productivity at METU and to enjoy the privilege of being a METU student.

I wish you days full of success and happiness at METU.



PROF. DR. ANMET ACAR  
President

\*According to the annual Times Higher Education World Reputation Rankings 2012 report released on March 2012, based on the largest international survey of academic opinion ever undertaken.

# Academic Information

## Directorate of Student Affairs

### **Directorate of Student Affairs (Registrar's Office)**

The unit which will conduct the academic affairs concerning you and provide guidance to you throughout your period of study at METU is the Registrar's Office. Situated next to President's Office, this unit will serve you with a staff of nearly 50 people specialized in issues such as student grants, diplomas, military service, double major/minor programs and transfers from the day you come to METU for registration. In this unit, there are program consultants who will solve all the academic problems you might encounter starting from the English Preparatory Class. You can contact the program consultants at the Registrar's Office in person or through the phone numbers and e-mail addresses below.

### **The Student Bulletin**

A bulletin for students is published every two months to inform you about the academic issues concerning you. If you read the bulletin regularly, you can learn everything concerning the rules and regulations, get informed of what you must do in current academic issues together with their dates. You can also access the student bulletins through the URL stated below.

### **Student IDs**

Students who enroll in the university are provided with an ID. Those IDs are actually Smartcards. Student IDs can also be used as electronic wallets (E-wallet). Our students can electronically transfer cash from their bank accounts to their IDs and pay for the meals they have at the student cafeteria using their IDs instead of paying in cash. Student IDs are also used for entry to certain facilities on campus. The IDs are given to new students during registration and to others in person from the Registrar's Office. Student IDs are not submitted to students' friends or relatives.

### **Disciplinary Procedures**

The Disciplinary Regulations for Students of Higher Education have been drawn up to specify the procedures and principles for the infliction of the appropriate penalties upon those students who fail to fulfill the responsibilities stipulated by laws, regulations and guidelines on- or off-campus, who fail to abide by the rules, who perform prohibited acts, or whose behavior is incompatible with the character and dignity of higher education students. The regulations concerned can be accessed through the URL stated below.

**Directorate of Student Affairs (Registrar's Office)**

Phone: +90 (312) 210 34 17 or +90 (312) 210 21 31 - Fax: +90 (312) 210 79 60

e-mail: oidb@metu.edu.tr / URL: www.oidb.metu.edu.tr

# Academic Information

## Summer School, Exchange Programs

### Summer School

Students who so wish may register for the Summer School, which is offered for a period of six weeks, including the final examinations. In the Summer School, students may register for up to two courses and eight credits. Summer School tuition is paid on a credit-hour basis.

By attending Summer School,

- Students will benefit from the educational opportunities of the university during the summer,
- Students may lessen their course load within a semester by taking the elective courses offered,
- Students registered in double major or minor programs may meet their program requirements more easily and high-achievers may graduate earlier,
- The courses which students took but failed in an earlier semester are offered once again in the summer, thus providing opportunities for unsuccessful students and increasing educational efficiency.

### Exchange Programs

The exchange programs in our university are carried out by the International Co-operations Office (Solmaz Izdemir Hall, Main Library Building, phone: +90 (312) 210 22 98). These programs are part of the official agreements METU has with universities in other countries. Students who have completed a full academic year at METU and also meet the other requirements may apply for the exchange programs. Exchange students attend the university abroad for one semester or one academic year and then return to METU to complete their education. These students pay tuition to METU, not to the university abroad. Some of the countries which have exchange programs with METU are: Australia, Belgium, Canada, the Czech Republic, England, France, Finland, Germany, Italy, Japan, Mexico, the Netherlands, New Zealand, Norway, Spain, Sweden, Poland and Portugal Ukraine and the U.S.A.

There are also international joint programs which offer undergraduate or graduate students the opportunity to receive double diplomas. In addition to the current exchange programs, in the Erasmus Exchange Program, which is funded by the European Commission, the participant students receive a certain amount of monthly stipend within their period of study in a university in a member country of the EU. For more detailed information, please visit: [www.ico.metu.edu.tr/node/75](http://www.ico.metu.edu.tr/node/75)

### Double Major and Minor Programs

Undergraduate students who meet the necessary requirements may pursue a double major or minor program in a department other than the one they are majoring in. Double major programs aim to enable students who are high-achievers in the undergraduate programs they are majoring in to study in a second undergraduate program at the same time. Students who complete a double major program receive an undergraduate diploma in that department. Students may apply to an announced double major program earliest at the beginning of the third semester and latest at the beginning of the fifth semester of their own programs. In order to qualify to apply to a double major program, students must have successfully completed all the credit courses (The courses from which students have taken the grade of W are counted as untaken) that they have taken up to the semester they are applying, their Cumulative Grade Point Average (CGPA) must be at least 3.00 at the time of application, they must be ranked in the top 20% of the class in their own major, and their application must be approved by the Department Chairmanship and concerned Faculty Administrative Board.

Minor programs aim to enable students who are successful in their main major to accumulate knowledge in a subject of their interest. Students who complete a minor program receive a certificate. Students may apply to an announced minor program earliest at the beginning of the third semester and latest at the beginning of the sixth semester of their main major. To qualify to apply to a minor program, students must have successfully completed all the credit courses (The courses from which students have taken the grade of W are counted as untaken) which they have taken in their main major up to the semester they are applying, their CGPA must be at least 2.50 at the time of application, and their application must be approved by the Department Chairmanship and concerned Faculty Administrative Board. Students who complete a minor program may not take advantage of the rights given by an undergraduate or associate degree diploma in the program concerned.

For more information about departments offering double major and minor programs, visit: [oidb.metu.edu.tr](http://oidb.metu.edu.tr)

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e-mail: [oidb@metu.edu.tr](mailto:oidb@metu.edu.tr) / URL: [www.oidb.metu.edu.tr](http://www.oidb.metu.edu.tr)

# Academic Information

## Regulations

**Summary Information on Regulations:** Below is a summary of Academic Rules and Regulations for undergraduate studies. To access the regulations in full visit [www.oidb.metu.edu.tr](http://www.oidb.metu.edu.tr)

### Academic Year

An academic year consists of two 16-week semesters, including final examination periods. A 6-week Summer School is offered at the end of the normal academic year.

### The Language of Education

The medium of instruction at the university is English. Students' level of English language proficiency is assessed via the English Proficiency Exam (EPE) conducted by the School of Foreign Languages. Students who fail or cannot take the EPE must attend the Preparatory Class (EPC) at the Department of Basic English. Students who wish to directly attend EPC without taking the EPE have to take the placement test.

### Period of Study

A normal undergraduate program period of study is 4 years (8 semesters), and 5 years (10 semesters) for programs offering a master's degree along with an undergraduate degree. The maximum period of study is 7 years (14 semesters) for undergraduate programs, and 9 years (18 semesters) for programs offering a master's degree along with an undergraduate degree. The additional period of study is 1 year (2 semesters), which is given to students who have not been able to graduate upon the expiry of the maximum period of study so that they might meet the requirements for graduation.

Periods of study spent at DBE, and semesters with granted leave of absence by administrative boards are not included in the calculation of maximum and additional periods of study. All semesters during which students have been registered since they first enrolled in an undergraduate program or which have been spent unregistered due to failure to re-register, and the semesters which have been spent in institutions of higher education in the country or abroad as part of student exchange programs are included in the normal, maximum and additional periods of study.

### Status Adjustment to Undergraduate Programs and Counting Courses

Administrative boards will adjust status or count courses upon request of Department Chairs in cases of:

- Undergraduate or vertical transfer.
- Admission or placement of students who previously studied in another institution of higher education.
- When a METU student is concurrently taking courses from another institution of higher education.
- Expiry of the additional study period granted at the elapse of the maximum study period.

### Rules for Student Status Adjustment and Counting Courses:

- Status adjustment procedures are conducted in accordance with the current curriculum.
- Courses taken in previous programs but not included in the current curriculum are not counted.
- Courses with grades of CC and above, S (or equivalent) to be counted or repeated are determined.
- All courses with grades DC, DD, FD, FF, NA, W, U or their equivalent grades must be repeated.
- In order for the pre-requisite or co-requisite of a course might be met, the student must have taken CC or above, S or their equivalent grades from the pre-requisite or co-requisite course.
- Considering the number of courses which are counted, the number of semesters the student has spent is calculated and deducted from his/her maximum period of study. While doing so, the regular course load of the undergraduate program concerned is considered for each semester.
- The criteria for counting courses and the duration of course validity are determined by the Senate.

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# Academic Information

## Regulations

### **Compulsory, Elective and Prerequisite Courses**

The course curriculums are designed by the departments in which the students are registered. The courses are of two types: compulsory courses and electives. Students must take all the compulsory courses described in the curriculum of departments in which the students are registered.

Elective courses are determined by taking the students' preferences into consideration. A prerequisite course is one that must have been completed successfully before another can be taken.

### **Course Add/Drop**

Registered students may add/drop courses. Course add is enrolling in new courses within the time period stated in the academic calendar, in addition to the courses taken at the beginning of the current semester. The student's course load is considered during course add.

Similarly, students may drop courses within the announced time period, due to too heavy a course load or overlapping classes on the condition that they take the courses concerned in the first semester these courses are offered. Advisor approval must be obtained following course add/drops.

### **Course Withdrawal**

Students may withdraw from a course after the termination of the add/drop period and within the first ten weeks of the semester concerned, provided that they fulfill the necessary conditions and have the instructor's and advisor's approvals. The conditions for course withdrawal are specified in the regulations concerned.

### **Course Load**

The regular course load of a program is the number of credit courses equivalent to the course load of the semester with the highest number of credit courses in the curriculum of that program. The course load of students may be increased or decreased in accordance with the conditions stated in the regulations concerned.

### **Course Repeats**

Students must earn a passing grade in a course so that they are considered successful.

Grades AA, BA, BB, CB, CC and S are passing grades

Grades DC and DD are conditionally passing grades. The "Conditionally Passing" status of these grades is limited by the students' maximum period of study and the additional period of study which will be granted upon its termination. During the adjustment procedures conducted at the end of this period, these grades are evaluated as "Failing" and such courses must be repeated.

Grades FF, FD, NA, and U are failing grades.

The courses from which grades FF, FD, NA, U, and W are earned must be repeated. Instead of the elective courses which must be repeated, students may take other elective courses included in the curriculum.

The courses from which the letter grade D or above is earned may be repeated within the three consecutive semesters following the semester in which the courses are taken.

Regardless of the previous grade, the grade earned in the repeated course is valid.

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# Academic Information

## Regulations

### Course Replacement Procedures

Students may carry out course replacement procedures by using the registration program during registration. Students who have taken a course with a different course code than the course for which they earned the grade FF, FD, NA, W, U, or a passing grade, may make the replacement during interactive registrations. The procedures repeated courses with the same course code are conducted automatically. Faculty Administrative Boards are authorized to take decisions about replacements for retroactive reasons.

#### Rules for Course Replacement

- A course taken later can be replaced with a previously taken course.
- Replaced courses must be exact equivalents.
- Courses taken within the same semester cannot be replaced with one another.
- The course that will replace a course for which a passing grade was earned (DD or above) must be taken within the following three consecutive semesters.
- Students are required to replace the course for which they have earned the grade of “W”.
- It is not possible to replace a compulsory course with a course from a different category.

### Course Exemptions

Students who have previously studied in METU or another university and succeeded in certain courses may apply to be exempted from the same courses which are in the curriculum of the new undergraduate program they have been admitted to through LYS or an equivalent exam. Students are required to attach their transcripts to a petition addressed to the Department Chair and submit the petition to the University's Records and Archives Unit on the basement floor of the President's Office. The final decision of exemption is made by the Faculty Administrative Board. Courses which are exempted are counted as exemption without credit and are not included in the calculation of the cumulative GPA. Students attending courses at the Department of Basic English must apply for exemption at the beginning of their first year in their program.

### Examinations, Assessment and Grades

Students are required to take mid-term and final examinations each semester. At least one mid-term examination is administered each semester. Mid-term dates are announced by the Department Chairmanships within the first month of the semester. Changes in examination dates are made with the approval of the Department Chair. Final examinations are given on the dates and at the places determined by the University Senate. The students' semester grades are given by the course instructors by taking into account the students' mid-term and final exam grades, the studies they carried out within the semester, and their attendance. Students who fail to take the exams are given make-up exams providing that their excuses are considered valid. Students are given one of the following letter grades as the semester grade for each course they have taken. The score intervals, letter grades and coefficients are indicated in the table below.

Score Interval	Semester Cumulative Grade	Coefficient
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
65-69	DC	1.5
60-64	DD	1.0
50-59	FD	0.5
49 or below	FF	0.0
Failure due to not having attended	NA	0.0

#### Letter Grades not Included in the GPA

Incomplete	I	Exempt	EX
Satisfactory Completion	S	Not Included	NI
Unsatisfactory	U	Withdrawn	W
Satisfactory Progress	P		

# Academic Information

## Regulations

### **Calculation of Grade Point Average (GPA)**

Students' academic standing is determined at the end of each semester by calculating their final grades and GPAs.

The grade average for a course is obtained by multiplying the coefficient of the semester grade obtained by the total credits of that course. In order to calculate the GPA of any given semester, the total credit points obtained from all the courses in which the student is registered in that semester are divided by the total credit hours. The GPA obtained is expressed with two digits after the decimal point.

The Cumulative GPA is calculated by taking into account all the courses taken by the student, and which are recognized as valid by the Department in which he/she is registered, starting from the student's first year at University. Both the GPA and the CGPA are based on all the grades obtained from AA to FF. The most recent grade obtained for a repeated course is used in the calculation of the CGPA. All the grades obtained by the student are indicated in the student's transcript.

### **Successful Students**

Students whose CGPA and GPA are at least 2.00 are considered "Successful".

A student whose GPA is in the range of 3.00-3.49 with the minimum regular course load in a semester is considered an honor student, and one with a GPA of 3.50-4.00 is considered a high honor student.

### **Unsatisfactory Academic Record**

When the GPA and/or the CGPA of a student fall below 2.00, his/her academic record is "Unsatisfactory".

If a student's CGPA is below 2.00 in two consecutive semesters, his/her academic status is "Probation".

Students on "Probation" cannot take the courses which they have not taken before or those in which they earned the grade W. Such students must first repeat the courses in which they earned failing grades (FF, FD, NA, U), and if they so wish, they may repeat the courses in which they earned conditionally passing grades (DC and DD), providing such courses were taken within the previous three semesters.

Students on "Probation" may take an elective course which they have not taken before on condition that it is replaced with a previously taken elective course.

The rules regarding the minimum course load outlined in the "Academic Rules and Regulations for Undergraduate Studies" ([www.oidb.metu.edu.tr](http://www.oidb.metu.edu.tr)) do not apply to students on the status of "Probation".

Students on "Probation" must attain a GPA of at least 2.00 in the following semester so that they are considered "Successful".

### **Undergraduate Transfers**

Students who meet the necessary requirements stipulated by regulations may apply for transfer. Transfer application requirements and quotas are announced at the beginning of each semester.

For more information about undergraduate transfer, visit: <http://www.oidb.metu.edu.tr/english/apply.htm>

**Directorate of Student Affairs (Registrar's Office)**

Phone: +90 (312) 210 21 32 or +90 (312) 210 21 27- Fax: +90 (312) 210 79 60

e-mail: [oidb@metu.edu.tr](mailto:oidb@metu.edu.tr) / URL: [www.oidb.metu.edu.tr](http://www.oidb.metu.edu.tr)

# Tuition Fees

Tuition fee payments, students debts, tuition fee loans and study loans are carried out by the Registrar's Student Tuition Fees Office (located at the Dean's Office of the Faculty of Arts and Sciences, 2nd floor).

Tuition fee payments announcements and students receiving tuition fee loans are posted on student boards in dormitories area, student cafeteria, department of Basic English and the related web pages.

Bank accounts, tuition fee amounts announcements are posted at [oidb.metu.edu.tr/english/payment.html](http://oidb.metu.edu.tr/english/payment.html)

## Bank Account Numbers and IBAN Numbers for Student Payments

	Akbank	Garanti	Halk Bankası	İş Bankası	Vakıfbank	Yapı Kredi	Ziraat Bankası
Payable from	Bank Branches Internet	Bank Branches Internet ATMs	Bank Branches	Bank Branches Internet ATMs	Bank Branches Internet ATMs	Bank Branches	
Tuition Fee (in TL)*	On-Line Tuition Fee Account	On-Line Tuition Fee Account	On-Line Tuition Fee Account	On-Line Tuition Fee Account	On-Line Tuition Fee Account	On-Line Tuition Fee Account	
Tuition Fee (in US Dollars)*	On-Line Tuition Fee Account	On-Line Tuition Fee Account		On-Line Tuition Fee Account	On-Line Tuition Fee Account	On-Line Tuition Fee Account	
SUNY UOLP On-Line Tuition Fee Account	SUNY UOLP On-Line Tuition Fee Account	SUNY UOLP On-Line Tuition Fee Account		SUNY UOLP On-Line Tuition Fee Account	SUNY UOLP On-Line Tuition Fee Account	SUNY UOLP On-Line Tuition Fee Account	SUNY UOLP On-Line Tuition Fee Account
Other Services (In TL)**	TR 850004600 656888000024689	TR 8900062000 48300006201891	TR8400012001 372000060000004	TR 110006400000 142290431564	TR 530015001 58007289873356	TR 750006701000 000072415359	TR2800010015 37089654275005
Other Services (In US Dollars)**	TR 020004600 656001000039754	TR 2600062000 48300009004288		TR 100006400000 242293123036	TR 9200015001 58048000861797	TR 520006701000 000072417034	

**Önemli Not:** No remittance fee is charged for payments made to the On-Line Tuition Fee Account at the bank branches on or off Campus.

\*Students of the Department of Basic English, undergraduate students, graduate students (including the evening education non-thesis master's program students)

\*\*Application Fee (undergraduate, graduate, special students, transfers, double major/minor, exchange program), Special Student Loan Fee, English Proficiency Exam Fee, Transcript Fee, Student ID Fee, Academic Year Sticker Fee, Diploma Fee, Robe Hire Fee, Certified Document Photocopy Fee

\*\*\*Application Fee (undergraduate, graduate, special students, transfers, double major/minor, exchange program), Special Student Loan Fee

Tuition fee payments cannot be made to the bank account numbers for Other Services.

### Directorate of Student Affairs (Registrar's Office)

Phone: +90 (312) 210 71 69 or +90 (312) 210 34 09 - Fax: +90 (312) 210 35 29  
e-mail: [oidb@metu.edu.tr](mailto:oidb@metu.edu.tr) / URL: [www.oidb.metu.edu.tr](http://www.oidb.metu.edu.tr)

# Dormitories

There are 18 dormitory buildings on the University campus. The dormitories have a capacity of 6661 (3271 female, 3390 male) students. The İsa Demiray Dormitory, one of the blocks of Refika Aksoy Dormitory and the 2nd, 4th, 6th, 8th and 9th dormitories are for male students, and the 1st, 3rd, 5th, 7th dormitories, the Faika Demiray Dormitory and one of the blocks of Refika Aksoy Dormitory are for female students. There is also Osman Yazıcı Girls' Guest House and METU Guest House, which are for female students, and Faik Hızırođlu Guest House, which is for male students. In addition to these, in the 2 dormitories operated by EBI, both female and male students can accommodate.

The rooms in the 2nd dormitory are for two students. And the rooms in the 1st, 3rd, 4th, 5th, 6th, 7th, 8th, 9th dormitories, Faik Hızırođlu Guest House, Faika Demiray, İsa Demiray and Refika Aksoy Dormitories are for four students. There are also rooms for 1, 2, 3 or 4 people at Osman Yazıcı Girls' Guest House, METU Guest House and EBI Guest House.

The services offered to the students are up to the TSE ISO-EN 9001-2008 quality assurance standard.

## **The Amenities in the Dorms**

Internet connection is available in all dormitory rooms. In some of the dormitories, computer laboratories are available 24 hours for our students residing there. There are study rooms in all the dormitory buildings. Students can find rooms where they can study drawing and design for technical courses. The conveniences at every dormitory also include TV Rooms, food shops and modern kitchens where students can cook their own meals. There is a sufficient number of automatic washing machines, driers, irons and ironing desks at the dorms. Hot water service is available 24 hours.

## **The Amenities on Campus**

Among the amenities on campus are the Shopping Center, where students can have meals and do shopping, several bank branches, an outdoor and an indoor swimming pool, sports centers, football fields, and basketball and tennis courts.

## **Transportation**

There are buses and minibuses operating to and from the city center and the dormitories from 07.00 to 24.00. Moreover, there also are ring bus services that operate between dormitories and departments.

## **Health Services**

The METU Health Center in the dormitory area on campus offers 24-hour service.

## **Applications to Dormitories**

The students whose families live outside Ankara can apply for accommodation in the METU dormitories, which operate under the Directorate of Health, Culture and Sports, and independently of the Higher Education Credit and Hostels Institution. Students who are newly admitted to the University and wish to apply for accommodation in the dorms should fill out and submit, during registrations, the METU Students' Personal Information Form available at the official website of the METU Directorate of Dormitories. Students, who have not applied during registrations, can apply to the Directorate of Dormitories at 2nd Dormitory building within two weeks after the commencement of lessons. The dormitories operating under the Higher Education Credit and Hostels Institution are located outside the University campus, and applications to these dorms must be made through YURTKUR.

**Directorate of Dormitories, 2nd Dormitory Building, Ground Floor**

Phone: +90 (312) 210 27 39 or +90 (312) 210 27 40 - Fax: +90 (312) 210 79 80 / E-mail: ym@metu.edu.tr

# Dormitories

## Assessment of the Applications

Each year, dormitory applications are assessed and scored according to criteria determined by the dormitories executive board in accordance with the available capacity and the number of applicants, and approved by the President's Office. The results of the assessments are announced both on the bulletin boards of the Directorate of Dormitories in the 2nd Dormitory building and on the Directorate's website.

Students are evaluated based on their university entrance score. When necessary, a student's financial and social situation and his/her place of residence is investigated via local administrative bodies.

## Registration to the Dormitories

Dormitory placements are done starting from students with highest scores. Placements within an academic year are done by taking into account the number of students who have left the dormitories and the scores assigned to students for dormitory placement. The results are announced in weekly lists. Dormitory applications made after the deadline for registrations are not taken into account until placements are completed. Students who could not be placed in a dorm in the semester he/she applied should reapply for the following academic year. Students eligible for placement in a dorm should apply to that dorm with all the required documents at 15.00 hrs. the latest on the announced day for application, to complete the registration procedure. Students who do not have all of the necessary documents ready cannot complete their registration.

## Freezing Dormitory Registration

Students who have recently enrolled in the University but have frozen their registration before being placed in the dormitories must apply to the Directorate of Dormitories with a petition so that their right to registration can be reserved.

## The Right to Stay in the Dormitory

The period an undergraduate student may stay in the dormitory is calculated by adding one year to the regular period of study, providing that the student has not completed the age of 30.

Entry to the Dorm	Period of Stay (in years)
-------------------	---------------------------

Department of Basic English	5+1=6
1st year	4+1=5
2nd year	3+1=4
3rd year	2+1=3
4th year	1+1=2

**Note:** Students who reach the maximum allowed period of stay are not allowed to stay in dormitories.

## The Status of Students Who Miss the Deadline for Registration

Students who have been placed in the final registration list and earned the right to stay at a METU dorm, but does not register within the announced period will lose this right. If these students reapply for registration, their points will be calculated anew by deducting points for late application and they will be placed accordingly.

## The Status of the Students with Insufficient Scores for Registration

Students who applied for dormitory registrations within the academic year but whose scores were insufficient or those who failed to register within the specified time period must reapply.

Directorate of Dormitories, 2nd Dormitory Building, Ground Floor

Phone: +90 (312) 210 27 39 or +90 (312) 210 27 40 - Fax: +90 (312) 210 79 80 / E-mail: ym@metu.edu.tr

# Dormitories

## Regulations in the Dormitories

METU dormitories are managed, run and supervised according to the provisions stated in the Dormitory Regulations. Students are required to read these regulations posted on the bulletin boards of every dorm and on the official website of the directorate of dormitories. Moreover, written information including the regulations regarding the dorms is handed to the students during dormitory registrations.

## Dormitory Fees

The monthly dormitory fees per person for the 2012–2013 academic year have been specified as 120-152 TL for the numbered dormitories, and 179 TL for the İsa Demiray, Faika Demiray and Refika Aksoy Dormitories. The monthly guest house fees range between 252 and 886 TL. In the numbered dormitories and in the İsa Demiray, Faika Demiray and Refika Aksoy Dormitories, a deposit which equals the amount of the monthly dormitory fee is also charged. In the guest houses, the deposit amounts to 200 TL.

## Going on Leave

Every student staying in the dormitory has the right to go on a leave for 20 days within a semester, excluding weekends and holidays. Students wishing to take leave must fill out the “leave file” at the dormitory’s Information Desk. Students under the age of 18 must provide written consent from their parents prior to go on leave. The consent template may be obtained from the directorate of each dormitory.

The latest daily check-in time for residents to the dormitories is 24.00 hrs.

## Staying at the Dormitories During Holidays

Students whose study programs continue during the holidays (due to summer school, internship, etc.) can stay in the dormitories by presenting their reasons for stay with an authorized letter.

## Dormitory Address

When the students use the dormitory address, they should indicate the number of the dormitory, the number of the room and the number of their bed.

Dormitory 1	(312) 210 62 50 - (312) 210 62 51 - (312) 210 62 52
Dormitory 2	(312) 210 62 53 - (312) 210 62 54 - (312) 210 62 55
Dormitory 3	(312) 210 62 56 - (312) 210 62 57 - (312) 210 62 58
Dormitory 4	(312) 210 62 59 - (312) 210 62 60 - (312) 210 62 61
Dormitory 5	(312) 210 62 62 - (312) 210 62 63 - (312) 210 62 64
Dormitory 6	(312) 210 62 65 - (312) 210 62 66 - (312) 210 62 67
Dormitory 7	(312) 210 62 68 - (312) 210 62 69 - (312) 210 62 70
Dormitory 8	(312) 210 62 71 - (312) 210 62 72 - (312) 210 62 73
Dormitory 9	(312) 210 62 74 - (312) 210 62 75 - (312) 210 62 76
Osman Yazıcı Girls’ Guest House	(312) 210 62 77 - (312) 210 62 78 - (312) 210 62 79
METU Guest House	(312) 210 62 80 - (312) 210 62 81 - (312) 210 62 82
Faik Hızıroglu Boys’ Guest House	(312) 210 62 83 - (312) 210 62 84 - (312) 210 62 85
ODTÜKENT Guest House	(312) 210 65 02 - (312) 210 65 03
EBI Guest House	(312) 210 14 00 - (312) 210 38 86
ODTÜ Prof. Dr. Mustafa Parlar Dormitory	(312) 210 15 91
İsa Demiray Dormitory	(312) 210 62 86 - (312) 210 62 87 - (312) 210 62 88
Faika Demiray Dormitory	(312) 210 62 89 - (312) 210 62 90 - (312) 210 62 91
Refika Aksoy Dormitory	(312) 210 62 92 - (312) 210 62 93 - (312) 210 62 94

Directorate of Dormitories, 2nd Dormitory Building, Ground Floor

Phone: +90 (312) 210 27 39 or +90 (312) 210 27 40 - Fax: +90 (312) 210 79 80 / E-mail: ym@metu.edu.tr

# Computing Services

## **The Directorate of Computing (Computer Center)**

METU Directorate of Computing [Computer Center (CC)] engages in technological research necessary to offer Central Informatics Services required by users in academic research, in study programs and in the operation of the administrative units, converts these technologies into investments and services, and brings the informatics facilities at METU up to the level of world's leading institutions. (For detailed information: <http://www.bidb.odtu.edu.tr>) The information technology (IT) resources at METU should be used in accordance with the rules stated in the METU Information Technology Resources Use Policy document (<http://www.metu.edu.tr/it-use-policy>) and on the webpage of the CC (<http://www.cc.metu.edu.tr>).

## **Campus Technical Infrastructure**

On campus, with the CC System Room being at the core, a minimum of 8-channel singlemode fiber optical cables reach the Departments and other units. Via this infrastructure, the Ethernet backbone connection to the Departments and units is provided at 1 Gbps bandwidth capacity. Users whose computers have suitable network access cards can access the Internet at gigabyte Ethernet speed all around Campus. METU off-campus Internet connection is provided by ULAKNET (Turkish Academic Network and Information Center), which has a bandwidth capacity of 1 Gbps. (The capacity for global network access via ULAKNET is 800 Mbps). There is also a high capacity spare connection for use as backup and in states of emergency. METU-CC has a server park comprising RISC and x86 servers. Interactive use, web and e-mail systems, the University Domain Name Service (DNS), the File Transfer Protocol Service (FTP), scientific software and the University's central IT applications all operate on these servers.

CC operates over central IT systems, providing each new student at the University with a user code and a password consisting of their "name.surname" with which students can send and receive e-mail messages, subscribe to electronic communication lists, use software which operates via the central IT systems, access library resources from outside campus, use the FTP service, access all sorts of programs offered by METU Student Affairs Information System, and use the paid print-out service in the PC Rooms run by CC.

## **METU Smartcards**

METU staff and students ID cards are equipped with Smartcard technology. The microchip placed in a Smartcard has a 1 KB memory and a microprocessor with an operating system written over a ROM. Smartcards are used as electronic wallets (e-wallet) and for electronic identification on Campus.

The virtual transactions that can be made via the e-wallet application on the Smartcards are:

- Payments for table d'hote and á la carte meals at the Cafeteria,
- Payments for entries to and courses at the Sports Center,
- Payments for entries to the fitness hall and the synthetic field at the Barracks Gymnasium,
- Payments for entries to the outdoor and indoor swimming pools and the affiliated sauna,
- Payment for the METU-CC print-out quota,
- Fine payment for overdue books at the Library.

In order to benefit from these services, you need to do the following at the cash loading machines (Cüzdanmatik) found at several locations on campus:

- Link your Smartcard with your İşbank card or credit card,
- Transfer money from your account to your card.

## **Cash Loading Machines (Cüzdanmatik) on Campus**

More detailed information about the locations of cash loading machines on Campus and how to use them can be found at [www.smartcard.metu.edu.tr/akilli-noktalar](http://www.smartcard.metu.edu.tr/akilli-noktalar)

As part of the E-wallet application, a pilot cash loading application to the Smartcard has been put in use at the Cafeteria. Thus, you can transfer money to your smartcard using the cash loading machines located in the Cafeteria. This service can be utilized only by METU students.

### **Directorate of Computing (Computer Center)**

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Hot-line Phone: +90 (312) 210 33 55 / E-mail: [metucc@metu.edu.tr](mailto:metucc@metu.edu.tr)

# Computing Services

Electronic identification applications are used for entry to certain buildings, PC rooms and some dormitories. At those points, holding up your Smartcard just a few centimeters to the card readers bearing the METU emblem should suffice. If there is no authorization clash or no physical problems with the card, the reader will 'beep' and the gate/door will open up.

As a METU student, you can log in to the Smartcard system through System Login button at <http://www.smartcard.metu.edu.tr> by using your METU user code and password. The system will allow you to query your electronic wallet for spendings and transactions and to report your lost or stolen card which will then be temporarily cancelled.

## Informatics Services

METU users can use Electronic Lists, Personal Web Pages, Announcements-Events-Job Opportunities Systems and Blogs provided over METU-CC central servers. For more information: [www.cc.metu.edu.tr](http://www.cc.metu.edu.tr) .

Electronic lists are e-mail based communication systems which can be utilized by subscribing to a list. The software called Mailman is utilized for enabling the electronic listing service at METU. The web interface of the Electronic Listing Service can be accessed at <http://mailman.metu.edu.tr/mailman/listinfo>. Users can interactively subscribe to lists, access list archives and change their subscription settings at this address. Currently, there are 475 electronic lists in use.

Personal Web Pages are those pages that all users who have user accounts defined on METU's central servers can access via [www.metu.edu.tr/~user-code](http://www.metu.edu.tr/~user-code). While preparing Personal Web Pages, users should abide by the regulations stated in the METU Information Technology Resources Use Policy.

Users who are on or off campus can access information sources within the country or abroad via the [www.metu.edu.tr](http://www.metu.edu.tr). They may also access the METU social networking pages at the addresses below:

METU Facebook Page:	<a href="http://www.facebook.com/MiddleEastTechnicalUniversity">http://www.facebook.com/MiddleEastTechnicalUniversity</a>
METU Twitter Page:	<a href="http://twitter.com/METU_ODTU">http://twitter.com/METU_ODTU</a>
METU YouTube Page:	<a href="http://www.youtube.com/middleeastechuniv">http://www.youtube.com/middleeastechuniv</a>

Announcements, news on events and job advertisements published at the addresses below:

Announcement System:	<a href="http://announce.metu.edu.tr">http://announce.metu.edu.tr</a>
Events System:	<a href="http://event.metu.edu.tr">http://event.metu.edu.tr</a>
Job Opportunities System:	<a href="http://ios.metu.edu.tr">http://ios.metu.edu.tr</a>

METU users can form their own blogs via the Blog Service which can be found at <http://blog.metu.edu.tr>, accessible at URL [http://blog.metu.edu.tr/user\\_code](http://blog.metu.edu.tr/user_code) by logging in to the service with their METU user code and password defined on METU's central servers.

## User Support Services

All documentation prepared by METU-CC is available for review at <http://cc.metu.edu.tr/266-cc-library>.

Among these publications, the Computing Services Handbook for METU Students, which has been prepared as an introductory and instructional handbook about the services offered by METU-CC is available to new students on request during registration. This handbook is also available at the METU-CC Library and Consultation Services free of charge.

### Directorate of Computing (Computer Center)

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Hot-line Phone: +90 (312) 210 33 55 / E-mail: [metucc@metu.edu.tr](mailto:metucc@metu.edu.tr)

# Computing Services

**Print-out Service:** All students with user accounts can use this service by paying a fee from the credits on their student ID cards. For more information visit <http://cc.metu.edu.tr/338-laser-print-out-service>

**Consultation Services:** CC offers consultation and user support services to all users. For any IT related questions or problems, call 'Hotline' (210 33 55) during work hours (09.00-17.30) on week day, visit the Hotline Service located in CC bridge floor, room 114. or e-mail to [hotline@metu.edu.tr](mailto:hotline@metu.edu.tr). Visit <http://faq.cc.metu.edu.tr> for FAQ.

## PC Rooms

Students can use all the computers centrally operated by CC throughout their period of study at METU. CC should be contacted in order to use the centrally operated computers, and the computer coordinators of the concerned department should be contacted to use the computers in departments. 18 PC Rooms with approximately 550 PCs are available for students' use on campus in the locations listed below:

- Mechanical Engineering
- Civil Engineering
- Industrial Engineering
- Physics
- Refika Aksoy
- Social Sciences
- Department of Basic English
- Dormitory 1
- Dormitory 2
- Dormitory 8
- Dormitory 9
- İsa Demiray
- Faika Demiray

In these PC rooms Linux and Windows operating systems are installed and all PCs have Internet access. Updated information about the locations, equipment, rules and working hours and days of the PC Rooms can be found at the URL <http://cc.metu.edu.tr/c77-pc-rooms>

## Smart Class

The Smart Class is a system designed to bring the instructor and students at different physical locations together in an interactive environment, using video conferencing and live broadcasting techniques. By means of the current video conferencing system, joint lectures, seminars and jury meetings can be held with other classes equipped with similar technologies elsewhere in the world. Lectures, seminars, presentations and meetings can be broadcast live on campus over the Internet. (<http://cc.metu.edu.tr/c75-smart-class>)

## Human-Computer Interaction (HCI) Research and Application Laboratory

Human-Computer Interaction (HCI) Research and Application Laboratory is a medium which has been established to design, utilize and evaluate interactive technologies like web sites and other computer software and which consists of an experimentation and a control room. During an experiment, it is possible to get feedback by recording the user's image, his/her eye movements and the monitor screen shots, so as to test and evaluate the applicability of any given software.

Detailed information is available at: <http://ibe.bidb.odtu.edu.tr/node/59>. The laboratory opened on 12 June 2012, as the first and only laboratory in Turkey accredited by the Turkish Standards Institute in compliance with its standard of "ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories", where product certification will be done within the scope of "TS EN ISO/IEC 9241-151 Ergonomics of Human-System Interaction, Part 151: Guidance on World Wide Web User Interfaces".

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# Computing Services

## **METU-TV**

METU-TV (<http://odtutv.metu.edu.tr>), is a web environment for watching videos on-demand, and live broadcasts, enabling academics to share information about their research and awards, as well as their opinions on the current agenda in Turkey and throughout the world with the public. It forms a suitable interface for the live broadcast over the web of seminars, forums, ceremonies and lectures held on campus.

## **Licensed Software**

CC buys licensed software for students and staff use, made available to users over the central computing systems. For more information on licensed software and their usage visit <http://yazilim.bidb.odtu.edu.tr>

## **The FTP Service**

FTP service is offered to METU students and staff and users all over the world at the URL <ftp.metu.edu.tr> With this service, it is possible to download freeware, update and install open-source operating systems. METU FTP website is the official mirror site of the Linux Kernel website and various Linux distributions.

## **Wireless Network Service**

On campus, a wireless network service is provided in the library, the Culture and Convention Center, in the study rooms and common use areas of the dormitories and departments and in the classrooms. For more information about Wi-Fi visit <http://cc.metu.edu.tr/c110-wireless-network-service>. Wi-Fi network employs an authentication system based on the MAC addresses of the laptops of users. Therefore, in order to connect to the wireless network, users have to register their MAC addresses in the authentication system.

In METU, wireless network broadcasts are made with two different SSIDs (Service Set Identifier). The more common “ng2k” broadcast has no encryption for security and the authentication system is based on the user’s MAC address. Users have to register at <http://netregister.metu.edu.tr> in order to use the system. The second broadcast “eduroam” is available only at certain locations on campus. “eduroam” runs on a RADIUS-based infrastructure which uses IEEE 802.1x security technology to allow the users in “eduroam” member institutions to freely connect to the network from other educational institutions. The users in a “eduroam” member institution can connect to the network from another “eduroam” member institution by using the same user code –password couples they use in their own institutions. For detailed information: <http://eduroam.metu.edu.tr>.

## **Accessing Library Resources from outside the Campus**

IP-based access control is used by many of the electronic resources to which the METU Library is subscribed. These resources can be accessed outside METU via the Off-Campus Web Caching Service. The users utilizing this service should make web caching configuration on their web browser and connect to the resource in question by using the one time password that they get by logging in the page <http://netregister.metu.edu.tr>. Detailed information can be found at the “Accessing Library Resources from outside the Campus” link on the web page [www.metu.edu.tr/computing-services](http://www.metu.edu.tr/computing-services).

## **Web Caching Service**

Web caching is the keeping of temporary copies of web objects requested by the user (such as the data that are accessible via protocols like HTTP, FTP and Gopher) on one of the servers on the local network and the returning of these previously cached objects by those servers to the same or another user upon subsequent request. Thus, the average time for returning the requests of users using the same web caching server is reduced and more bandwidth is gained. Detailed information can be found at the “Web Caching Service inside the Campus” link on the web page [www.metu.edu.tr/computing-services](http://www.metu.edu.tr/computing-services).

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# Computing Services

## Computing Services Developed by METU

**1. The Student Affairs Information System (SAIS):** incorporates below applications and makes them available online.

**a) New Enrollment Procedures:** New enrollments are assigned “student numbers”. Their personal information are entered to the system, and their academic terms are created through relevant applications.

**b) Course Descriptions:** After the basic information (credits, type, description, etc.) about the offered courses are itemized in the university catalog, these are rendered accessible each academic term. The sections, capacities, lecturers, course schedules and criteria are specified. Compulsory courses, elective courses, prerequisite courses, equivalent courses are specified so as to enable the fulfillment of the provisions for enrolling in a course.

**c) Assignment of Lecturers/Advisors:** Information regarding faculty (ID, user code, department, first/last name) are entered to system. Faculty get listed by departments and students in relevant departments are assigned advisors from this list.

**d) Scholarship and Tuition Fee Procedures:**

- **Applications for Scholarships and Evaluation:** In this system, students apply for scholarships and accommodation over the web. Application scores are generated automatically, interviews are held and jury evaluations take place.

- **Tuition Fee Procedures:** students fees are determined by departments and the information is conveyed to banks.

- **Online Payment System:** operates independently from the database and other applications in the background. Immediately after a fee payment by a student to any of the contracted banks, payment verification is automatically recorded in the university’s central database, and the student payment information is monitored and controlled.

**e) Registration:**

- **Registration of New Enrollments:** Students newly admitted to METU are registered and provided with student ID cards.

- **Semester Registration:** Prior to course registrations, the compulsory courses (undergraduate, graduate) and the compulsory courses that a student has taken, but failed, are automatically added to the student’s course list.

- **Online Registration:** Each semester, students complete their registration via the online registration program on the Internet. All provisions such as student’s academic status, tuition payment, course availability and criteria, must be met in order to complete registration.

**f) Advisor’s Approval:** The student’s registration is completed upon the advisor’s approval through a web-based program.

**g) Grading Procedures:** Instructors offering a course submit the students’ grades over the Internet. GPA and CGPA are automatically calculated. Student’s end-of-the-semester academic status is determined according to their CGPA and GPA.

**h) Student Mobile Information:** Students who wish to obtain information from SAIS through SMS may register to the system through a web-based program and send queries and receive responses via mobile phone SMS messages.

**i) Graduation:** Courses taken by students are checked before graduation. Those who took the required number and type of courses qualify into the “graduate candidates” status. They are given diploma numbers and thus, their graduation is enabled. When leaving, all these students have to do is to visit the unit with which they have a debt, and in a short time, settle the debt electronically.

**2. Ms/PhD Application and Evaluation System:** enables (post-)graduate applications, evaluation and acceptances over the web.

**3. Course Evaluation System:** Student evaluation of the courses offered by faculty are done over the Internet. Authorized persons keep track of these evaluations over the Internet on a university, faculty and department basis.

**4. Scientific HR Development Program (ÖYP) Applications:** enables applications, evaluation, acceptances, university choices and their approvals. User groups are President’s office, graduate schools, departments, universities and candidates.

**5. Undergraduate Applications for International Students:** enables international undergraduate applications, evaluation, and acceptance and transfers authorization to Registrar’s Office. User groups are President’s office, departments, and candidates.

**6. Outgoing Erasmus Student System (OES):** enables undergraduate study abroad applications and their evaluation.

**7. E-Catalogue:** The Academic Catalog of the University is accessible at the URL <http://catalog.metu.edu.tr> .

**8. Book Orders:** Enables book orders from faculty over the web, and their follow-up reporting and query procedures.

**9. English Proficiency Exam EPE System:** includes all EPE related procedures, enables results to be published over the web.

**10. Procedures Related to the Department of Basic English (DBE):** Students who take the DBE Placement Exam are entered to the program and exam results are calculated. DBE students are automatically placed in the courses they have to take.

**11. Inter-University Exchange Program:** enables exchanges applications and evaluation with Northern Cyprus Campus .

### Directorate of Computing (Computer Center)

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Hot-line Phone: +90 (312) 210 33 55 / E-mail: [metucc@metu.edu.tr](mailto:metucc@metu.edu.tr)

# The Library and Bookstore

The Library, which is the most significant support unit for research and education, addresses the information and documentation needs of its users in a central building on the METU Campus.

<b>Library Hours</b>	<b>Academic Semester</b>	Monday-Friday:	08.45-23.30
		Saturday-Sunday:	09.00-21.00
	<b>Summer School</b>	Monday-Friday:	08.45-23.30
		Saturday-Sunday:	09.00-21.00
	<b>Vacations</b>	Monday-Friday:	08.45-17.15
		Saturday-Sunday:	09.00-21.00

The METU Library has 8 study halls, 1 conference and 1 exhibition hall. The library covers an area of 12,058 square meters and enables the simultaneous seating of 1.164 users. The METU Library is long-established and houses a rich collection of books and periodicals. Electronic publications, in particular, take up a significant part in the collection. There are 607,391 volumes of print resources, 430,247 of which are books and 177,144 hardbound periodicals. In addition to these, there are 1,263 print periodicals with ongoing subscription, 54,681 electronic journals and 91,596 electronic books accessible via 152 databases.

Cataloging and lending procedures are done electronically via the Library Automation System. Search for publications in the Online Library Catalog may be done at the terminals in the library, or, at any location with an Internet connection.

The online database is accessible through the 33 computers on the ground and first floors of the Library. Additionally, users who have an e-mail address with the extension "metu.edu.tr" may access the online resources from outside campus via the "Off-Campus Proxy Service". Print and electronic resources in the library collection may be accessed through the platform "METUnique Search".

## Rules and Regulations Pertaining to the Use of the Library

A demonstration program about the library is conducted for new enrollments at the beginning of each academic year.

The library offers its services to the academic and administrative staff, the students and other researchers. Users must show an identification card proving that they are affiliated to METU in order to borrow books.

Students may borrow 15 books for 15 days at the Long Loan Unit (Desk) and 2 books for 3 hours at the Short Loan Unit (Reserve)

Reference resources, periodicals, rare books, theses (graduate and doctoral) and audio visual materials may not be borrowed.

Books overdue are fined the daily amount determined by the Library Commission according to the type of the book. Users are to compensate for the resources they have lost or damaged. Students owing library fines cannot register.

The resources in the library are safeguarded by an electronic door safety system. As the resources are displayed in an open-shelf system, it is of utmost importance that the rules and regulations of use be obeyed.

### METU Library

T: +90 (312) 210 27 80 - F: +90 (312) 210 27 78 - e-mail: lib-hot-line@metu.edu.tr / URL: <http://ww2.lib.metu.edu.tr>

Library Catalog: <http://library.metu.edu.tr>

Blog: <http://blog.lib.metu.edu.tr> / Facebook: [www.facebook.com/metulib](http://www.facebook.com/metulib) / Twitter: [www.twitter.com/METULibrary](http://www.twitter.com/METULibrary)

# The Library and Bookstore

## **METU Bookstore**

METU Bookstore serves in its one floor building in the shopping zone on Campus.

In the Bookstore, where academic staff and students can walk around and choose books in a free and comfortable atmosphere, a computerized system is used for sales and the stocking of books. There is an electronic control system for safety. Purchases may be made in cash or with credit card.

The Bookstore imports the textbooks in METU's curriculum from main companies abroad with special conditions to the benefit of students and sells these at prices close to the expenses. Students purchase the books whose titles and authors are provided by their departments from the bookstore.

Besides textbooks, the Bookstore sells METU's publications and magazines and the publications of various institutions (the Scientific and Technological Research Council of Turkey, Pelikan Medical and Technical Publications, etc.). The publications of the School of Foreign Languages are also available at the Bookstore.

Bookstore Working Hours  
Monday – Friday: 08.45 – 17.00  
(Official Holidays Excluded)

## **METU Bookstore**

Phone: +90 (312) 210 28 22 - Fax: +90 (312) 210 28 22  
e-mail: [kitapm@metu.edu.tr](mailto:kitapm@metu.edu.tr) / URL: <http://www.bookstore.metu.edu.tr>

# Health Services

The health complex on campus comprises the Health and Guidance Center (HGC) and its affiliated laboratory, the Urgent Care Unit and the Psychological Counseling and Guidance Unit (PCGU).

9 general practitioners, 14 specialist physicians (1 orthopedist, 2 dermatologists, 1 urologist, 1 biochemist, 1 microbiologist, 2 pediatricians, 2 gynecologists, 1 psychiatrist, 1 ophthalmologist, 1 dental surgeon) and 3 dentists work in the HGC. In addition to this staff, 13 nurses, 5 lab technicians, 2 x-ray technicians, 3 physiotherapists, 6 clinical psychologists and 4 psychological counseling and guidance specialists serve at the center. The services provided are at the ISO 9001:2000 standards.

## **Procedure for Appointments:**

The HGC is the first resort for students with health or psychological problems. Appointments are made at the patient admissions desk with a METU ID card, after which the student's initial clinical examination is done. Further examinations and treatments are carried out as per the regulations and capacity.

## **In cases where more advanced medical examination or treatment is required:**

The health services for international students are provided within capacities. These students must register to the SSI system. After their enrollment at METU, international students should start the SSI registration procedure by applying to the accounts unit of the HGC with the citizenship number they have obtained from the Directorate of Turkish National Police. Having an account at the METU HGC, they will be included in the SSI system on condition that they deposit their health premium in a branch of Ziraat Bank, Halkbank or Vakıfbank. After that, their healthcare expenses will be covered by the SSI.

## **Access to Hospitals:**

Students 25 years of age and under who have social security may directly access hospitals or health institutions with their citizenship ID cards, be examined and receive treatment by the medical staff in these institutions and they may obtain medical reports. International students and special students may access hospitals or health institutions operating under the SSI with their ID cards and citizenship numbers, may be examined and receive treatment by the medical staff in these institutions and obtain medical reports. Exchange students may receive healthcare at the HGC. They must cover their own medicine and hospital expenses.

## **The Procedure to be Followed at the Health and Guidance Center**

Applications to the HGC are made at the Patient Admission Desk on the ground floor of the building and all that is required is a METU ID card. The staff at the desk will forward the patient to a doctor relevant to the problem and issue a slip on which the doctor's name and the patient's place in the queue list are indicated.

## **Medical Reports:**

There may be cases where a student misses classes, exams or the last date for an application due to an illness. In such cases the student must submit a medical report obtained from a health institution within the borders of the Municipality of Ankara in order to be able to take make-up exams or complete a missed procedure. All reports must be approved by the HGC. Reports obtained from private medical practitioners are not valid. For medical reports obtained outside working hours, on weekends or vacations and in cases of emergency, students should make sure to obtain approval from the HGC within 3 days. Otherwise, reports will be deemed invalid. Reports from outside Ankara are not approved unless they are obtained during official holidays or semester and summer breaks.

### **Health and Guidance Center (HGC)**

Phone: +90 (312) 210 49 68

**Emergency Hotline:** +90 (312) 210 49 60 - Ambulance Call Center: +90 (312) 210 41 42

URL: <http://www.mc.metu.edu.tr>

# Psychological Counselling and Guidance

The unit within the Health Center which offers psychological counseling and guidance services and psychiatric/psychological therapy is the Psychological Counseling and Guidance Center (PCGC). The PCGC assists students in enjoying high levels of mental health and emotional and social well-being. In addition to this, proactive measures are taken against problems that might arise during students' education.

Every meeting is kept confidential in accordance with ethical codes. Personal information of students who apply to the unit is not shared with anyone, including their families. The diversity of individuals is recognized and respected. Individuals are valued as human beings regardless of their characteristics.

**The Programs:** PCGC workshop and talk programs are announced biannually and conducted at the CCC.

**Talks:** Information is provided on the following topics and a sharing environment is maintained.

- Communication
- Concentration and motivation
- Relations with flatmates and roommates
- Perfectionism
- Time management and procrastination
- Ways of overcoming depression

**Workshops:** Carried with groups of 20, duration of 2 hours.

- Assertiveness,
- Managing stress
- The job/profession I want
- Anxiety and/or exam and presentation anxiety
- Self-awareness

**Personal Meetings:** Personal meetings, provide the opportunity to discuss issues regarding one's personal development and problems with professionals in the field in a reliable environment. A joint program is conducted with the counselee in order to specify the problems and reach the jointly determined targets. If deemed necessary, the counselee is referred to another specialist or institution as soon as possible.

**Psychological Counseling in Groups:** Following a preliminary meeting, everyone can join a group. In groups of 8-15, members find the chance to get an insight into their inner worlds, life styles and relationships. With such practices, they may trigger changes in both their inner worlds and their relationships.

**Psychiatric Treatment:** Diagnosis, treatment and follow-up of psychiatric problems (psychosis, affective disorders, neurotic disorders, psychosomatic or personality disorders, etc.) are conducted by psychiatrists.

**Psychological Testing:** If deemed necessary during guidance, psychological testing is administered with the purpose of enabling the counselor to get to know the counselee better.

**You, too, may visit the PCGC:** In some psychological states, students may face serious academic problems because they are not able to mobilize the resources that might help them. There may be periods in our lives when we all need personal, social or academic support, guidance and an objective point of view. You may believe that someone who hasn't gone through and felt what you have will not be able to understand you. Specialists at the PCGC, trained in building empathy in a professional sense, are always ready to understand and help you. The specialist whose guidance will be most effective within the Unit or Health Center will be determined and your visit to that specialist will be ensured. This may be a psychological counselor, a clinical psychologist or a psychiatrist. Your participation in a program appropriate for you will be made possible after an initial meeting, which may be an individual meeting, a group counseling session or psychiatric guidance.

**Getting an appointment at the PCGC:** You may visit, or call the Health Center between 09.00-16.00 every weekday. Services provided by the units are free of charge. Information about the Center and its practices within the term can be found at: [www.mc.metu.edu.tr/~pdrm](http://www.mc.metu.edu.tr/~pdrm). Contact for suggestions and expectations related to the issue is: [pdrm@mc.metu.edu.tr](mailto:pdrm@mc.metu.edu.tr).

## Psychological Counseling and Guidance Center (PCGC)

1st Unit - Mathematics Department, Ground Floor - Phone: +90 (312) 210 49 47 or +90 (312) 210 49 48

2nd Unit - Department of Basic English - Phone: +90 (312) 210 49 98

URL: <http://www.mc.metu.edu.tr/~pdrm>

# Learning and Student Development Office

The Learning and Student Development Office (LSD) supports the academic, social, personal and vocational development of our students. The office also seeks to develop services that aim at meeting the instructional needs of faculty members and to improve the METU learning environment by contributing to it within a participatory framework open to innovations and based on professional and ethical principles.

## **LSD provides support and conducts research:**

- that secure the psychological well-being of students and that enhance their healthy development,
- to identifying student characteristics, monitoring their development and assessing their needs,
- to improve learning environment at METU and develops, provides and evaluates faculty support services.

## **Student Development Services**

**Psychological Counselling Services:** These comprise the provision of short-term individual and group counselling services to students and when deemed necessary, referral to relevant units for further guidance.

**Developmental and Proactive Services:** Activities geared towards students' developmental needs and proactive activities aiming at securing their psychological well-being. LSD organizes large-scale meetings on topics like university orientation, body perception and self-regulation, as well as sharing sessions with smaller groups where active participation takes place. In addition to these, LSD organizes activities within the framework of the "University Orientation Program" to facilitate the orientation process of new enrolments by taking into account their orientation needs in academic, social, psychological and personal issues.

## **Academic Development Services**

LSD organizes seminars and sharing sessions to improve students' academic skills on topics like efficient study methods, procrastination and presentation anxiety to help them identify their academic characteristics, improve the learning skills they will need in an academic environment and increase their achievement at university. Furthermore, it conducts the "Let's Learn Together Academic Support Program" which brings together students from the Foreign Language Education Department and the Department of Basic English.

## **Career Development Services**

These services consist of activities that help students increase their self-awareness, take decisions regarding academic and professional issues, and prepare for a professional life. LSD conducts the "Career Development Workshop" to help students shape their career plans.

**Research and Evaluation Services:** These services comprise periodical determination of student needs, evaluation of the services provided by the office, and follow-up research on the personal, social and academic development of students.

## **Learning and Teaching Services:**

**Support Services for the Improvement of Instruction:** These services include running professional orientation programs for newly recruited academic personnel, conducting seminars to improve and enrich teaching (e.g. Effective Teaching Seminars) and developing resources for effective instruction.

**Research and Evaluation Services:** The services include identifying the professional development areas in which new members of faculty need support, developing projects for the enhancement of the learning environment of the university and implementing and evaluating these as well as evaluating the services provided for faculty members.

**Learning and Student Development Office (LSD)**  
Engineering Sciences Bldg. 4th Floor No.413  
Phone: +90 (312) 210 71 75 / e-mail: ogeb@metu.edu.tr / URL: www.ogeb.metu.edu.tr

# Science-Culture-Arts

## CCC and Directorate of Cultural Affairs

### **Culture and Convention Center**

The Culture and Convention Center (CCC), which houses nine halls, two foyers and numerous support units, hosts many scientific, cultural and artistic activities throughout the calendar year. The CCC provides an unprecedented environment for all sorts of national and international conventions, conferences, seminars, meetings and a variety of other cultural activities with its rich technological equipment such as presentation, sound/audio and data show tools, image transfer tools between halls, video/audio recording tools and Internet access.

Each week, a different concert is performed for art lovers in the CCC's 850-seated Kemal Kurdaş Concert Hall, which features an array of technological innovations. Art lovers may enjoy the music of artists like İdil Biret, Fazıl Say, Timur Selçuk and Leman Sam, and get the opportunity to listen to Turkish and foreign amateur artists and groups as well. In addition to concerts, the hall is an indispensable venue for theatre, opera and ballet performances. The CCC is also a customary venue for national and international fairs and festivals. The Career Fair, the Plastic Arts Festival, photography and painting exhibitions are some such events.

### **Culture and Convention Center**

Phone: +90 (312) 210 41 51 - Fax: +90 (312) 210 41 54

Ticket Office: +90 (312) 210 41 62 / URL: [www.ccc.metu.edu.tr](http://www.ccc.metu.edu.tr)

### **The Directorate of Cultural Affairs**

The 79 student clubs and societies affiliated to the Office for Cultural Affairs, which has been operating under METU's Directorate of Health, Culture and Sports since 1984, organize a wide array of cultural, artistic and scientific events throughout the academic year. These events have made METU deserve its distinguishing feature of not only being a cradle of science but an institution which realizes cultural events and social activities that have internalized our own culture.

During the 2011-2012 academic year, over 1000 events including concerts, exhibitions, culture weeks, conferences, conventions, seminars, panels, theatre performances and excursion trips were organized by the METU Student Clubs and Societies, all of which were founded in accordance with student demands. In addition to these, the following events have been taking place for years: Summer School of the European Students Forum, Turkish Universities Students' Independent Economics Conference, Classical Turkish Music Concerts, Sociology Days, Psychology Days, Chemistry Week, Rock Festival, Theatre Festival, Folklore Days, International Spring Festival, Metal Days, Universities Folk Dances Festival, International Classical Guitar Festival, Management and Engineering Days, International Contemporary Dances Festival, Performances of Musicals, METUCON, Robotics Days, Advertising Days, Materials Days and Book Fair.

That these events have been organized is a striking indication of our students' extracurricular success, and thus, they have come to hold a record difficult to break. The success displayed by the students of our university both in the fields of science and education and in social, cultural and sports activities is significant in terms of revealing METU's status not only in Turkey but also worldwide. Thus, since its foundation, METU has created the chain of success that no institution or organization could attain.

### **Office of Cultural Affairs**

Phone: +90 (312) 210 21 50 or +90 (312) 210 21 51 - Fax: +90 (312) 210 79 50

e-mail: [wwwkim@metu.edu.tr](mailto:wwwkim@metu.edu.tr) or [kultur@metu.edu.tr](mailto:kultur@metu.edu.tr) / URL: [www.kim.metu.edu.tr](http://www.kim.metu.edu.tr)

# Science-Culture-Arts

## Student Clubs and Societies

### Student Clubs and Societies

79 student clubs and societies operating under the Directorate of Cultural Affairs carry out a wide array of cultural and artistic activities such as concerts, exhibitions and conferences throughout the year. Within the 2011-12 academic year, over 1000 activities were organized by these clubs and societies in addition to the traditional Spring Festival, the University Theatre Festival and Universities Folk Dances Festival.

In order to participate in such an event, which actualizes according to the decisions taken by the club or society executive board comprising students and under the supervision of an academic advisor, one must obtain a membership form from the Directorate of Cultural Affairs.

#### List of Student Clubs and Societies

- |  |  |   |
|--|--|---|
| 1. Aerospace Students Society (MASS)         | 28. Economics Society                                  | 54. METU without Barriers Student Club    |
| 2. Alternative Energy Technologies Club      | 29. Education Club                                     | 55. Modeling and Simulation Society       |
| 3. Amateur Photography Society               | 30. Environmental Society                              | 56. Music Societies                       |
| 4. Archeological Society                     | 31. Eurasia Club                                       | 57. Musical Society                       |
| 5. Astronomy Club                            | 32. European Students Forum                            | 58. Personal Development Society          |
| 6. Architecture Club                         | 33. European Society of Technology Students            | 59. Philosophy Society                    |
| 7. Asia Society                              | 34. Fashion Society                                    | 60. Physics Society                       |
| 8. Atatürk's Thoughts Club                   | 35. Finance Society                                    | 61. Political Sciences Club               |
| 9. Aviation Society                          | 36. Fine Arts Club                                     | 62. Productivity Club                     |
| 10. The Balkans Society                      | 37. Food Society                                       | 63. Psychology Club                       |
| 11. Biology and Genetics Society             | 38. Foreign Policy and International Relations Society | 64. Radio Society                         |
| 12. Biomedical Engineering Society           | 39. Geology Club                                       | 65. Research and Development Society      |
| 13. Birdwatching Club                        | 40. Go Club  | 66. Robot Society                         |
| 14. Book Club                                | 41. History Club                                       | 67. Science Fiction & Fantasy Society     |
| 15. Business Ethics Club                     | 42. Humor Club   | 68. Science Technologies Society          |
| 16. Chemistry Society                        | 43. IEEE Student Society                               | 69. Social Democracy Society              |
| 17. Cinema Club                              | 44. ILKYAR Society                                     | 70. Socialist Thought Club                |
| 18. Classical Guitar Society                 | 45. International Student Exchange Society             | 71. Sociology Club                        |
| 19. Classical Music Society                  | 46. International Trade and Logistics Society          | 72. Statistics Club                       |
| 20. Computer Club                            | 47. International Youth Club                           | 73. Theatre Club                          |
| 21. Communication Club                       | 48. Jazz Society                                       | 74. Turkish - Japanese Communication Club |
| 22. Construction Club                        | 49. Management Club                                    | 75. Turkish Classical Music Club          |
| 23. Contemporary Dance Group                 | 50. Material Sciences Club                             | 76. Turkish Folklore Club                 |
| 24. Creativity and Social Innovation Society | 51. Mathematics Society                                | 77. Turkish Language Society              |
| 25. "My Childish Mind" Society               | 52. Mechanics Society                                  | 78. Young Entrepreneurs Club              |
| 26. Debate Club                              | 53. Media Society                                      | 79. Young Authors Society                 |
| 27. Design Society                           |  |   |

#### Directorate of Cultural Affairs Library Building Basement

Phone: +90 (312) 210 21 50 or +90 (312) 210 21 51 - Fax: +90 (312) 210 79 50  
e-mail: [wwwkim@metu.edu.tr](mailto:wwwkim@metu.edu.tr) or [kultur@metu.edu.tr](mailto:kultur@metu.edu.tr) / URL: [www.kim.metu.edu.tr](http://www.kim.metu.edu.tr)

# Sports

METU aims at rendering the METU community socially active and healthy individuals with high self-esteem through well-planned sports activities which are consistent with universal standards. METU students and personnel gain the habit of doing sports by participating in various sports tournaments, special competitions, sports festivals and other sports activities organized by the Directorate of Sports Activities.

**Sports Clubs:** There exist 14 sports groups, each of which is supported by an academic advisor, and which function in varied areas.

1. Aikido Society
2. Bridge Club
3. Capoeira Society
4. Chess Society
5. Couple Dances Club
6. Life Saving and First Aid Society
7. Jugglers Club
8. METU Scouts
9. Motorsports and Traffic Club
10. Mountaineering and Winter Sports Club
11. Outdoor Sports Club
12. Sub-Aqua Society
13. Sub-Aqua Sports Club
14. Tennis Club

**Spor Teams:** It is possible for you to join one of the 34 sports teams that take part in sports competitions.

- |                           |  |
|---------------------------|--|
| 1. American Football Team | 18. Karate-Do Team                     |
| 2. Archery Team           | 19. Korfball Team                      |
| 3. Badminton Team         | 20. Mountain-Biking Team               |
| 4. Basketball Team        | 21. Mountaineering Team                |
| 5. Billiards Team         | 22. Orienteering Team                  |
| 6. Bowling Team           | 23. Rowing and Water Sports Team       |
| 7. Chess Team             | 24. Rugby Team                         |
| 8. Cricket Team           | 25. Skiing Team (Alpine-Cross Country) |
| 9. Fencing Team           | 26. Snowboard Team                     |
| 10. Football Team         | 27. Squash                             |
| 11. Free Diving Team      | 28. Subaqua Hockey Team                |
| 12. Frisbee Team          | 29. Swimming Team                      |
| 13. Futsal Team           | 30. Taekwon-do Team                    |
| 14. Gymnastics Team       | 31. Tennis Team                        |
| 15. Ice Hockey Team       | 32. Volleyball Team                    |
| 16. Handball Team         | 33. Water Polo Team                    |
| 17. Judo Team             | 34. Wrestling Team                     |

## Directorate of Sports Activities

Phone: +90 (312) 210 21 96 - Fax: +90 (312) 210 79 81 / URL: [www.spormd.metu.edu.tr](http://www.spormd.metu.edu.tr)

Main Gym Information: Phone: +90 (312) 210 21 98 / Barracks Gym Information: Phone: +90 (312) 210 21 94

Sports Center Information: Phone: +90 (312) 210 78 50 / Tennis Courts Information: Phone: +90 (312) 210 21 93

Indoor-Outdoor Pools: Phone: +90 (312) 210 27 36 / Artificial Football Field Information: Phone: +90 (312) 210 21 94

# Sports

**Sports Courses:** It is possible for you to join the periodic courses given by experienced trainers in any branch of sports you are interested in.

Aikido	Ice Skating
Archery	Karate-do
Bridge	Pilates
Boxing	Swimming
Capoeira	Taekwon-do
Chess	Tennis
Couple Dances	Volleyball
Fencing	Yoga
Health and Fitness (Aerobic, Step, Physiogym)	

**Sports Tournaments:** Sports tournaments are traditionally organized by the Directorate of Sports Activities throughout the year. It is possible for you to join these tournaments by following the program which is announced at the beginning of each term.

Dormitories football	Spring basketball
Foreign-students football	Street basketball
Spring football	Beach volleyball
Dormitories basketball	Table tennis
Department of Basic English basketball	Chess
Inter-departmental basketball	

In addition to the tournaments listed above, the traditional Republic Race is organized every year.

## Directorate of Sports Activities

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# Sports

## Sports Facilities at METU

There are many and varied in- and off-campus sports facilities and grounds that belong to the university. Indoor and outdoor facilities are open to all METU members.

**The Grand Gym (Gym no.1):** Open from 09.00 to 22.00, has a capacity of 750. Suitable for basketball, volleyball and ping pong, houses 1 gymnastics hall (the Mirrored Hall) and a climbing wall. Info: 210 21 98

**The Barracks Gym (Gym no.2):** The gym, where badminton, basketball, handball and volleyball can be played, has a fitness center (open until 21.00) and a hall for floor exercises. During the academic year, the gym operates until 22.00 in accordance with the schedule of activities. Information at: 210 21 94

**The Sports Center:** Open from 07.30 to 20.45 during the week, 08.30 to 20.45 on Saturdays and 08.30 to 15.30 on Sundays, houses a fitness center, squash courts, a multi-purpose hall suitable for basketball, tennis and volleyball, and a mirrored hall for aerobics, dance and steps. Information at: 210 78 50

**The Indoor Swimming Pool:** The facility, which is affiliated to the Directorate of Pools, is an Olympic sized swimming pool (50 m. long, 21 m. wide and 2.2 m. deep) with 8 lanes and a seating capacity of 500. The pool, whose use is arranged in sessions, houses swimming competitions within the university and between universities as well as national and international competitions. The pool operates on weekdays between 09.00-20.45, except for Mondays, when the pool is closed for sanitation. Information at: 210 27 36

**The Outdoor Swimming Pool:** Open during summer months, is 25 m. long, 11.5 m. wide and its depth ranges from 1.30 m. to 1.90 m. The pool operates every day excluding Mondays and is open as follows:

Week Days		Weekends	
09.00-12.00	all categories	09.00-12.00	all categories
12.30-13.30	personnel only	12.30-15.30	all categories
14.00-16.30	all categories	16.00-20.00	personnel, alumni and families
17.00-20.00	personnel, alumni and families		

**Lake Eymir Boathouse and the Rowing Course:** The boathouse is 450m<sup>2</sup>, houses a club for sports(women) and changing rooms. The facility has 40 racing/training boats and 2 speedboats in addition to a 1,700m. 4 lane rowing course, buoys attached to steel ropes and watch towers. The facilities are for students, staff and their families. Scheduled bus services to Eymir run throughout the academic year.

**The Stadium:** The stadium, with 13,000 capacity, has a grass football field and a six-lane racing track.

**Running Tracks:** The 6 km. Yalincak and the 2 km. Çamlık running tracks are open to the use of all METU members who enjoy walking or running. The Çamlık running track is suitable for use during rainy days.

**Outdoor Basketball and Volleyball Grounds:** These facilities, dispersed within campus, are open to use throughout the year. Volleyball grounds are near the Civil Engineering-Structural Mechanics Lab., the Chemistry Engineering Dept. and the Dept. of Basic English. There are also 2 beach-volleyball grounds. Basketball grounds are located next to the Grand Gym, the 5th Dorm and near the Dept. of Basic English.

**Tennis Courts:** There are 2 indoor, 2 clay and 13 asphalt official sized tennis courts located in 2 areas.

**Soccer Fields:** There are 7 soccer fields intensively used at noon time in particular. 2 of which official sized, 1 is 65 m. long and 50 m. wide, 1 is a miniature field and 3 are synthetic fields. The miniature football field is located behind the Faculty of Architecture. Reservations for soccer fields are made at the Grand Gym, and those for the synthetic fields at the Barracks Gym.

### Directorate of Sports Activities

Phone: +90 (312) 210 21 96 - Fax: +90 (312) 210 79 81 / URL: [www.spormd.metu.edu.tr](http://www.spormd.metu.edu.tr)

Main Gym Information: Phone: +90 (312) 210 21 98 / Barracks Gym Information: Phone: +90 (312) 210 21 94

Sports Center Information: Phone: +90 (312) 210 78 50 / Tennis Courts Information: Phone: +90 (312) 210 21 93

Indoor-Outdoor Pools: Phone: +90 (312) 210 27 36 / Artificial Football Field Information: Phone: +90 (312) 210 21 94

# Career Planning Center

## **The Career Planning Center**

The METU Career Planning Center (METU-CPC) was established in November 1996 during the restructuring of the Office for Employment of Graduates (OEG, 1980). CPC not only provides support in raising students' awareness about their sector and related firms starting from their first years in university, but it also organizes activities to prepare students for their professional careers and helps both experienced and novice graduates find jobs.

## **The CPC Website**

The CPC website was designed to bring students and employers together on the same platform. Students and alumni who become members of this website may apply for jobs advertised on the site by entering their resumés and covering letters.

29,328 METU member resumés are registered on the website and this number is on constant rise. With the addition of 123 new firms in 2011, the total number of firms in the system reached 2157. Member firms posted 353 job advertisements in 2011, as of August 2012, there are 695 advertisements posted on site.

Thanks to the Career Messenger, member students and alumni are easily informed about new job advertisements suiting their skills and areas of interest through weekly bulletins sent to their e-mail accounts, and may apply for jobs and track the responses over the system. In the announcements section of the site, job advertisements and internship announcements are published. In addition, all career related activities within a year and their announcements are rendered accessible on this page. Various job advertisements, internship or career related activities and seminars announcements are made public through posters and notices which are prepared by the CPC and posted on in-campus bulletin boards.

## **METU Career Fair**

The aim of the biannual METU Career Fair organized every November and March is to enable students to get informed about and to be in contact with firms and institutions starting from their first years in university, and thus, prepare themselves for their professional lives in accordance with the suggestions made by the managers of such organizations. 26 firms from the services sector participated in the fair held in November 2011, and 41 firms from the field of engineering participated in the one held in March 2012. Over 10,000 students visited these two fairs, which were open to students from every university in Ankara. During these fairs, students have the opportunity to have face-to face meetings with people from the human resources departments and with managers at both the stands and the presentations of participating firms.

## **Career Consultancy**

METU students and alumni may get face-to face support on finding and applying for jobs, preparing resumés, writing cover letters and preparing for interviews by making an appointment through CPC website. CPC enables personal development experts and career consultants to hold sessions on campus and encourages companies to this end so that students can prepare for post-graduation.

It organizes activities on subjects like personal development, preparing a resumé or interview techniques within this framework. Considering the needs of students who wish to pursue an academic career, support is provided to the promotion and presentation activities of national and international institutions of education which contact the CPC. Experts may organize seminars in collaboration with the CPC regarding preparations to be made for applications to international institutions of education.

**Carrier Planning Center, the President's Office, 1st Floor**

Phone: +90 (312) 210 41 29 or +90 (312) 210 41 36 - Fax: +90 (312) 210 13 58

e-mail: [kpm@metu.edu.tr](mailto:kpm@metu.edu.tr) / URL: [www.kpm.metu.edu.tr](http://www.kpm.metu.edu.tr)

# Office for Alumni Communication

## The Office for Alumni Communication (OAC)

OAC serves as a bridge between the university and its graduates, which reached the number 109,913 in 2012, enables communication between the university and its graduates and keeps the METU spirit alive.

An Alumni Day celebration is annually organized on the last Saturday of June. During this event, to which all alumni are invited, medals are bestowed to mark the 10th, 20th, 30th, 40th and 50th year of their graduation. Alumni from outside Ankara may stay in the dormitories. After the first activity at the CCC in the morning on Alumni Day, there is a visit to Atatürk's Mausoleum followed by the traditional Alumni's Day lunch at the METU Cafeteria. After lunch, 10<sup>th</sup>, 20<sup>th</sup>, 30<sup>th</sup>, 40<sup>th</sup> year medals are bestowed by Chairpersons at the Departments, whereas the alumni who have reached the 45<sup>th</sup> and 50<sup>th</sup> year of graduation receive their medals at the CCC.

Alumni get news from one another and the university through the biannual ODTÜLÜ magazine, whose 49th issue has been published. The magazine, which circulation of over 15,000 is distributed free of charge and is available online at the OAC website ([mezun.metu.edu.tr](http://mezun.metu.edu.tr)) and is the greatest source for followers within Turkey and abroad for alumni and university news and announcements.

The number of subscribers of the METU-Alumni mail list, which was initiated in 2003, is over 20,000. METU news and alumni activities are communicated to alumni via e-mail messages sent to this list.

OAC is constantly in contact with alumni associations within and outside Turkey, and enables alumni keep in touch. METU Alumni Associations (MAA) can be reached at +90 (312) 286 79 79 and the website.

### Turkey

METU Alumni Association Ankara  
MAA, Adana  
MAA, Antalya  
MAA, Denizli  
MAA, Eskişehir  
MAA, İstanbul  
MAA, Mersin  
MAA, Muğla and the Muğla District  
MAA, Kayseri  
MAA, Bursa  
MAA, Aegean  
MAA, Gaziantep  
MAA, Kocaeli  
METU Alumni Association East Black Sea Branch  
METU Alumni Association West Black Sea Branch

### Abroad

MAA, USA  
MAA, New York  
MAA, Dallas  
MAA, Colorado  
MAA, North California  
MAA, South California  
MAA, Canada Ontario  
MAA, Canada Ottawa-Montreal  
MAA, Germany  
MAA, Belgium  
MAA, France  
MAA, Holland  
MAA, Great Britain  
MAA, Scotland  
MAA, Australia  
MAA, United Arab Emirates  
MAA, Syria  
MAA, Jordan  
MAA, Lebanon  
MAA, Japan  
Baku METU Members Solidarity Group  
MAA, Northern Cyprus

### Office for Alumni Communication President's Office 1<sup>st</sup> Floor

Phone: +90 (312) 210 41 28 - Fax: +90 (312) 210 13 58

e-mail: [mezun@metu.edu.tr](mailto:mezun@metu.edu.tr) / URL: [www.mezun.metu.edu.tr](http://www.mezun.metu.edu.tr)

# Office for Social Facilities and Social Services Office

Among the responsibilities of the Social Services Office are having souvenirs bearing the METU emblem manufactured, designing new products and selling these. This unit opens stands on special days such as Alumni's Day, Publicity Day and Graduation Day.

Students who wish to utilize their free time for a good cause or who are in need of financial support may apply to this office within the first week of classes and take part in the Babysitting or Study Together programs.

The "miniature diplomas" used by alumni to enter Campus are also prepared by this office.

Reservations for the METU Guesthouse, Aysel Sabuncu Life Center Guesthouse and the Uludağ facility are made through the Office for Social Facilities. METU guesthouses serve the accommodation needs of guests visiting our university with the purpose of giving conferences, seminars, or courses. In addition to this, guests visiting our university for other purposes may also stay in the guesthouses.

**Office for Social Facilities and the Social Services Office (across the Chemistry Department)**

Phone: +90 (312) 210 21 97 or +90 (312) 210 36 10 - Fax: +90 (312) 210 79 43

Guesthouses: Phone: +90 (312) 210 28 90, +90 (312) 210 28 91 or +90 (312) 210 28 92 - Fax: +90 (312) 210 28 93

e-mail: [stm@metu.edu.tr](mailto:stm@metu.edu.tr) / URL: [www.stm.metu.edu.tr](http://www.stm.metu.edu.tr)

# Radio METU 103.1

Since January 31st, 1995, Radio METU has been an exceptional radio which has a broadcast stream quite different from a classical campus, or, university radio. During its 17 years of broadcasting life, it won 30 awards such as the best radio, the best foreign music station, the best program and the best producer.

Radio METU, which is one of the 13 radios that broadcast foreign music in Turkey, is a station which broadcasts in the format Hot Adult Contemporary. Radio METU has succeeded in gathering an audience loyal enough to say “Radio METU is a way of life”, and deserves attention with its high average listening rates according to Radio Audience Measurements carried out by KMG IPSOS. It is one of the three Turkish radios with a span of average 598 minutes of uninterrupted audience.

Radio METU, which broadcasts with an NGO awareness through documentaries, environmental programs and special dossiers, offers its audience Turkey’s largest music archive with a rich music content of best songs spanning from the 50’s to date.

Without affiliation with an İstanbul based media group, albums labeled “Radio METU” and “Radio METU Special Presentations” produced in cooperation with music and film companies added up to 90 in 2012.

Radio METU has realized many “firsts” in the broadcasting sector. Among these are the first live broadcast over the Internet, the first podcast with Turkish content over iTunes and being the only radio worldwide whose name was given to a street. On April 28, 2012, the name of a street in Çayyolu, Ankara, was changed into Radyo ODTÜ Sokağı (Radio METU Street) by the municipality of Yenimahalle and the street was transformed into a culture and arts street. There is an open-air event area for an audience of three thousand people, spaces are allocated for bars, pubs and performances, and the Radio METU City Studio is located in Radio METU Street. To date, some activities that took place in the street can be listed as ATHENA, Joe Lynn Turner, Özlem Tekin, Erkin Koray concerts, the METU Graduation Party, and the 80s vs. 90s Party. Ad hoc performances of street artists can also be seen on Radio METU Street.

Radio METU offered previews of films like The Harry Potter Series, The Devil Wears Prada, Contagion, Sherlock Holmes, New Year’s Eve, Social Network, Friends with Benefits and Dark Shadows to movie fans in both İstanbul and Ankara through the 90 special preview sessions it has organized.

It places its audience in an exceptional place with both its content and approach to broadcasting and the activities it organizes and sponsors. Thus, it has succeeded in gathering a loyal audience who say “Radio METU is a way of life”. In its broadcasting life of 17 years, it is this appreciation that it has made the radio deserve a total of 30 awards given by various institutions and organizations.

Radio METU reaches its target audience not only through broadcasts but also live events. To this end, to contribute to and shape the culture and art life of Ankara, its headquarters of broadcasting, the radio has realized over 200 organizations in which tens of thousands of people participated. Its patented slogan “Turn Life’s Volume On!” is more than just a slogan, and can be considered an oath given to this target audience. Radio METU targets an audience of 18 years and older, but mainly between the ages 24-36 who have a high level of education and cultural awareness as well as a selective taste for music.

Radio METU’s policy concerning commercials is regarded as distinctive compared to other radios seemingly on the same track. A majority of firms it advertises or sponsors are national firms and agencies. Many brands and trademarks have appeared on Radio METU with their special broadcasting projects.

## Radio METU

Phone: +90 (312) 210 30 30 - Fax: +90 (312) 210 12 77

e-mail: radyo@radyoodtu.com.tr / URL: www.radyoodtu.com.tr

# Food-Beverages, Shopping & Banks

## Food- Beverages

There are a variety of food choices of different types and prices for students on campus. At noontime and in the evening, fixed-menu food is served at the Student Cafeteria. Cafeteria is open daily at 08.00.

There are canteens in each department open from 08.00 to 16.00. Lunch is served in cafes located in the various buildings on campus where beverages, coffee/tea, sandwiches and snacks are also available.

The dormitory canteens serve between the hours 07.30-23.30, and most provide hot meals.

The Campus Shopping Center, where there are restaurants which serve a variety of foods including hot meals, fast food, pizza, kebabs, etc., operates between the hours of 08.30 and 23.30.

## Shopping

There are convenient shopping opportunities for students on campus. Students may find what they need at Şok and Dia markets within the shopping area and near dormitory areas on campus. There is a pharmacy, a photographer's, a stationary store, a billiard hall, a boutique, a bookstore and restaurants at the shopping center. The shopping zone has a tailor, a shoe mender, a hairdresser. It's possible to purchase newspapers and magazines at the tennis-court and dormitory kiosks and the newsstand at the shopping center.

## Banks

Seven banks have branches on campus, namely İş Bank, Akbank, VakıfBank, Garanti Bank, Ziraat Bank, Halk Bank and Yapı Kredi in the market area. There are also ATMs of these banks at various locations. There are also ATMs of HSBC, ING Bank and Finansbank, all of which do not have branches on Campus.

Banks on campus operate during working hours within the week and their phone numbers are as follows:

İş Bank METU Branch :	+90 (312) 210 38 91 +90 (312) 210 38 92
Ziraat Bank METU Branch :	+90 (312) 210 27 62 +90 (312) 210 11 72
Yapı Kredi Bank METU Branch :	+90 (312) 210 38 88 +90 (312) 210 14 14
Vakıflar Bank METU Branch :	+90 (312) 210 10 58
Akbank METU Branch :	+90 (312) 210 10 72
Garanti Bank METU Branch :	+90 (312) 210 13 69
Halk Bank METU Branch :	+90 (312) 210 13 72

# Transportation

The main entrance to METU campus, 7 km. to the city center, is Gate A1 on the Eskişehir highway. Gates A4, at the 100th-Year District end of campus and Gate A7, on the Bilkent road, can be used to access to campus.

City access is possible via Ayrancı-METU, Ulus-METU and Kızılay-METU shuttle routes. Shuttles stop in front of the Cafeteria until 18.00 on week days; and at the East dormitories zone after 18.00 and on weekends.

There are also Municipality busses (EGO) for intra-city transportation. More information about EGO bus routes and hours is available at the [www.ego.gov.tr](http://www.ego.gov.tr) and [www.tim.metu.edu.tr/ego.php](http://www.tim.metu.edu.tr/ego.php).

It is possible to call a taxi from the dormitories at +90 (312) 219 51 51 or +90 (534) 854 86 84.

Campus-City ring bus services are scheduled to run at certain times of the day and frequent in-Campus ring bus services (approx. every 15 min.) are available for students and staff.

## Campus Ring Bus services

Ring bus schedules are listed at [www.tim.metu.edu.tr/ring.php](http://www.tim.metu.edu.tr/ring.php), and rings that are on service at the time of the query may be viewed at [www.ring.metu.edu.tr](http://www.ring.metu.edu.tr).

### 1 Ring Bus Services within Work Days and Hours (Excluding Semester Breaks and Summer Breaks)

#### 1-1 Schedule, Routes and Stops for In-Campus Ring Bus Services

##### 1-1-1 Departures from the East Dormitories:

09.00-09.15-09.30-09.45-10.00-10.15-10.30-10.45-11.00-11.15-11.30-11.45-12.00-12.15-12.30-12.45

13.00-13.15-13.30-13.45-14.00-14.15-14.30-14.45-15.00-15.15-15.30-15.45-16.00-16.15-16.30-16.45

The ring bus services bear a **red** signboard from departure until they reach the İsa Demiray Dorm and change the signboard to **yellow** after that.

**RedFare:** Ring busses with red signboards follow the east dormitories, İş Bank, CCC, Civil Eng., Chemical Eng., Mechanical Eng., kindergarten, Fac. of Architecture, Fac. of Education, bus garage, Vocational Sch., Fac. of Education, Teknokent, İsa and Faika Demiray dorms, Aerospace Eng., Refika Aksoy dorm route.

**Yellow Fare:** Refika Aksoy Dorm., Aerospace Eng., İsa and Faika Demiray dorms, Food Eng., Geological Eng., Mechanical Eng., kindergarten, Fac. of Architecture, Sch. of Foreign Languages, Fac. of Econ. and Adm. Sciences, the President's Office, Ziraat Bank and East Dormitories.

##### 1-1-2 Departures from West Dormitories (Demiray Dorms):

There are ring bus services at 08:20 – 08:25 with **orange** and **blue** signboards; there is a ring bus service at 08.25 with a **white** signboard.

**Orange Fare:** Ring busses with orange signboards follow the west dormitories, Food Eng., Geological Eng., Mechanical Eng., kindergarten, Fac. of Architecture, Sch. of Foreign Languages, Fac. of Econ. and Adm. Sciences, President's Office, Civil Eng., Chemical Eng., Mechanical Eng., kindergarten, Fac. of Architecture, Fac. of Education, the Vocational Sch., the bus garage route.

**Blue Fare:** Ring bus services with a blue signboard follow the route West Dormitories, Teknokent, Sch. of Foreign Languages, Fac. of Econ. and Adm. Sciences, the President's Office, Civil Eng., Chemical Eng., Mechanical Eng., Kindergarten, Fac. of Architecture, Fac. of Education, the Vocational Sch., the bus garage.

**White Fare:** Ring bus services with a white signboard follow the route West Dormitories, Technopolis, Fac. of Education, the Vocational Sch., the bus garage.

Directorate of Transportation

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# Transportation

## **1-1-3 Ring Departures from Gate A1:** 08.35 – 08.40 – 08.45 – 09.00 – 10.00 – 11.00 – 12.00

Gate A1, Fac. of Econ. and Adm. Sciences, Ziraat Bank, East Dormitories, İş Bank, CCC, the President's Office, Sch. of Foreign Languages, Fac. of Education, the Vocational Sch., the bus garage.

## **1-1-4 Ring Bus Services from the Bus Garage to the Shopping Center:** 17.15 – 17.20 – 17.25

The bus garage, the Vocational Sch., Fac. of Education, Sch. of Foreign Languages, Fac. of Econ. and Adm. Sciences, the President's Office, Ziraat Bank.

## **1-1-5 Ring Bus Services from the Bus Garage to ODTÜKENT:** 17.15 – 17.20

Bus garage, Vocational Sch., Fac. of Education, Teknokent, ODTÜKENT, Food Eng., Geological Eng., Chemical Eng., Ziraat Bank.

## **1-1-6 Ring Bus Services for Staff:** (limited to staff and their families)

17.20: (Kindergarten Ring) Kindergarten, Sch. of Foreign Lang., Fac. of Education, President's Office, Ziraat Bank.

08.40 – 17.05: (METU MEMS Ring) The President's Office, Gate A1, Eskisehir Highway, METU MEMS

09.00 – 11.30 – 16.30: (Ring Bus Service for the Infrastructure Units) Directorate of Electrical Works., Directorate of Heating and Water Support., Directorate of Forestation and Landscape Planning., in-Campus

## **1-2 Shedule for Off-Campus Ring Bus Services:**

**1-2-1 METU-Sihhiye ring service departures:** 08.15-09.30-12.30-15.00-6.15 from East Dormitories.

**1-2-2 METU-Ulus ring service departures:** 16.15 from East Dormitories.

**1-2-3 METU-Tunus ring service departures:** 16.15 from East Dormitories.

## **1-2-4 METU-Ankara Bus Terminal ring service departures:**

09.00-12.00-13.00-15.00 from West Dormitories.

09:20-12:20-13:20-15:20 from Ankara Bus Terminal.

Faika-İsa Demiray Dorms, Geological Eng., East Dormitories bus stop, Social Building, A1 Gate, Eskisehir Highway under the pedestrian bridge across Tahsin Banguoğlu Student Dorm, EGO bus stop at the Ankara Bus Terminal Ankaray (metro) exit, Çiftlik Blvd.(Horse-Riding Club), Söğütözü Blvd., Eskisehir Highway under the pedestrian bridge at Tahsin Banguoğlu Student Dorm, A1 Gate, the President's Office, the dormitories, Civil Eng., Food Eng., Faika-İsa Demiray Dorms.

## **2 Ring Bus Services outside Work Days and Hours (Excluding Semester Breaks and Summer Breaks)**

### **2-1 Schedule, Routes and Stops for In-Campus Ring Bus Services**

#### **2-1-1 Departures from West Dormitories (Demiray Dorms)**

09.30-13.00-16.00 (weekends only)

Faika and İsa Demiray Dormitories, the Sports Center, Fac. of Education, Sch. of Foreign Languages, Fac. of Econ. and Adm. Sciences, the President's Office, East Dormitories.

19.15 – 20.30 – 21.00 – 21.30 – 22.00 – 22.30 – 23.00 – 23.30

Faika and İsa Demiray Dormitories, Food Eng., Chemical Eng., Ziraat Bank, East Dormitories, İş Bank, CCC, Civil Eng., Chemical Eng., Food Eng., ODTÜKENT, Faika and İsa Demiray dormitories.

**Directorate of Transportation**

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# Transportation

## **2-1-2 Departures from the Cafeteria**

18:35 the Cafeteria, Civil Eng., Chemical Eng., Food Eng., Faika and İsa Demiray Dormitories.

## **2-2 Schedule, Routes and Stops for Off-Campus Ring Bus Services**

### **2-2-1 Sihhiye - METU Ring Service Departures**

From Sihhiye to METU at 07.30 and 16.00; from East Dormitories to Sihhiye at 16.45.

(During SFL Language Courses periods) From Sihhiye to SFL at 09.00; from the SFL to Sihhiye at 13.45.

### **2-2-2 Tunus - METU Ring Service Departures**

(During SFL Language Courses periods) From Tunus to SFL at 09.00; from SFL to Tunus at 13.45.

## **Traffic Rules and Regulations and Penalties**

In addition to the provisions of Law no. 4199 “Highway Traffic Code”, which entered into force on October 27, 1996, drivers are to abide by the following measures and rules within campus to ensure driver and pedestrian safety and enable the smooth running of the traffic. Those who breach these rules and regulations will be subjected to penalties and their stickers will be invalidated.

- Drivers are to stop at the gates and make sure that the authorized personnel see their sticker before entering Campus. It is mandatory that the sticker issued by the Directorate of Internal Affairs be affixed on the windscreen of the vehicle. Cars without stickers may enter Campus on condition that they obtain a visitor’s card from one of the gates.
- Drivers are to park their vehicles in parking areas allocated for the type of sticker (color coded) they have. The color codes are indicated on signboards bearing the letter “P” in parking areas.
- Academic/administrative staff and students have been allocated separate parking areas. Drivers may not park in an area allocated for a different type of sticker even for a short period of time.
- Drivers are not to park alongside or on the curb of any main artery.
- Drivers are to obey traffic signs, slow down at speed bumps and barriers, and abide by the warnings of authorized persons.
- A sticker issued according to a person’s status may not be used by other persons or vehicles. Otherwise, the sticker will be invalidated and eligibility for another sticker will be lost.
- Motorbike riders are to get stickers and wear helmets.
- If a breach of rule (high speed, faulty overtake, driving wrong way, faulty U-turn, etc.) is detected, traffic authorities will take action and if repeated, the vehicle will not be allowed into campus again.
- The speed limit on campus is 50 km/hr, except for pedestrian-dense areas where it is 30 km/hr.
- Giving priority to pedestrians and wearing seatbelts at all times are imperative for the safety of all.
- Students having stickers for satellite parking areas may only park at the parking areas of the CCC and the dormitories. Vehicles with local stickers (yellow) may also use the satellite parking areas.
- Students staying at the dormitories are not issued local stickers.

# Communication

## Postal and Phone Services

The Post Office (PTT) on campus offers is open from 08.30 to 12.00 and 13.30 to 17.00. There is a UPS cargo branch in the shopping center.

Phone booths around campus operate with phone cards which may be purchased at the METU Post Office.

## Communication via the Campus Phone System

To place a call within campus, the 4 digit number is dialed after lifting the handset and getting the dial tone.

## Calling METU from outside Campus

If known, the campus number is dialed following 210. To illustrate, in order to call the campus number (24 10) from outside campus, the number 210 21 40 should be dialed. If the campus number is unknown, information may be obtained from the operator (210 20 00). Connection via the operator are not possible.

Students may make domestic or international calls via pay phones using their telephone cards. There are pay phones on the ground floor of each service, education and dormitory building as well as the Post Office. It is not possible for students to make local, domestic or international calls over the Operator.

## The Phone and Fax Numbers of the President's Office, Faculties and Departments

	Phone	Fax
The President's Office :	+90 (312) 210 21 01	
Secretary General :	+90 (312) 210 21 02	+90 (312) 210 11 05
<b>Faculty of Arts and Sciences</b>		
Dean's Office :	+90 (312) 210 31 01	+90 (312) 210 31 00
Physics :	+90 (312) 210 32 52	
Chemistry :	+90 (312) 210 32 02	
Mathematics :	+90 (312) 210 29 70	
Biology :	+90 (312) 210 31 04	
Philosophy :	+90 (312) 210 31 40	
History :	+90 (312) 210 31 37	
Psychology :	+90 (312) 210 31 82	
Statistics :	+90 (312) 210 29 60	
Sosiology :	+90 (312) 210 31 24	
<b>Faculty of Architecture</b>		
Dean's Office :	+90 (312) 210 22 01	+90 (312) 210 22 97
Architecture :	+90 (312) 210 22 03	
Industrial Design :	+90 (312) 210 22 14	
City and Regional Planning :	+90 (312) 210 22 04	
<b>Fac. of Economic and Administrative Sci.</b>		
Dean's Office :	+90 (312) 210 20 01	+90 (312) 210 79 57
Economics :	+90 (312) 210 20 03	
Business Administration :	+90 (312) 210 20 04	
Political Science and Public Administration :	+90 (312) 210 20 07	
International Relations :	+90 (312) 210 20 16	

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# Communication

	Phone	Fax
<b>Faculty of Engineering</b>		
Dean's Office	: +90 (312) 210 25 01	(+90 312) 210 79 58
Chemical Engineering	: +90 (312) 210 26 01	
Food Engineering	: +90 (312) 210 27 65	
Engineering Sciences	: +90 (312) 210 23 78	
Computer Engineering	: +90 (312) 210 20 80	
Electrical and Electronics Engineering	: +90 (312) 210 23 01	
Industrial Engineering	: +90 (312) 210 22 66	
Aerospace Engineering	: +90 (312) 210 24 71	
Petroleum and Natural Gas Engineering	: +90 (312) 210 28 95	
Environmental Engineering	: +90 (312) 210 26 41	
Geological Engineering	: +90 (312) 210 26 82	
Civil Engineering	: +90 (312) 210 24 01	
Metallurgical and Materials Engineering	: +90 (312) 210 25 11	
Mining Engineering	: +90 (312) 210 26 54	
Mechanical Engineering	: +90 (312) 210 25 39	
<b>Faculty of Education</b>		
Dean's Office	: +90 (312) 210 40 01	+90 (312) 210 41 46
Elementary Education	: +90 (312) 210 40 54	
Foreign Language Education	: +90 (312) 210 40 71	
Educational Sciences	: +90 (312) 210 40 29	
Physical Education and Sports	: +90 (312) 210 40 16	
Comp. Education and Instructional Tech .	: +90 (312) 210 41 93	
Science and Math. for Secondary Education	: +90 (312) 210 40 49	
<b>Graduate Schools</b>		
Graduate School of Social Sciences	: +90 (312) 210 20 94	
Graduate School of Natural and Applied Sci.	: +90 (312) 210 22 91	
Graduate School of Informatics	: +90 (312) 210 37 41	
Graduate School of Marine Sciences	: +90 (324) 521 24 06	
Graduate School of Applied Mathematics	: +90 (312) 210 29 87	
Vocational School	: +90 (312) 210 29 08	
School of Foreign Languages	: +90 (312) 210 39 83	+90 (312) 210 79 85
Department of Basic English	: +90 (312) 210 21 60	
Department of Modern Languages	: +90 (312) 210 31 47	

## Middle East Technical University

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