



**MIDDLE EAST TECHNICAL UNIVERSITY**  
**NORTHERN CYPRUS CAMPUS**

# **REGISTRATION GUIDE**

## **2023-2024**

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# President's Message

Dear Students,

We would like to congratulate you upon your years-long efforts that paved the way for your study at METU, a university where most talented students will learn from the best academics and most inspiring professors who are leaders in their fields both within Turkey and around the world. Your education at METU covers a broad range of activities associated with science, art, sports and culture that will enhance your personal development. We encourage our students to participate in seminars, concerts, plays, movies, talks, a diverse array of social and intellectual activities that will be held throughout the year across the Campus so that they develop as individuals who have the capability to acquire sophisticated skills from the very beginning of their studies.

METU is a university where researchers pull out all the stops to produce new knowledge, translate research knowledge into practice and disseminate knowledge. It is a university committed to educating individuals who are concerned about and seek right solutions to issues on the national and global agenda; and who think freely and voice their thoughts and opinions freely. METU is a place where the enthusiasm and ideals of young people are nurtured, and the possessors find opportunities that allow them to apply their ideals to life. Our campus is situated amongst trees and greenery in an area that used to be called 'Central Anatolian steppe'. This beautiful forest was created by members of the METU community, who had a heartfelt commitment to the attributes that characterize METU's overall university culture.

METU occupies a privileged place in higher education. Its secret to success lies in innovative technologies integrated with its existing infrastructure, and with the University's core activities of research and education. The engine driving METU's success is its interdisciplinary approach to the core, embedded throughout the culture of the University, that promotes cross disciplinary interactions that provide exposure to new knowledge and offer new perspectives. Its approach to learning that promotes 'learning from one another, through collaboration' is another key to METU's success.

Orientation Program is being held to support you during your adaptation process to your new life at METU. A range of events, organized by the University, will be taking place to provide an opportunity for you to familiarize yourselves with the Campus, get acquainted with others and make new friends. These events will also give the newcomers another opportunity to meet the University's administration and faculty, as well as offering a wealth of information about student resources, campus life and academic process. I truly hope that you will keep your enthusiasm alive when adjusting to the new environment and throughout your four years of study. I also hope that you will actively participate in and fully benefit from the opportunities and educational programs offered at METU. It is only through enthusiasm and passion that you will contribute to the scientific and social wealth of METU.

Welcome, new METU students!

I wish you good health, success and happiness...

Prof. Dr. Mustafa Verşan KÖK  
METU President

# Campus President's Message

To our new International Students,

Welcome to the METU community. We wish you success in your studies here at METU NCC.

Middle East Technical University Northern Cyprus Campus (METU NCC) was established as a result of an invitation conveyed to METU in the year 2000 by the Government of the Republic of Turkey and the Turkish Republic of Northern Cyprus. It is a major higher education project financed by the Republic of Turkey and serves not only the Turkish students but also the international community. METU NCC enjoys full academic and administrative support from METU in Ankara.

Our graduates are entitled to receive the METU diploma undersigned by the METU President and enjoy the worldwide recognition and prestige of the METU diploma in job markets and graduate admissions.

METU strengthens its recognition and reputation in global university rankings every day. METU, which ranked 336th in the UK-based QS World University Rankings 2024, also took first place among all Turkish universities that made the list. In the RUR (Round University Ranking) 2023 World Universities Ranking, METU ranked 382nd and maintained its first place among all Turkish universities. Since 2017 for five consecutive years, METU ranked first among all universities in Turkey in TÜBİTAK's Entrepreneurial and Innovative University Index and also earned the first spot in the Research Universities Performance Monitoring Index Rankings. In the list of QS EECA Rankings 2022, METU came top among all universities in Turkey. The list of QS EECA Rankings includes the best universities in Emerging Europe and Central Asia. We believe that a key factor in this global success are the achievements of our outstanding alumni, consisting of approximately 145,000 graduates who represent diverse geographic backgrounds and who bring the University prestige and distinction.

METU NCC provides an excellent learning environment for all undergraduate and graduate students. Our academic staff includes colleagues coming from 14 different countries, and they all received their PhD degrees from the leading universities in the world. We currently have a student-to-faculty ratio of 17:1 and an average class size of 20 students. The faculty are deeply engaged in undergraduate teaching, and they are always available to students outside the classroom as well. In other words, we provide personalized education to our students. The emphasis on close student-faculty interaction, when considered together with the academic qualifications of our faculty, clearly puts METU NCC in a very favourable position not only in Turkey and TRNC but also among the universities worldwide.

METU Northern Cyprus Campus, the first overseas campus of a Turkish University, is especially keen to develop a truly international profile for both the academic staff and the student body. We have students from 47 countries all around the world.

This brochure gives information about registration, English language requirements and other procedures required of international students at METU Northern Cyprus Campus.

Prof. Dr. Mehmet T. Zeyrek  
Campus President

# Steps to Reach and Settle Down at METU NCC

## Turkish Transit Visa

All flights to Northern Cyprus are connecting flights via Turkey. Therefore, depending on your nationality, you may need a TRANSIT VISA for the Republic of Turkey. Our support officer Ms. Linda Bahar Sabah ([linda@metu.edu.tr](mailto:linda@metu.edu.tr)) will give you all the necessary information after an acceptance letter has been issued to you.

**We highly advise you to acquire your flight tickets through Turkish Airlines, as they offer convenient direct connections to Ercan Airport.**

## How to Travel to Northern Cyprus and METU NCC

Please visit the following page for complete instructions on how to travel to North Cyprus by plane or sea:

<http://ncc.metu.edu.tr/campus-life/transportation>

Transportation from Ercan Airport to Campus is provided by KIBHAS bus services. The ticket price is approximately 6 USD (150 TL). The website mentioned above provides the bus service's schedule. Taxis are an alternative and cost around \$60. It takes roughly 1.5 hours to get to campus from the airport and Kyrenia Harbour, and two hours to get there from Famagusta Harbour.

Please fill out the arrival form <https://oryantasyon.ncc.metu.edu.tr/karsilama/> as soon as you have your flight information.

## When You Reach the Campus

Upon arrival at the campus, you will be allocated a room in METU NCC dormitories. New students are not obliged to stay at METU NCC dormitories (alternative renting options are available in Kalkanlı and Güzelyurt); however, freshmen are strongly recommended to stay on campus during their first year for convenience.

## METU NCC Dormitories

The fee paid by the student for the first semester includes accommodation for one semester in a 4-person room. If you would like to change your room, please send an email to [nccdorms@metu.edu.tr](mailto:nccdorms@metu.edu.tr).

You can reach room options and detailed information about the Dormitories from the following link:

<https://ncc.metu.edu.tr/accommodation/dorm-and-room-options>

Documents you need for dormitory registration:

- Two headshot photos

## Registration

Registration will be done at the Registrar's Office which is located at the Administration Building of the Campus.

You **MUST** come to the Registrar's Office on September 19, 2023, between 10:00 - 12:00 a.m. and 2:00 - 4:00 p.m.

### Documents you need for registration\*

- Original high school diploma and transcript attested by the Turkish Embassy
- Original exam result documents
- TOEFL-IBT / PTE Academic original reports (if available)
- Equivalence Letter (A letter certifying that your High School Diploma is equivalent to a Turkish High School Diploma). This document can be obtained from the Turkish Embassy in your country, from the Ministry of Education in Ankara-Turkey or the Ministry of Education in Lefkoşa (Nicosia)/ Northern Cyprus. In order to apply for this letter, you should submit your original high school diploma as well as its Turkish translation and your transcript showing all the courses you have taken during your high school education.
- Photocopies of your passport pages containing identification information.
- Headshot photos (4.5cm x 6cm size): Two photos taken within the last 6 months.

\* We would like to let you know that in order to enter TRNC, you must present your original high school diploma and any other relevant documents.

### Students with incomplete registration documents

You can only register if you hand in the required paperwork. You must bring the missing documents up until the deadline (**November 19, 2023**) if your registration documents are incomplete.

## **Students who would like to be exempted from certain courses.**

Students who have already taken certain courses from METU, METU NCC or another equivalent university may apply to be exempted from these courses if they pass the English Proficiency requirements.

## **METU E-Mail Account and METU Student ID Cards**

Please activate your university e-mail address from

<https://useraccount.metu.edu.tr/newstudent/index.php?lang=EN>. We strongly suggest you check your email account daily because it serves as the primary form of communication between METU NCC and the students.

After activating your user account, you should apply for a METU NCC student identity card from the following link <http://cardinfo.metu.edu.tr/>.

You may want to add your METU email account to your mobile devices. The instructions can be found at <http://faq.cc.metu.edu.tr/groups/e-mail-programs>.

## **Health Insurance**

The Campus has a Medical Center for the primary healthcare of students. The cost of medical treatment and hospitalization in the Turkish Republic of Northern Cyprus increased considerably in recent years. Intensive examinations and simple operations may cost several thousand dollars. Therefore, it is obligatory to enrol in the Health Insurance System of the Turkish Republic of Northern Cyprus, especially for cases that cannot be handled at the Campus Medical Center. This health insurance covers clinical examination, total medical treatment in case of operations or hospitalization and dental operations such as tooth removal or filling. You should purchase one by paying the necessary fee before registration.

## **Residence Permit**

After arriving at TRNC, you must acquire your “Student Residence Permit” in one month (the announcement will be made to let you know when and where to apply). Obtaining a Student Residence Permit is mandatory by law for all students studying at TRNC. Once you complete in campus registration you should visit <https://permissions.gov.ct.tr> for your Resident Permit Application. If you have any questions regarding the procedure you should contact the Student Satisfaction Office ([nccsso@metu.edu.tr](mailto:nccsso@metu.edu.tr)).

Failure to acquire a student residence permit could eventually lead to deportation from the island.

# English Examinations

## English Proficiency Exam (METU EPE) - September 20, 2023, 10:00 a.m. (TRNC Local Time):

The medium of instruction at METU NCC is English. Hence, you need to be proficient in English to begin your undergraduate program. The students must take the English Proficiency Exam if they:

- are not nationals of countries whose official language is English.
- do not hold a valid TOEFL-IBT or PTE Academic exam result (**Please note that scores are valid for two years only!**)
- have not attended and graduated from English-medium secondary education institutions in countries whose official language is English.

### What steps do I need to follow?

If you are yet to complete your English Proficiency requirement (those who do not hold a valid international exam score, such as TOEFL-IBT or PTE Academic) please follow the steps below:

#### **Step 1: Take the English Proficiency Exam (Face-to-face), September 20, 2023, 10:00 a.m. (TRNC Local Time):**

The P building will serve as the testing location. You must have identification with a current photo, such as a passport or driver's license. You must also bring a pencil and an eraser. At the very latest, **9.15 a.m.**, you must be in the exam room.

#### **Step 2: Check English Proficiency Exam Results:**

By **12:00 on September 25th, 2023**, results will be accessible at <https://student.metu.edu.tr>.

#### **Objecting to Exam Scores:**

You can object to your score **within 3 working days after the announcement of the exam results**. You must fill in an online petition form (log into the METU NCC intranet with your METU credentials. Then go to "REQUESTS" and then "STUDENT FORMS". Fill in the "EPE REASSESSMENT FORM" and submit it. If you have problems logging onto the intranet, then you may collect a student petition form from the SFL department secretary and submit your petition to the SFL department secretary. Please be informed that you cannot object to the "multiple choice" parts of the exam.



**Step 3: Take the Online English Placement Exam (Online) which will be held between September 25 and 26, 2023. The exam will be accessible between September 25, 12:00 a.m. and September 26, 6:00 p.m. (TRNC Local Time):**

If you don't pass the English Proficiency Exam, which will be held on **September 20, 2023**, you should take the Online English Placement exam so that you can be placed in the appropriate group for the English Preparatory Program.

The placement exam consists of two separate assessments termed Test 1 (lower-level, easy) and Test 2 (more challenging - higher level), respectively. Please be informed that you won't be permitted to take Test 2 if you can't pass Test 1.

### **What is the passing score for the English Proficiency Exam?**

The passing score is 59.5 out of 100 (69.5 for Teaching English as a Foreign Language Program).

### **What are the contents of the English Proficiency Exam?**

For details about the contents of the exam, please click "Sample Exam Questions" at <https://ncc.metu.edu.tr/sfl/general-information-about-epe>. Please be reminded that the exam question types may be updated. Hence make sure to check the sample questions two weeks before the exam.

### **Can I get exempted from the English Proficiency Exam?**

The minimum score required to be exempted from the English Language Preparatory Program for TOEFL-IBT is 75, and for PTE Academic is 55. These exam results **are valid for two years** from the exam date. Please note that the TEFL Program require higher scores. You can find more information on recognized exams and equivalent scores on the below link:

<http://ncc.metu.edu.tr/sfl/general-information-about-epe/>

The exam certificates must be submitted to the Registrar's Office during document registration.

### **Should I take the Placement Exam?**

Students who fail the English Proficiency Exam will study in the Preparatory Program. If your score is below 59.5 (69.5 for Teaching English as a Foreign Language Program), you will have to take the English Placement Exam. There are different study levels (e.g., Pre-Intermediate, Intermediate etc.) in the English Preparatory Program. To be able to be placed at the right level, you need to take this exam.

You should take the Placement Exam if you:

- do not hold a valid TOEFL-IBT or PTE Academic exam result **(Please note that scores are valid for two years only!)**
- are not nationals of countries whose official language is English.
- have not attended and graduated from English-medium secondary education institutions in countries whose official language is English.
- get a score below 59.5 (69.5 for Teaching English as a Foreign Language Program) from the English Proficiency Exam which will be held on **September 20, 2023**

## **ENGL 101 Exemption Exam: September 20, 2023, at 02:00 p.m. (TRNC Local Time)**

### **What is an ENGL 101 course?**

ENGL 101, Development of Reading and Writing Skills I, is a 4-credit must-course for all first-year students (except for those studying at the Teaching English as a Foreign Language Program) to start their undergraduate programs.

### **Do I have to take the ENGL 101 exemption exam?**

No. ENGL 101 Exemption Exam **is not compulsory!** Students who are not willing to take the exemption exam can take the ENGL 101 course in the first semester of their first year.

### **Who can take the ENGL 101 exemption exam?**

Please see the below table (Title: Summary of Exam Requirements for Possible Cases).

### **What are the contents of the ENGL 101 exemption exam?**

You will be sent an email (both METU and the email recorded in our system) regarding the details of the test.

### **How will I take the ENGL 101 exemption exam?**

The exam will be **face-to-face**. You will be sent an email (both METU and the email recorded in our system) regarding the details of the test.

### **How will I learn the results of the ENGL 101 exemption exam?**

Results will be sent to your email addresses (both METU and the email recorded in the system).

### **What is the score for the ENGL 101 exemption?**

Students who obtain the required score on METU – EPE or an [equivalent international exam recognized by the University Senate](#) are exempted from the compulsory undergraduate course ENGL 101 with credit.

The credit of the course and the grade (AA) will be included in the student's CGPA, but not in the GPA of the concerned term.

Students who score 84.50 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 the grade AA. Such students are not required to apply for exemption procedures. Those who score 84 or below must enroll in ENGL 101.

Students who could not obtain the required score on METU – EPE, or who have not taken the exam at all, may submit an equivalent score obtained on an international exam recognized by the University Senate for exemption from ENGL 101 with the grade AA within the period specified by the Senate.

### **Summary of Exam Requirements for Possible Cases**

Cases	Placement	EPE	ENGL 101 Exemption Exam	Explanations
Students who: <ul style="list-style-type: none"><li>are citizens of English-speaking countries.</li><li>and have graduated from an English-medium secondary education institution in that country (should be proven with a valid document)</li></ul>			✓	<ul style="list-style-type: none"><li>Eligible to start undergraduate programs.</li><li>Can take the ENGL 101 Exemption Exam</li></ul>
Students who: <ul style="list-style-type: none"><li>are citizens of English-speaking countries,</li><li>graduated from an English-medium secondary education institution in that country (should be proven with a valid document),</li><li>and have a *valid TOEFL-IBT/PTE Academic result but do not meet the requirements for ENGL 101 Exemption</li></ul>			✓	<ul style="list-style-type: none"><li>Eligible to start undergraduate programs.</li><li>Can take the ENGL 101 Exemption Exam</li></ul> <p>*The corresponding grade from one of the equivalent examinations (TOEFL-IBT/PTE Academic) is also valid for exemptions with a grade of AA.</p> <p><a href="https://ncc.metu.edu.tr/sfl/general-information-about-epe">https://ncc.metu.edu.tr/sfl/general-information-about-epe</a>.</p>
Students who: <ul style="list-style-type: none"><li>are citizens of English-</li></ul>	✓	✓		<ul style="list-style-type: none"><li>Should take EPE in order to start as a first-year student</li></ul>

speaking countries, • BUT graduated from a secondary education institution whose medium of instruction <b>is not</b> English				
Students who: • are citizens of English-speaking countries • BUT graduated from a secondary education institution where English <b>is not</b> the medium of instruction, • and have a *valid TOEFL-IBT/PTE Academic result			✓	• Eligible to start undergraduate programs. • can take the ENGL 101 Exemption Exam  *The corresponding grade from one of the equivalent examinations (TOEFL-IBT/PTE Academic) is also valid for exemptions with a grade of AA. <a href="https://ncc.metu.edu.tr/sfl/general-information-about-epe">https://ncc.metu.edu.tr/sfl/general-information-about-epe</a> .
Students who: • <b>are not</b> citizens of English-speaking countries, • and <b>do not</b> have a *valid TOEFL-IBT/PTE Academic result	✓	✓		• Should take EPE in order to start as a first-year student
Students who: • <b>are not</b> citizens of English-speaking countries, • and have a *valid TOEFL-IBT/PTE Academic result		✓		• Eligible to start undergraduate programs but if they are willing to be exempted from ENGL 101 course, they should take EPE and get a minimum score of 84.5
Students who: • <b>are not</b> citizens of English-speaking countries, • and graduated from English-medium secondary education institutions in a non-English speaking country	✓	✓		• Should take EPE in order to start as a first-year student
Students who: • <b>are not</b> citizens of English-speaking countries, • BUT have graduated from English-medium secondary education institutions in an English-speaking country			✓	• Eligible to start undergraduate programs. • can take ENGL 101 Exemption Exam

# **CNG 100 Exemption Exam**

## **Is it possible to be exempt from the CNG 100 course?**

If you want to be exempted from the CNG 100 course, you need to pass the CNG 100 Exemption Exam. If you obtain a high grade, you will be exempted from the CNG 100 course, and your grade will appear as EX on your transcript. The minimum grade for being exempted from the course is determined by the related academic authorities.

## **Who can take the CNG 100 exemption exam?**

All students who have passed the English Preparatory Program requirements can take the CNG 100 Exemption Exam. You should register for the exam before you can take it. Detailed announcements will be made on our website. Please be informed that current English Preparatory Program students cannot take this exam.

## **How to register for the CNG 100 exemption exam?**

You should follow your METU e-mails. Announcement for the exemption examination is announced by the Registrar's Office after registration. Registration to the CNG 100 Exemption Examination will be an online application. You will receive an announcement email for the application process.

## **What should you do if you are not successful in the CNG 100 exemption exam?**

All students who are not successful in the CNG 100 Exemption Exam are required to take this course. Not attending the course will lead to an NA grade. If you will not be able to attend the CNG 100 lectures you are recommended to drop this course on time.

## **How to register for a CNG 100 course?**

You should interactively register for this course by choosing the eligible section.

## **Evaluation in CNG 100 course**

Successful students will be given an S grade and unsatisfactory students will be given a U grade. Attendance is required. Students are given NA grades for not attending lectures for 4 or more weeks.

For detailed information on CNG100 content please refer to Appendix B.

The CNG exam will be online. Please note that you will receive an email regarding examination details.

**Exam Date: September 30, 2023, 09:00 a.m. (TRNC Local Time)**

# Orientation

The orientation program will be conducted in a hybrid manner. All newcomers must attend the organized orientation activities.

## What is the Orientation Program?

The orientation program has been prepared to familiarize you with the campus and its facilities and support you during your adaptation process. During the orientation program, there will be informative live colloquies, videos by staff and face-to-face social activities. Dates and details of the orientation program will be announced from the following page <http://ncc.metu.edu.tr/new-students>. Please follow for details and updates. The Orientation Program will take place between September 25 - 30, 2023. We are looking forward to your involvement in the orientation program!

## Registration to Courses

Registration as a freshman (first-year student): Students who have submitted acceptable English Proficiency examination reports like TOEFL-IBT or PTE Academic during registrations or students who are nationals of English-speaking countries or those who have attended and graduated from institutions of secondary education will be exempted from the Foreign Languages School or have successfully passed the English Proficiency Examination of METU NCC will be registered as a freshman.

Undergraduate students should complete their interactive registration between **September 27 - 29, 2023**. Since it is your first year first semester, the courses will be automatically added to your student portal. However, you should get your academic advisor's approval in order to complete your course registration. Students who do not get their advisor's approval do not complete their course registrations. You can use SAIS (<https://oibs.metu.edu.tr>) Program 61 to view the details of your academic advisors on **September 27 - 29, 2023. (Semester: 20231)**

You can check <https://cet.ncc.metu.edu.tr> for course details and timetables.

## Starting Date for Courses

Classes of Prep. School, Programs will be commenced on October 2, 2023.

# **Appendix A: Code of Ethics, Attendance, Conduct of Disciplinary Rules**

## **METU Northern Cyprus Campus Code of Ethics**

One of the basic principles of Middle East Technical University is to develop humanitarian and moral values of its students for the good of society.

Within this context, the students of METU Northern Cyprus Campus are expected to adopt the following ethical values, and behave according to these principles:

1. Students must do all the work on their own
2. Students must not cheat or help others to do so
3. Students must not deceive the academic staff or help others to do so

## **Attendance**

Students must attend their lectures, office hours and examinations. The instructors follow the students' attendance records closely.

Referring to Academic Rules and Regulations and other directories, please check the relevant web page: <https://ncc.metu.edu.tr/ro/rules-and-regulations>

## **Conduct of Disciplinary Rules**

Disciplinary Procedures, enforced by the “Law of Higher Education” and applied at METU Northern Cyprus Campus publicized at the web address given below:

<https://ncc.metu.edu.tr/ro/rules-and-regulations>

We kindly recommend our students examine these rules carefully and be informed about disciplinary codes at METU NCC.

# **Appendix B: Content of the CNG 100 Course**

## **Hardware**

Definition of hardware; definition of PC components including mainboard, memory, hard disk, CPU, sound card, DVD, CDROM, and floppy disk; explanation of how PC components work; managing hardware problems.

Operating Systems: Definition of software and operating systems; definition of file and directory; file and directory management including saving, deletion, renaming, changing attributes and permissions in Windows and command prompt; file formats including exe, sys, bat, bmp, doc, xls, txt, pdf, XML, HTML and ppt; system files; how to search a file and directory; bits, bytes, kilobytes; how to set paths and class paths and explain their purpose; copying and pasting; explanation of human-computer interaction subject and user interface components on Windows environment; explanation of how to change the display settings of monitors and control panel settings; health and safety in working with visual display units; definition of security terminology including firewalls, viruses and worms; setting a firewall; protect and restrict documents in Word, and Excel; computer maintenance including defragmentation, scanning disk, disk cleanup, startup programs.

## **Information Resources**

Definition of information and computer literacy and their importance in our daily lives; definition of WAN, LAN, WWW, FTP, telnet, e-books, HTTP and explanation of how they work and how to use them; introduction to well-known digital information resources; how to use search engines and digital libraries effectively; introduction to shareware and freeware software packages.

## **Ethics**

How to assess information summaries returned by the search engines; how to assess content; how to cite resources and introduction to well-known citation formats including Harvard and IEEE; the importance of ethical/legal issues, copyrights, contracts and intellectual property rights and examples; plagiarism and academic integrity.

## **Document Processing**

WordPad and notepad basics including fonts, paragraph formatting and tabs, find and replace; Microsoft Word basics including bullets and numbering, styles, formatting, columns,



inserting textbox, inserting pictures, spelling and grammar, indexing, table and contents, header, and footer, tracking changes, language settings.

## **Electronic Presentations**

How to prepare a presentation using Microsoft PowerPoint; presentation techniques; how to combine different media; definition of multimedia; multimedia authoring tools including image and video editors; multimedia networks and media-on-demand; compression formats and standards for data, images, audio and video; web page design.

## **Data Analysis and Spreadsheets**

Importance of data analysis; well-known functions including counting, summation, averaging, if blocks, finding maximum and minimum and standard deviation; how to prepare a professional-looking table and its importance; how to interpret data by using techniques such as sorting and filtering; importing and exporting data in Excel; how to summarize data by using charts and graphs and how to make them professionally looking.

(OS Environment: Microsoft Windows 7 / 10, Office Tools: Microsoft Office 2013 / 2016)

## Appendix C: Details on educational information for new students

### MAT 100 Pre-Calculus Course

MAT100 Pre-calculus course aims to provide students who have met English language requirements for the undergraduate programs with a mathematical background for the courses. Students will be acquainted with basic mathematical concepts which are required for Calculus and other courses, and they will be expected to have skills in describing real-world problems as mathematical models. A successful student will:

- a. Become comfortable with the language of functions.
- b. Gain an understanding of polynomial, rational, exponential, logarithmic and trigonometric functions, and the ability to describe their graphs.
- c. Be able to solve linear and quadratic equations and equations with exponential and logarithmic functions.
- d. Gain problem-solving skills by analyzing the quantitative aspects of real-world problems and creating mathematical models.

Students will take this course during the first year of their undergraduate programs or if they fulfill the English language requirements, they can take this course in the summer term before the first year. Students who get a score of at least 50 on the Mathematics Proficiency Exam will be exempted from the MAT 100 course and enrol directly for the MAT 119 course. MAT 100 Proficiency Exam will be held on **September 25, 2022, at 10:00 (TRNC Local Time)**. Details will be sent later regarding the exam.

## Appendix D: Program and Course Codes

You will need the verbal and numeric codes of your department to use in various cases throughout the university. These codes are indicated below.

Program Code	Title	Letter Code
351	Business Administration (SUNY Dual Diploma Program)	BUSD
352	Economics	ECO
353	Business Administration	BUS
354	Political Science and International Relations	PSIR
355	Computer Engineering	CNG
356	Electrical and Electronics Engineering	EEE
357	Mathematics	MAT
358	Physics	PHY
359	Modern Languages (English)	ENGL
360	Chemistry	CHM
361	Turkish Language	TUR
362	History	HST
363	Statistics	STAS
364	Civil Engineering	CVE
365	Mechanical Engineering	MECH
366	Teaching English as a Foreign Language	EFL
367	Chemical Engineering	CHME
368	Educational Sciences	EDUS
369	Modern Languages (German)	GRM
370	Modern Languages (French)	FRN
371	Psychology	PSYC
372	Sociology	SOCL
373	Biology	BIOL
374	Petroleum and Natural Gas Engineering	PNGE
375	Art	ART
376	Computer Education and Instructional Technology	CTE
377	Philosophy	PHL
378	Guidance and Psychological Counseling	GPC
379	Architecture	ARC
380	Modern Languages (Chinese)	CHIN
381	Fine Arts	TEA
382	Environmental Engineering	ENV
383	Engineering Sciences	ESC
384	Aerospace Engineering	ASE
385	Modern Languages (Spanish)	SPN
387	Occupational Health and Safety	OCHS
388	Industrial Engineering	INE
389	Software Engineering	SNG

# IMPORTANT DATES

The English Proficiency Exam will be given on **September 20, 2023, at 10:00 a.m. (TRNC Local Time)**. (Details will be announced via e-mail) (Exam will be held face to face).

The Online Placement Exam will be given on **September 25 - 26, 2023**. (Details will be announced via e-mail).

English 101 Exemption Exam will be given on **September 20, 2023, at 02:00 p.m. (TRNC Local Time)**. (Details will be announced via email) (Exam will be held face to face).

The online MAT Proficiency Exam will be on **September 25, 2022, at 10:00 a.m. (TRNC Local Time)**. (Details will be announced via e-mail).

The CNG 100 Exemption Examination will be on **September 30, 2023, at 09:00 a.m. (TRNC Local Time)**. (Details will be announced via e-mail).

You should complete your course registration by obtaining the academic advisor's approval between **September 27 - 29, 2023**.

You should make necessary course changes as add and drop between October 09 - 13 2023.

The deadline for discount applications (children of METU graduates/staff and siblings) is **October 13, 2023**. For further information please check the link <https://ncc.metu.edu.tr/ro/fees>.