

REGISTRATION GUIDE 2024-2025

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President's Message

Dear Students,

I would like to congratulate you on your years of hard work, which have led you to study at METU, a university that brings together the most talented students with the best academics and inspiring professors who are leaders in their fields both in Türkiye and around the world. Your education here at METU will encompass a broad range of activities in science, art, sports, and culture, all designed to enhance your personal development. We strongly encourage you to participate in seminars, concerts, plays, movies, talks, and a diverse array of social and intellectual activities held throughout the year across the Campus, allowing you to develop into individuals with sophisticated skills from the very beginning of your studies.

METU is a place where researchers strive to produce new knowledge, apply research to practice, and disseminate it further. It is a university committed to educating individuals who are conscious of and seek solutions to national and global issues; who think freely and express their thoughts and opinions without restraint. Here, the enthusiasm and ideals of young people are nurtured, and opportunities abound for them to put these ideals into practice. Our campus, a green oasis that once stood as Central Anatolian steppe, was created by METU's own community, reflecting the values that characterize our overall university culture.

METU's success in higher education stems from its integration of innovative technologies with core research and education activities. The interdisciplinary approach, deeply embedded in METU's culture, promotes cross-disciplinary interactions, providing exposure to new knowledge and perspectives. Additionally, the collaborative learning model, where students learn from each other, is another cornerstone of METU's success.

METU Northern Cyprus Campus (NCC), established through a collaboration between the Republic of Türkiye and the Turkish Republic of Northern Cyprus, provides a unique international learning environment. It is METU's first overseas campus, and while it serves students from Türkiye, it also prides itself on being a truly global institution with students from 47 countries. At METU NCC, you will benefit from the full academic and administrative support of METU Ankara, and upon graduation, you will receive a METU diploma, recognized and respected worldwide.

METU's reputation continues to grow globally. In the 2025 QS World University Rankings, METU ranked 285th, and it remains the top-ranked university from Türkiye. METU's commitment to research and innovation is also reflected in its top ranking in the TÜBİTAK Entrepreneurial and Innovative University Index for five consecutive years.

At METU NCC, our faculty comes from 14 countries, bringing a wealth of global knowledge and expertise. We are dedicated to providing a personalized learning experience for each student. You will have ample opportunities to engage with professors both in and outside the classroom, allowing for a dynamic and enriched academic experience.

As you embark on this new journey, we have designed an Orientation Program to support your adaptation to life at METU. Various events organized by the University will help you familiarize yourselves with the campus, meet new friends, and interact with the University's administration and faculty. I hope that throughout your four years of study, you will maintain your enthusiasm, actively participate in the opportunities offered, and contribute to the scientific and social wealth of METU.

Welcome to METU, where we believe your passion will lead to your success. I wish you all good health, happiness, and success.

Ahmet Yozgatlıgil METU 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 (<u>linda@metu.edu.tr</u>) 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

Transport from Ercan Airport to the campus is provided by the KIBHAS bus service. The ticket price is approximately 8 USD (260 TL). The above website provides the timetable of the bus service. Taxis are an alternative and cost around \$60. It takes approximately 1.5 hours to get to the campus from the airport and the port of Kyrenia, and two hours from the port of Famagusta.

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.

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

https://ncc.metu.edu.tr/accomodation/dorm-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 16, 2024, between 10:00 - 12:00 a.m. and 2:30 - 4:30 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.

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 16, 2024) 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.

^{*} 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 (Acceptance Letter etc.).

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 obtain one by paying the required fee when you apply for your student residence permit.

Residence Permit

After arriving at TRNC, you must acquire your "Student Residence Permit" in one month. Obtaining a Student Residence Permit is mandatory by law for all students studying at TRNC. Once you compete 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).

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

English Examinations

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 17, 2024, 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 **09:00 on September 18, 2024**, 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 English Placement Exam (Face-to-face) which will be held September 18, 2024. 10:00 a.m. (TRNC Local Time).

If you don't pass the English Proficiency Exam, which will be held on **September 17, 2024**, you should take the 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 <u>are valid for two years</u> 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 17, 2024.**

Summary of Exam Requirements for Possible Cases

Cases	Placement	EPE	Explanations
Students who: are citizens of English-speaking countries. and have graduated from an English-medium secondary education institution in that country (should be proven with a valid document)			• Eligible to start undergraduate programs.
Students who: • are citizens of English-speaking countries, • graduated from an English-medium secondary education institution in that country (should be proven with a valid document), • and have a *valid TOEFL-IBT/PTE Academic result			• Eligible to start undergraduate programs. *The corresponding grade from one of the equivalent examinations (TOEFL-IBT/PTE Academic) is also valid for exemptions with a grade of AA. https://ncc.metu.edu.tr/sfl/general-information-about-epe.
Students who: are citizens of English- speaking countries, BUT graduated from a secondary education institution whose medium of instruction is not English	✓	√	Should take EPE in order to start as a first- year student
Students who: • are citizens of English-speaking countries • BUT graduated from a secondary education institution where English is not the medium of instruction, • and have a *valid TOEFL-IBT/PTE Academic result			*The corresponding grade from one of the equivalent examinations (TOEFL-IBT/PTE Academic) is also valid for exemptions with a grade of AA. https://ncc.metu.edu.tr/sfl/general-information-about-epe.

Students who: are not citizens of English-speaking countries, and do not have a *valid TOEFL-IBT/PTE Academic result 	✓	Should take EPE in order to start as a first- year student
Students who: are not citizens of English-speaking countries, and have a *valid TOEFL-IBT/PTE Academic result 	✓	
Students who: <u>are not</u> 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: • are not citizens of English-speaking countries, • BUT have graduated from English-medium secondary education institutions in an English-speaking country		

MAT 100 Exemption Exam

MAT 100 Precalculus course is a preparatory course for calculus courses and aims to enable students to understand the basic mathematical concepts that will be required in Calculus and the courses they are responsible for afterwards, and to be able to express real-life problems in simple mathematical models. A successful student will,

- become comfortable with the language of functions;
- gain an understanding of polynomial, rational, exponential, logarithmic and trigonometric functions and the ability to describe their graphs;

- be able to solve linear and quadratic equations and equations with exponential and logarithmic functions; and
- gain problem-solving skills by analyzing the quantitative aspects of real-world problems and creating mathematical models.

Students can take the course in the first semester of their undergraduate programs or in the previous summer school if they can document their English proficiency. Students who score 50 or above in the Mathematics Proficiency Examination are exempted from MAT 100 and enrolled in MAT 119 in the first semester of their undergraduate program.

Who can take the MAT 100 exemption exam?

Students entering METU NCC who score 50 or above from EPE or have a valid language score from one of the English Language Exams recognized by METU have the opportunity to exempt themselves from this course by taking the MAT 100 Proficiency Exam and scoring at least 50 out of 100.

How to register for the MAT 100 exemption exam?

The announcement for the exemption examination is made by the Registrar's Office. You can apply to take the exam by following the instructions in this email.

CNG 100 Exemption Exam

CNG 100 Introduction to Information Technologies and Applications is a non-credit but mandatory course that all METU students have to take during their undergraduate education. Students entering METU NCC who pass the English Proficiency Exam (EPE) and obtain first-year standing have the opportunity to exempt themselves from this course by taking the CNG 100 Proficiency Exam and scoring at least 60 out of 100.

Who can take the CNG 100 exemption exam?

All students who have completed the requirements of the English Language Preparation Program are eligible to take the CNG 100 Exemption Exam. You should register (please see below) for the exam before taking it. Please note that current students in the English Preparatory Program cannot take this exam.

How to register for the CNG 100 exemption exam?

The announcement for the exemption examination is made by the Registrar's Office. You can apply to take the exam by following the instructions in this email.

What should you do if you are not successful in the MAT 100 exemption exam?

All students who are not successful in the MAT 100 Exemption Exam are required to take the MAT 100 course. Not attending the course will lead to an NA grade.

How to register for a MAT 100 course?

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

For detailed information on MAT100 course content please refer to Appendix C.

Exam Date: September 23, 2024, 10:00 a.m. (TRNC Local Time) (The exam is conducted face-to-face)

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 the CNG 100 course. Not attending the course will lead to an NA grade. If you will not be able to attend the CNG 100 course 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 course content please refer to Appendix B.

Exam Date: September 28, 2024, 09:00 a.m. (TRNC Local Time) (The exam is conducted online)

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 23 - 29, 2024. 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 25 - 27, 2024. 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 will not complete their course registration if they do not receive their advisor's approval. You can use SAIS (https://oibs.metu.edu.tr/) Program 61 to view the details of your academic advisors on **September 25 - 27, 2024.** (**Semester: 20241**)

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

Starting Date for Courses

Classes of English Preparatory Program Commence: September 30, 2024

Programs Commence: September 30, 2024

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 23, 2024, at 10:00 a.m.** (**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	СНМ
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	СНМЕ
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 17, 2024, at 10:00 a.m. (TRNC Local Time).** Details will be announced via e-mail. The exam will be held face-to-face.

The Placement Exam will be given on September 18, 2024, at 10:00 a.m. (face-to-face).

The online MAT Proficiency Exam will be on **September 23, 2023, at 10:00 a.m. (TRNC Local Time).** Details will be announced via e-mail.

The CNG 100 Exemption Examination will be on **September 28, 2024, 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 25 -27, 2024**.

You should make necessary course changes as add and drop between October 07 - October 11, 2024.

The deadline for discount applications (children of METU graduates/staff and siblings) is **October 11, 2024**. For further information please check the link https://ncc.metu.edu.tr/ro/fees.