

ACADEMIC CALENDAR	Academic Calendar http://www.oidb.metu.edu.tr/english/acadcaleng5.html
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January 30, 2009	Last day to submit the final grades
February 2, 2009	Announcement day of final grades
February 2, 2009	Last day for the Directorate of Graduate Schools to announce the results of graduate program applications and to submit them to the Registrar's Office
February 9, 2009	Last day for the Registrar's Office to submit the applications for transfer, double major and minor programs to the Deans of Faculties concerned
February 9-13, 2009	The period to submit the required documents for registration for students newly accepted to graduate programs
February 13, 2009	Last day to submit the grades of thesis work and specialization field courses Last day to take THESIS EXAMINATION in order to be counted as graduated in respect of Fall term Last day to appoint thesis supervisor
February 13, 2009	Last day to submit "Incomplete" grades
February 13, 2009	Last day to submit the corrections of errors in grading made in Fall term, results of supplementary examinations for graduation and "Incomplete" grades for which the period was extended by the Administrative Committee of the Faculty/Graduate School
February 13, 2009	Last day to pay TUITION FEES
February 14-15, 2009	IS 100 Exemption Examination
February 17, 2009	The day for Deans of Faculties to submit the evaluations of applications for undergraduate transfers, double major/minor programs to Registrar's Office
February 16-18 2009	REGISTRATION and ADVISOR APPROVALS (students of undergraduate and graduate programs, and Higher Vocational School)
February 18, 2009	CLASSES BEGIN
February 27, 2009	Last day to pay TUITION FEES with fine
March 2-6, 2009	ADD-DROP and ADVISOR APPROVALS
March 6, 2009	Last day for application and registration of SPECIAL STUDENTS

TUITION FEE PAYMENTS

Tuition Fee Office
Dean's Office of Faculty of Arts and Sciences,
2nd Floor
Tel: 210 34 09, 210 71 69
Fax: 0 (312) 210 35 29
<http://www.oidb.metu.edu.tr/english/jf07/katki.html>
e-mail: register@metu.edu.tr, oidb@metu.edu.tr

IMPORTANT DATES

February 2-13	Last day to pay tuition fees
February 14-27	Period to pay tuition fees with fine
March 18	Deadline for the application of the re-payment of the tuition fee

BANKS AND RECEIPTS

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

PAYMENT CONTROL IN THE REGISTRATION PROGRAM

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

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

http://oibs.metu.edu.tr/Student_Semester_Details_61

REGULATIONS ABOUT TUITION FEE PAYMENTS

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

Students, who have not paid their tuition fee on time, will have to pay it with a fine of 3 % (for TL. Account) or 2 % (for \$ account) within the stated period.

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

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

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

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

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

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

TABLE OF AMOUNTS OF TUITION

UNDERGRADUATE PROGRAMS	Prep. Class Students 1st to 8th semester students		9th and 10th semester students		11th and above semester students		13th and above semester students	
	TC	Foreign	TC	Foreign	TC	Foreign	TC	Foreign
Architecture, Engineering	422.00 TL	986 \$	633.00 TL	1479 \$	844.00 TL	1972 \$		
Arts and Science	310.00 TL	720 \$	465.00 TL	1080 \$	620.00 TL	1440 \$		
Economic and Administrative Sciences	341.00 TL	798 \$	512.00 TL	1197 \$	682.00 TL	1596 \$		
Education	155.00 TL	360 \$	233.00 TL	540 \$	310.00 TL	720 \$		
Education (5-years program: Physics and Chemistry Education)	155.00 TL	360 \$	155 TL	360 \$	233.00 TL	540 \$	310,00 TL	720 \$

EXEMPTION FROM TUITION FEE PAYMENT

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

BANK ACCOUNT NUMBERS FOR TUITION PAYMENTS

	TUITION (TL)	TUITION (DOLLARS)
AKBANK	On-Line Account	On-Line Account
GARANTİ BANK	On-Line Account	On-Line Account
İŞ BANK	On-Line Account	On-Line Account
VAKIFLAR BANK	On-Line Account	On-Line Account
YAPI KREDİ BANK	On-Line Account	On-Line Account
ZİRAAT BANK	-	-

GRADUATE PROGRAMS	TC	Foreign
GRADUATE PROGRAMS	281.00 TL	654 \$
Computer Engineering (*) Engineering Management (*) Software Engineering (*)	300.00 TL	300.00 TL
Informatics On-line (*) Modeling and Simulation (*) Software Management (*) Work Based Learning (*)	300.00 TL 300.00 TL 300.00 TL 320.00 TL	300.00 TL 300.00 TL 300.00 TL 320.00 TL
European Integration (*) Human Resources Development in Education (*) International Relations (*) Applied Ethics (*) Executive Business Administration (*)	250.00 TL 175.00 TL 250.00 TL 80.00 TL 450.00 TL	250.00 TL 175.00 TL 250.00 TL 80.00 TL 450.00 TL

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

INTERACTIVE REGISTRATIONS

Computer Center
e-mail: register@metu.edu.tr
<http://www.bidb.odtu.edu.tr>

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

“... Students are supposed to renew their registration each semester within the registration period announced in the Academic Calendar. Registration renewal is composed of during the processes below:

Tuition fee payment
Interactive registration
Advisor approval

In case of one of these processes is incomplete, the student will stay in “not-registered” status.

The students who have not completed their registration in the Registration period will not be able to register in the Add-drop period. These not-registered students can apply to the Administrative Committee of the relevant unit until the last day of the Add-drop period (they should also indicate and prove their excuse) for a registration renewal. Those whose excuses are accepted by the Administrative Committee allowed to renew their registration; and others, whose excuses are not accepted, will stay not-registered and lose their student status.

The ones who have lost their student status due to incomplete registration may be allowed to register for the next semester by the decision of the Administrative Committee of the relevant unit, for only once, with the condition of the payment of tuition fee of the not-registered semester with fine. In such a case, the lost period in the not-registered semester is counted for the education period.”

REGISTRATION PROGRAM

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

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

REGISTRATION PLACES AND HOURS

Interactive Registrations and Advisor Approvals (*) Students who do not register between these dates, cannot register in the add-drop period. Students, who register between these dates and take approval of their advisors, do not need to re-enter the registration program during the Add-Drop period if they do not want to make any changes in their registration.	February 16, (9.00) – February 18, (17.00)
Add Drop, Late Registrations and Advisor Approvals (*)	March 2 (9.00) – March 6 (17.00)

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

Access to Registration Program

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

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

Beginning from 9:00: Graduate students
Beginning from 10:00: Graduate students and 4th year students
Beginning from 11:00: Graduate students, 4th and 3rd year students
Beginning from 12:00: Graduate students, 4th, 3rd and 2nd year students
Beginning from 13:00: All students

Department of Basic English students will not interactively register.

ADVISOR APPROVALS

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

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

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

REGISTRATION PC ROOMS AND WORKING HOURS

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

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

STUDENT PASSWORDS

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

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

THE UNITS TO BE CONSULTED FOR PROBLEMS

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

AUTOMATIC CONTROLS OF THE REGISTRATION PROGRAM

FOR ALL PROGRAMS

Warning messages:

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

Criteria for taking courses:

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

Courses with unsatisfactory grades:

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

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

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

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

UNDERGRADUATE PROGRAMS

Must Courses:

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

Courses with prerequisites:

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

Elective courses:

Below are the elective course categories :

- Technical Elective- Nontechnical Elective
- Departmental Elective- Nondepartmental Elective
- Restricted Elective
- Elective
- Free Elective

Category definitions are available in this page :

<https://catalog.metu.edu.tr/>

Students will add the elective courses only in the category in their own curriculums.

Information on course categories are available in “View Student Course Categories” program.

For further inquiries, please contact register@metu.edu.tr

GRADUATE PROGRAMS

Thesis adviser:

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

Undergraduate courses:

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

The third undergraduate course can be taken in NI category.

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

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

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

The fourth undergraduate course can be taken in NI category.

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

Additional courses:

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

Phd on Bachelor students can take credit courses only in NI status after the seventh semester and later.

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

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

HOW WILL YOU REGISTER?

BASIC ENGLISH DEPARTMENT STUDENTS

Students of Department of Basic English will not register on computers.

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

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

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

INTERNATIONAL STUDENTS: Foreign students who have been newly accepted to METU and who will be registered for the first time will hand in the required documents to the student advisers in the International Students’ Office, which is located in the entrance floor of the President’s Office. After this, they will learn their user code and password from the Computer Center. Then, they will learn their academic adviser’s name from their department and then from their adviser they will learn the courses they should take. Then, they should register these courses at one of the assigned computers. After course registration, they should take their adviser’s approval.

According to regulations, all students (except the ones with scholarship) who enter the university in 2005 or later, have to buy a valid health insurance. Otherwise, they cannot register.

STUDENTS WHO WILL REGISTER UNDER THE AMNESTY LAW

REQUIRED DOCUMENTS

Basic English Department and Undergraduate Programs

- Tuition fee bank receipt (*)
- Original high school diploma

- Passport copy
- 6 photos
- A valid health insurance

Graduate Programs (Documents will be submitted in February 9-13, 2009)

- Tuition fee bank receipt (*)
- Passport copy
- 6 photos
- A valid health insurance

(*) The students' previous semesters will be accounted.

REGISTRATION OF INTERNATIONAL STUDENTS NEWLY ACCEPTED TO GRADUATE PROGRAMS	International Students' Office President's Office, Entrance Floor 0 (312) 210 34 14, 0 (312) 210 71 73 e-mail: oidb@metu.edu.tr
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IMPORTANT DATES

February 9-13	The period to submit the required documents for registration
February 13	Last day to pay tuition fee
February 16-18	Interactive Registration and Advisor Approvals
February 14-27	The period to pay tuition fee with fine
March 2-6	Add-Drop, Late registrations and advisor approvals
March 6	Last day to submit the required documents for registration

REGISTRATION PLACE

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

REQUIRED DOCUMENTS FOR REGISTRATION OF INTERNATIONAL STUDENTS

1. Tuition fee receipt
2. Attested copy of the Bachelor's/Master's Diploma (Students can submit the photocopy of their diplomas without attestation by showing the original during the registration)
3. Original copy of transcript (except METU graduates)

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

CLASSROOMS AND BUILDINGS

BUILDING	CLASSROOM
Social Sciences	B05, B06, B07, B08,B14, B104,B205-A,B205-B
Department of Biology	BIO-Z-03, BIO-Z -04, BIO-Z-05,BIO-Z -06, BIO-Z -07, BIO 104, BIO 208, BIO 213
Department of Physics	U1, U2, U3, P1, P2, P3, P4, P5, P6,
Department of Chemistry	K.AUD, K05, K06, K07, K08, K15
Department of Mathematics	M04, M05, M06, M07, M08, M13, M102, M103, M104, M105, M106
Faculty of Architecture	R22, R28, R46, R47, R48, R89, R90B, R206, R207, R208, R210, R301, R1, ST1, 2, 3, 4
Faculty of Education	EF10, EF11, EF13, EF14, EF15, EF16, EF17, EF20, EF22, EF25, EF27, EF28, EF30, EF32
Faculty of Education, Foreign Languages Education	EFZ-18, EFZ-18A, EFZ-19, EFZ-19A, EFZ-20, EFZ-21
Faculty of Economics and Administrative Sciences- A (old)	F.AUD, F14, F15, F16, F17, F19, FZ08, FZ09, FZ14, FZ15, FZ16, FZ17, FZ19
Faculty of Economics and Administrative Sciences- B (new)	G 101, G 102, G 104, G 106, G 107, G 108, G 109,G110,G111,G201,G202,G204,G206,G207, G208,G209
MM Building	MM125, MM308, MM309, MM316, MM451, MM452
Department of Computer Engineering	BMB1, BMB2, BMB3, BMB4
Department of Environmental Eng.	CZ01, CZ14, CZ17, CZ30
Department of Electrical and	EA 201, EA 202, EA 206, EA 207, EA 208, EA

Electronics Engineering	209, EA 211, EA 306, EA 307, EA 310, EA 312, D131, D134, D135
Department of Industrial Engineering	IE 04, IE 102, IE 103, IE 104, IE 105, IE 106
Department of Food Engineering	FOOD.AUD, FD 1, FD 2, FD 3, FD 4
Department of Aerospace Engineering	AE024, AE025, AE026, AE027, AE124, AE125, AE126, AE128
Department of Civil Engineering	DR1, DR2, DR143, TH1, TH2, TH3, TH4, TH6, TH7, TH8, CES 1, CES 2, CES 3
Department of Geological Engineering	GR 125, GR 126, GR 218, GR 219, GR 301, GR 302, GR 303
Department of Chemical Engineering	Z14, Z15A, Z15B, Z16, Z17, Z116, Z117, Z118, Z119, Z120, Z121
Department of Mining Engineering	MN.AUD, MN 102, MN 103, MN 104, MN 105, MN 113, MN 123
Department of Mechanical Engineering	MEB101, MEB102, MEB103, MEB202, MEB203, MEB204, MEG101, MEG102, MEG103, MEG108, MEG201, MEG202, MEG203, MED101, MED109, MED111, MED113
Department of Metallurgical and Materials Engineering	MT.AUT-E, MT.AUD-Y, MTE04, MTE110, MTE308, MTE339, MTB108, MTB208, MTB308, MTB309
Dept. of Petrol. and Natural Gas Eng.	PT 11, PT 12, PT 13, PT 34, PT 35, PT 36
Department of Basic English	HZ1, HZ2

HISTORY COURSES	Department of History Tel : 0 (312) 2103137 e-mail : hist@metu.edu.tr http: //www.hist.metu.edu.tr/
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History courses are must courses and attendance is compulsory.

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

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

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

History Courses Table

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

2. International students

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

TURKISH LANGUAGE COURSES	Department of Turkish Language Phone : 0 (312) 2105023 e-mail : turk@metu.edu.tr http: //www.metu.edu.tr/home/wwwturk
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All students are required to take and pass the compulsory Turkish Language courses in order to be graduated. The Department Committee determines regulations about attendance in these courses.

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

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

Turkish Language Courses Table

1. TC and KKTC nationals

2. International Students

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

COURSE CODE	COURSE NAME	CREDIT	PREREQUISITE	NATION	YEAR	DEPARTMENT
6420101	TURKISH I TÜRK DİLİ I	0		1	1	Fac.of Econ.and Adm.Sciences ; Fac.of Arts and Sciences(soc.sciences); Fac.of Education(1998 öncesi girişli FLE, BED, CHED, MED, PHED, CED)
6420102	TURKISH II TÜRK DİLİ II	0	6420101 (S)	1	1	Fac.of Econ.and Adm.Sciences ; Fac.of Arts and Sciences(soc.sciences); Fac.of Education(1998 öncesi girişli FLE, BED, CHED, MED, PHED, CED)
6420103	ORAL COMMUNICATION SÖZLÜ ANLATIM	2		1	1	(ECE, FLE, CEIT ve TEFL)
6420104	WRITTEN COMMUNICATION YAZILI ANLATIM	2	6420103 (DD)	1	1	(ECE, FLE, CEIT ve TEFL)
6420105	TÜRK DİLİ I TURKISH I	0		3	1	All departments
6420106	TÜRK DİLİ II TURKISH II	0	6420105 (S)/	3	1	All departments
6420107	TÜRK DİLİ I	2		3	1	Faculty of Education
6420108	TÜRK DİLİ II	2	6420107 (DD)	3	1	Faculty of Education
6420201	ELEMENTARY TURKISH	0		2	2	All departments
6420202	INTERMEDIATE TURKISH	0	6420201 (S)	2	2	All departments
6420301	ADVANCED TURKISH I	4	6420202 (S); 6420106; 6420108 (DD)	2/3	3/4	All departments except the Fac.of Engineering (non-technical elective)
6420302	ADVANCED TURKISH II	4	6420301 (DD)	2/3	3/4	All departments except the Fac.of Engineering (non-technical elective)
6420303	TURKISH I TÜRK DİLİ I	0		1	3	Fac.of Architecture, Fac.of Eng and Fac.of Arts and Sciences (science departments)
6420304	TURKISH II TÜRK DİLİ II	0	6420303 (S),	1	3	Fac.of Architecture, Fac.of Eng and Fac.of Arts and Sciences (science departments)

6420305	ORAL COMMUNICATION SÖZLÜ ANLATIM	2		1	3	(ESE, EME CHED, PHED)
6420306	WRITTEN COMMUNICATION YAZILI ANLATIM	2	6420305 (DD)	1	3	(ESE, EME CHED, PHED)

ENGLISH COURSES

Department of Modern Languages

Tel : 0 (312) 210 3147

e-mail: mld@metu.edu.tr

URL: www.mld.metu.edu.tr

REGISTRATION:

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

REPEATING COURSES

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

ZORUNLU İNGİLİZCE DERSLERİNE AİT DETAYLI BİLGİLER

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

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

ELECTIVE LANGUAGE COURSES	Department of Modern Languages
	Tel : 0 (312) 210 3147 e-mail: mld@metu.edu.tr URL: www.mld.metu.edu.tr

General Prerequisites:

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

DETAILED INFORMATION

COURSE	COURSE	COURSE NAME	CREDIT	SPECIFIC PREREQUISITES (*)
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	CODE			
ALMANCA (GERMAN)	604 0 201 604 0 202 604 0 203 604 0 204 604 0 205 604 0 206	Basic German I Basic German II Intermediate German I Intermediate German II Advanced German I Advanced German II	(4-0) 4 (3-0) 3	Students who were graduated from high schools where the medium of instruction is German and students who had part of their education in Germany can not take. Students who took German as secondary language during their high school education can not take GERM 201. These students can apply for GERM 202.
ARAPÇA (ARABIC)	602 0 201 602 0 202 602 0 203 602 0 204	Beginning Arabic I Beginning Arabic II Intermediate Arabic I Intermediate Arabic II	(4-0) 4	Graduates of Imam Hatip Liseli and international students, who have studied Arabic during their secondary education, cannot take Arabic 201 and 202..
ÇİNCE CHIN	602 0 211	Beginner Chinese	(4-0) 4	Students who graduated from high schools of Chinese and who took Chinese as secondary language during their high school education can not take.
FRANSIZCA (FRENCH)	603 0 201 603 0 202 603 0 203 603 0 204 603 0 205 603 0 206	Beginning French I Beginning French II Intermediate French I Intermediate French II Advanced French Turkish-French Translation	(4-0) 4 (3-0)3	Graduates of high schools where the medium of instruction is French, can not take. Students who took French as a secondary language during their high school education can not take FREN 201. These students can apply for FRENCH 202.
İNGİLİZCE (ENGLISH)	639 0 201 639 0 202	English-Turkish Translation Turkish- English Translation	(3-0) 3	
İSPANYOLCA (SPANISH)	608 0 201 608 0 202 608 0 203 608 0 204	Basic Spanish I Basic Spanish II Intermediate Spanish I Intermediate Spanish II	(4-0) 4	
İTALYANCA (ITALIAN)	606 0 201 606 0 202 606 0 203 606 0 204	Basic Italian I Basic Italian II Intermediate Italian I Intermediate Italian II	(4-0) 4	Graduates of high schools where the medium of instruction is Italian can not take these courses.
JAPONCA (JAPANESE)	605 0 201 605 0 202 605 0 203 605 0 204	Basic Japanese I Basic Japanese II Intermediate Japanese I Intermediate Japanese II	(4-0) 4	
RUSÇA (RUSSIAN)	607 0 201 607 0 202 607 0 203 607 0 204	Basic Russian I Basic Russian II Intermediate Russian I Intermediate Russian II	(4-0) 4	Students who studied Russian or took Russian as secondary language during their high school education can not take these courses.
YUNANCA	610 0 201	Basic Greek I	(4-0) 4	

(GREEK)	610 0 202	Basic Greek II		
	610 0 203	Intermediate Greek I		

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

Application and Registration:

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

IS 100 COURSE	Informatics Institute Tel : 210 37 39 e-mail : is-100@ii.metu.edu.tr http://www.ii.metu.edu.tr/is100
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IMPORTANT DATES

February 9-12	Registration for IS 100 Exemption Examination
February 14-15	IS 100 Exemption Examination
February 23	IS 100 classes begin

WHAT IS THE CONTENT OF IS 100?

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

WHO MUST TAKE IS 100?

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

WHO SHOULD TAKE THIS COURSE?

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

Faculty of Engineering	All departments
Faculty of Economics and Administrative Sciences	All departments

Faculty of Architecture	ARCH, CRP
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Students who are registered as 1st year students in the Spring semester and registered in the departments mentioned below:

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

REGISTERING TO IS 100

Students who are obliged to take this course must add the course during the interactive registration and choose an eligible section for themselves. The students are supposed to know the procedure and the regulations. (<http://www.ii.metu.edu.tr/is100>)

IS IT POSSIBLE TO BE EXEMPTED FROM IS 100?

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

WHEN IS THE IS 100 EXEMPTION EXAMINATION?

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

WHO IS ELIGIBLE FOR THE IS 100 EXEMPTION EXAMINATION?

All students who should take this course (except those who are registered in 1st year and their department is not included within the departments taking the course that semester) may apply for the examination. Students who wish to take the examination must register to the examination. Information on registration is available on <http://www.ii.metu.edu.tr/is100> ("Announcements" title should be clicked).

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

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

EVALUATION IN IS 100

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

IMPORTANT ARTICLES OF UNIVERSITY REGULATIONS

Registrar's Office
Tel : 0 (312) 2103471
Fax : 0 (312) 2107960
e-mail :oidb@metu.edu.tr
<http://www.metu.edu.tr/home/wwwoidb/turkce/yonetmelikler/>

COURSE LOAD

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

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

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

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

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

COURSES THAT SHOULD BE REPEATED

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

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

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

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

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

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

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

COURSE REPLACEMENT

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

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

Rules For Course Replacement Procedure

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

THE GRADE OF 'NI' (NOT INCLUDED)

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

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

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

LEAVE OF ABSENCE

<https://oibs.metu.edu.tr/cgi-bin/logincgi?prog=61>
https://oibs.metu.edu.tr/Programs_Student_Lists_100/
http://oibs2.metu.edu.tr/View_Students_Forfeit_Information_148/

Maximum duration of leave of absence:

Maximum duration of leave of absence is two semesters in English Preparatory Class, and

four semesters in graduate and undergraduate programs. The leave of absence is not counted to the maximum period of study allowed to complete an academic program.

Only the following excuses are accepted for LEAVE OF ABSENCE:

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

Application for leave of absence:

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

SPECIAL STUDENT APPLICATIONS	International Students' Office
	Tel : 0 (312) 210 34 14 -210 71 73
	Fax : 0 (312) 210 79 60
	E-mail : oidb@metu.edu.tr
	http://www.oidb.metu.edu.tr/english/special.htm

INSTRUCTIONS FOR INTERNATIONAL SPECIAL STUDENT APPLICANTS

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

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

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

REQUIRED DOCUMENTS

1. Completed application form with one passport-size photograph. <http://www.oidb.metu.edu.tr/english/specialform.doc>
2. Attested or notarized copies of graduation/student certificate. (Attestation may be done during the registration)
4. Passport (Passports should be shown to the officials during registration. Photocopies of the pages that include identification information and Visa should also be submitted. Students who live in Turkey should give the photocopies of the first seven pages of Student Residence Permit)
5. Receipt of the course fee and application fee. Payments must be made to one of the bank account numbers below.

Application form must be approved by the instructor of the course and Department Chairman. Special students do not have medical coverage and they must pay for any medication and for any medical expenses themselves.

FEES

APPLICATION FEE	COURSE FEE PER CREDIT
TC Nationals/from METU: 65 TL	TC nationals: 200 YTL
TC Nationals/non-METU : 85 TL	International Students: 225 \$
International Students: 65 \$	

BANK ACCOUNT NUMBERS

BANK	YTL ACCOUNT	DOLLAR ACCOUNT
İş Bank METU Branch	4229-431564	4229-3123036
Yapı Kredi Bank METU Branch	72415359	72417034
Vakıflar Bank METU Branch.	971-2000102	971-4000165
Akbank METU Branch	656-24689	656-39754
Garanti Bank METU Branch	483-6201891	483-9004288
Ziraat Bank METU Branch	8965427-5005	-

APPLICATION FOR ENGLISH PROFICIENCY EXAM	Registrar's Office
	Tel : 0 (312) 210 34 48 -210 21 29
	Fax : 0 (312) 210 79 60
	E-mail : oidb@metu.edu.tr
	http://www.oidb.metu.edu.tr/ingilizceyeterlik/index.html http://www.metu.edu.tr/home/www93/dbe/ogkit.pdf

GENERAL INFORMATION

Medium of Instruction

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

Two-stage Examination

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

Validity Period for Exam Scores

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

Department of Basic English Students

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

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

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

Applications to Graduate Programs:

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

Students readmitted to graduate programs:

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

Doctoral qualifying stage:

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

IMPORTANT DATES

January 23 (12.00)	Application deadline
January 23 (17.00)	Announcement of the list of students who will take Stage 1 of METU – EPE and their exam places
January 26 (10.30)	Stage 1 of METU – EPE (Students are expected to be in their exam halls at 10:00 a.m.)
January 27 (17.00)	Announcement of the list of students who will take Stage 2 of METU – EPE and their exam places
January 28 (10.30)	Stage 2 of METU – EPE (Students are expected to be in their exam halls at 10:00 a.m.) (yarım saat önce sınav yerinde olunmalıdır)
February 2 (17.00)	Announcement of exam results

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

EXAM FEE: 60 TL

THE EXAM FEE IS PAYABLE TO THE FOLLOWING BANK ACCOUNTS:

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

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

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

REQUIRED DOCUMENTS:

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

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

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

- Students newly admitted to the undergraduate programs.
- Department of Basic English students who have the right to take the exam according to

regulations. (Students dismissed from the Department of Basic English are required to register for the exam.)

- Students who have received acceptance to transfer from other universities to METU and who have to submit an English Proficiency Exam Score.

THE APPLICATION PROCESS

Guidelines for filling in the application form for the students/graduates of other universities.

(This should be done before coming to METU)

- Please visit the application web page for graduate programs from the following link:

http://oibs.metu.edu.tr/Ms_PhD_Application_39

- Enter your e-mail address. If you have applied to graduate programs or METU – EPE before, use your former application number.

- The entry code and application number will be sent to your e-mail address.

- Save your entry code and application number, which you will need in the future. Write the entry code and application number in the space provided on the application page and click insert.

- Fill out Personal Information and Academic Information pages. Do not forget to click insert at the end of each page.

- Click METU EPE FORM on the bottom left side of the page. The information you entered previously should be seen on the form. If not, go back to fill out the forms again. If the information is correct, click the print button of your browser.

METU graduates, 3rd and 4th year students who want to apply to graduate programs and students of graduate programs should not apply online. Those students should get the application form from the Admission Office in the Registrar's Office or from:

<http://www.oidb.metu.edu.tr/english/engapp.doc>

ANNOUNCEMENT OF RESULTS

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

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

For departments: https://oibs.metu.edu.tr/View_Exam_Results_103 (Program 103)

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

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

I. Department of Basic English Students

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

(METU – EPE SEPTEMBER)

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

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

Students dismissed from the Department of Basic English due to academic inadequacy and given the right to take the English Proficiency Examination for three years can take this exam only at the end of the academic year in which they were dismissed for readmission as a Freshman student and exemption from ENG 101 with credit. Students who were dismissed due to non-attendance cannot take this exam. (METU – EPE OCTOBER)

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

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

II. Undergraduate Students

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

III. Graduate Students

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

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

IV. Other

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

EXEMPTION FROM THE UNDERGRADUATE COURSE ENG 101

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

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

Students who have not obtained the required score on METU – EPE, or who have not taken the exam at all, can submit an equivalent score obtained on an international exam recognized by the University Senate for exemption from ENG 101 with a grade of AA within the period determined by the Senate. The request for exemption has to be indicated on the application form.

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

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

RULES

1. Test takers are required to have with them an official ID issued by METU (or a comparable document), a soft pencil, a ball point pen and an eraser.
2. Test takers are not permitted to have with them
 - Bags of any kind (handbags, backpacks, carrier bags, etc.) in the exam halls.
 - Electronic devices during test sessions or breaks. Electronic devices include but are not limited to beepers, pagers, radios, telephones or cellular (mobile) phones, translators, stopwatches, watch alarms (including those with flashing lights or alarm sounds), personal data assistants (PDAs), and any other electronic or photographic devices of any kind.
 - Testing aids during test sessions or breaks. Testing aids include but are not limited to books, pamphlets, notes, dictionaries, thesauri or potential aids of any kind.

In the event of a reported violation of any of the rules above, the test taker's test score will be cancelled.
3. Test takers who are more than 30 minutes late for Stage I of the exam will not be admitted to the exam. Test takers have to be in the exam hall 30 minutes before the exam starts. Test takers will not be admitted to the exam after the Listening component starts. However, examinees who are late for Stage II can take the Listening and Note-Taking and Writing parts after the first section of the Listening component is completed.
4. Test takers must fully comply with the proctors' directions during the exam.
5. Disciplinary/legal action will be taken against those who attempt to impersonate the rightful test takers or who attempt to cheat, and the exam results of such candidates will be considered invalid.

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

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

METU EPE	TOEFL IBT	TOEFL CBT	TOEFL Pen&Paper + TWE *		IELTS	EXPLANATIONS
60	74	203	537	4	6.0	<ul style="list-style-type: none"> • Undergraduate programs: Exemption from the Department of Basic English Program
65	79	213	550	4	6.5	<ul style="list-style-type: none"> • SUNY programs: Exemption from the Department of Basic English Program • Admission to graduate programs (GENERAL)
70	86	227	567	4,5	7.0	<ul style="list-style-type: none"> • Admission to the following graduate programs: Eurasian Studies, Philosophy (PhD), Urban Policy Plan. and Local Govs. (PhD), History of Architecture, Middle East Studies, Pol. Science and Public Adm., Sociology, History, Social Psychology, Settlement Archeology (PhD), Science and Tech. Policy Studies (PhD)
75	96	243	590-593	4,5	7.5	<ul style="list-style-type: none"> • Admission to the following graduate programs: European Studies, Business Administration
80	103	257	613	5	8.0	<ul style="list-style-type: none"> • Admission to the following graduate programs: Architecture (PhD), Building Scs.
85	110	270	637	5	8.0	<ul style="list-style-type: none"> • Undergraduate programs: Exemption from ENG 101 • Admission to the following graduate programs: English Literature, English Language Teaching
90	116	283	657	5	8.5	<ul style="list-style-type: none"> • SUNY program (Business Administration): Exemption from ENG 101

95+	119	293 +	670 +	5,5	9.0	-
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Renewal of lost Smart Card	30 TL
“TRUE COPY” DOCUMENT APPROVAL (per page)	1 TL
DIPLOMA FEE	55 TL

METU EPE: METU English Proficiency Exam

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

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

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

FEES FOR SOME SERVICES

APPLICATION FEE

Undergraduate programs- International students	50 \$
Transfer - TC national from METU	65 TL
Transfer- TC nationals non-METU	85 TL
Transfer- International Students	65 \$
Graduate programs- TC nationals	75 TL
Graduate programs- International students	60 \$
Special student- TC nationals from METU	65 TL
Special student- TC nationals non- METU	85 TL
Special student- International students	65 \$

SPECIAL STUDENT COURSE FEES

Course fee per credit- TC nationals	200 TL
Course fee per credit- TC nationals enrolled in private universities	240 TL
Course fee per credit – TC national studying abroad	240 TL
Course fee per credit – International students	225 \$
Basic English Department (1 year)- International students	5000 \$

ENGLISH PROFICIENCY EXAM FEE

Undergraduate programs	17 TL
Graduate programs	60 TL
Transfer	60 TL

TRANSCRIPT

Student copy	4 TL
Official copy	6 TL
Applications abroad	10 \$

SMART CARD

Smart Card	15 TL
EGO Banderole	20 TL
Akademik Year Stamp	3 TL