



MIDDLE EAST TECHNICAL UNIVERSITY  
NORTHERN CYPRUS CAMPUS

# **REGISTRATION GUIDE**

## **2017-2018**

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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, and 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 characterise 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 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.

A range of events, organized by the University, will be held at the Campus on **Tuesday, September 26 and Sunday, October 1, 2017** 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 love, success and happiness...

Prof. Dr. Mustafa Verşan KÖK

METU Rector

## Campus President's Message

To our new International Students,

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

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 Governments of Republic of Turkey and 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 of METU in Ankara.

Our graduates are entitled to receive the METU diploma undersigned by the METU President, and enjoy the world wide recognition and prestige of METU diploma in job markets and graduate admissions. We are extremely proud to announce that METU was ranked 85th in the top universities ranking by the prestigious Times Highest Education in academic year 2014-2015; and we believe this has much to do with great accomplishments of our now over 110.000 alumni from more than 80 countries all over the world METU NCC provides an excellent learning environment for all undergraduate and graduate students. Our academic staff includes colleagues coming from 11 different countries, and they all received their Ph.D. degrees from the leading universities in the world. Currently, our student to faculty ratio is 12, and the average classroom size is only 19. 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 favorable position not only in Turkey and TRNC, but also among the universities worldwide.

METU Northern Cyprus Campus is especially keen to develop a truly international profile of both the academic staff and the student body. We have students from 42 countries all around the world.

International students admitted to METU Northern Cyprus Campus for the 2017-2018 Academic Year should be on campus for registration dates. This brochure gives information about registration, English language requirements and other procedures required of international students at METU Northern Cyprus Campus.

Prof. Dr. Nazife Baykal  
Campus President

# I. Steps to Follow to Reach and Settle Down at METU NCC

## Turkish Transit Visa

We would like to remind you that all flights to Northern Cyprus are via Turkey. Therefore, depending upon your nationality, you may need a TRANSIT VISA of Republic of Turkey. You may contact nearest Turkish Embassy/Consulate (<http://www.mfa.gov.tr>) to get advice on the TRANSIT VISA requirements, and complete VISA formalities by presenting the letter of acceptance issued by the university.

We strongly recommend you to get your plane tickets from Turkish Airlines due to the direct connection possibilities with Ercan Airport.

## How to Travel to Northern Cyprus and METU NCC

In order to find detailed information on how to reach North Cyprus by air or by sea please refer to the following website:

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

Transportation from Ercan Airport to Campus is provided by KIBHAS bus services. Ticket price is approximately 6 USD (17.5 TL). Schedule of this bus service is provided at the above given website. As an alternative, taxis are available at the airport and Kyrenia and Famagusta harbors (it is expensive, 50\$). From the airport and Kyrenia harbor, the travel time to campus is 1.5 hours approximately, from the Famagusta harbor approximately two hours. For airport pick reservation please fill on-line application form. Airport pickup form will be available between June 5<sup>th</sup>, 2017 and September 19<sup>th</sup>, 2017.

<http://oryantasyon.ncc.metu.edu.tr/karsilama/>

Students arriving to Ercan airport will be greeted and guided by the Orientation Team Leaders. We strongly recommend you to arrive the Campus between September 22<sup>nd</sup> and September 25<sup>th</sup>, due to the pickup service for new students.

## When You Reach the Campus

Upon arrival to 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 at Kalkanlı and Güzelyurt); however, freshmen are strongly recommended to stay on campus during their first year for convenience.

## How and When to Apply to METU NCC Dormitories

Please fill on-line dormitory application form. Dormitory application form will be available between June 5<sup>th</sup>, 2017 and September 19<sup>th</sup>, 2017.

[http://basvuru.ncc.metu.edu.tr/yurt/yo\\_index.php](http://basvuru.ncc.metu.edu.tr/yurt/yo_index.php)

## Documents you need for dormitory registration:

1. Student ID Cards
2. 4 passport type pictures
3. Medical report from an approved health center in TRNC, showing negative results of the PPD, HIV, Hepatitis B, Hepatitis C tests. (Report could be submitted after registration. You could submit same report that you will take for Residency Permit)
4. Passport Copy

In accordance with the TRNC Laws, in order to complete the dormitory registration and residence permit procedures, just after their arrival, all international students are required to submit a medical report from an approved health center at TRNC, indicating that he/she is free of Tuberculosis (including a PPD test result) Hepatitis A, B and C and HIV. Failure to submit these documents may result in deportation from the island eventually. Related medical laboratories, after registration, you will be later informed about how to obtain the reports. Please be informed that if any of the contagious diseases being detected in your health examination, the university holds the right to delete your registration and TRNC officials will ask for deportation from the country.

Below is the web address for the Directives and Regulations. Please, read the regulations for dormitories very carefully in order to avoid any inconveniences during your stay at METU NCC Campus:

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

## II. 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 the Campus on 26<sup>th</sup> of September 2017 between 09:00 - 12:00 hrs and 14:00-16:00 hrs. This means that you have to arrange your flight so that you are on campus before this date. Once you come to the Registrar's Office, you will be given a document that carries your student ID number that enables you to take the English Proficiency Examination unless exempted.

For exact location of the Registrar's Office (Student Affairs), please refer to the campus map:

## Documents you need for registration:

1. Original High School Diploma and Transcript attested by Turkish Embassy
2. Original Exam Result Documents
3. IELTS / TOEFL original reports (if available)

4. 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 from 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.
5. Photocopies of your passport pages containing identification information.
6. Passport Size Photos: 4 (4.5cm x 6cm size) photos taken within last 6 months.

### Students with incomplete registration documents

Registration is only possible if you submit all required documents. If your registration documents are not complete, you need to bring the missing documents until the registration period is over. It is only after the completion of your registration that you can receive a student certificate for your residence permit applications in TRNC.

### 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.

## III. 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 the recent years. Intensive examinations and simple operations may cost several thousand dollars. Therefore, it is obligatory to enroll in the Health Insurance System of the Turkish Republic of Northern Cyprus, especially for the 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.

## IV. Residence Permit

After arriving to TRNC, you have to acquire your "Student Residence Permit" in one-month time (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 international students studying at TRNC.

Failure to obtain Student Residence Permit may result in deportation from the island eventually.

### Documents you need for a residence permit

1. Student Certificate
2. 2 Passport Size Photos

3. 115 TL for 1 year (230 TL for 2 year) payable to Güzelyurt tax office (Vergi Dairesi)
4. Residence Documents (Note: If you are staying in a house: get rental agreement, If you are staying in a dormitory: get an official paper from dormitory manager)
5. Post Stamps (11,20 TL) from the Post Office
6. Passport
7. Health Report (Medical reports must be taken from an approved health center in Turkish Republic of Northern Cyprus)

For international students who are making their registrations for the first time process of making residency permit is organized by Institutional Communication Department. You would be informed regards to the details of the process after completing your registration by e-mail.

You should extend the period of your Residence Permit when it expires. Legal action will be applied to students who do not follow the above mentioned procedures.

## V. English Proficiency Exam (September 27<sup>th</sup>, 2017)

If you would like to be exempted from METU NCC English Proficiency Examination (EPE), English Language Preparatory School, you are expected to either submit an International Exam Score of English Language Proficiency (IELTS / TOEFL).

Minimum scores required for obtaining exemption from the English Language Preparatory Program are: TOEFL IBT: 75, IELTS: 6.0 (overall band). Note: These exam results are valid for two years from the exam date). You will find more information on acceptable examinations and equivalent scores on our webpage

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

The exam results must be submitted to Registrar's Office officials during registration.

If TOEFL/IELTS report cannot be presented, then you are expected to apply for the English Proficiency Examination (EPE) during registration. The passing score is 60 out of 100 (70 for Teaching English as a Foreign Language Program, 65 for Business Administration SUNY Joint Program). If you score between 50 and 59 you will be placed to English Preparatory School for one semester. If you score lower than 50, you will be allocated to the English Preparatory School for a full academic year.

## VI. CNG 100 Exemption Examination (September 30<sup>th</sup>, 2017)

### Is it possible to be exempt from CNG 100?

If you want to be exempted from CNG 100 you need to pass the CNG 100 Exemption Exam. If you obtain a high grade you will be exempted from CNG 100 and your grade will appear as EX on your transcript. The minimum grade for being exempted 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 at our website. Current English Preparatory Program students cannot take this exam.

### How to register CNG 100 exemption exam?

You should follow your METU e-mails. Announcement for the exemption examination would be announced by the Registrar's Office after registration. Registration to the CNG 100 Exemption Examination will be online application. You will receive an announcement e-mail 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 to the course will lead to a 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 CNG 100?

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 an U grade. Attendance is required. Students are given NA grade for not attending the lectures for 4 or more weeks.

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

## VII. Orientation

Following registration, you are expected to participate in the Campus Orientation Program\* that will take place between September 26<sup>th</sup> and October 1<sup>st</sup>, 2017. It is crucial that all newcomers attend the organized orientation activities.

### What is the Orientation Program?

Welcome to the METU Northern Cyprus Campus Family! This orientation program has been prepared to familiarize you with the campus and its facilities, and support you during your adaptation process. The program will be carried out by Student Services Units and orientation leaders, and offer you an opportunity:

- To take part in numerous social, cultural and sports events
- To get to know the campus and Cyprus
- To meet staff members and new friends

We are looking forward to your involvement in all the activities!

### Orientation Leadership Project

Orientation Leadership Project (OLP) has been carried out at METU NCC since 2008-2009 Academic Year to run the orientation program effectively. The project is coordinated by Student Development and Counseling Center (SDCC) and run by "orientation leaders". Orientation Leaders are senior METU NCC students who volunteered to assist you during the orientation program and in your first year at METU NCC. These reliable senior-students will help to find answers to your questions about campus life. As soon as you are accepted to METU NCC, an orientation leader will be assigned to you and you will receive a welcome mail from your leader. Before your arrival you can direct your questions via e-mail to your orientation leader.

Orientation leaders will welcome you at airport and help you in dorm registration, registration to university and courses, and getting to know campus. When you arrive on campus please also get in touch with the Orientation Office\*\*, situated in the shopping center on campus, via telephone or by directly going to the office to get into contact with your orientation leader (if you have not met him/her till then) and to be informed about all the details of the orientation program.

\*Orientation Program will be announced later.

\*\*The orientation office will be opened on September, 22<sup>nd</sup>.

## VIII. Registration to Courses

Registration as a freshman (first year student): Students who have submitted an acceptable English Proficiency examination reports like TOEFL or IELTS during registrations or have successfully passed the English Proficiency Examination of METU NCC will be registered as a freshman. These students additionally need to do their interactive registration to the courses of 2017-2018 Fall Semester; between October 2<sup>nd</sup> and October 3<sup>rd</sup> , 2017. You should select the courses online and obtain your academic advisor's approval by visiting your advisor during this period of interactive registration. Please, check details from the webpage below before October 2<sup>nd</sup>, 2017.

<http://oim.ncc.metu.edu.tr>

Firstly, you should check Course Registration Support from intranet to check course details and performing your time tables by selecting courses. Then, register to the courses that you selected from SAIS. For courses that you could not register you should send problem forms from Course Registration Support . Students who do not visit and take their advisor's approvals do not complete their course registrations.

Course Registration Support: <https://cet.ncc.metu.edu.tr>

SAIS: <https://oibs.metu.edu.tr>

## IX. Starting Date for Courses

The courses will commence on October 2<sup>nd</sup>, 2017 for English Language Preparatory Program, for Undergraduate Programs and for Graduate Programs.

# 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

Detailed information about code of ethics at METU NCC can be reached from:

<http://oim.ncc.metu.edu.tr>

### 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:

<http://oim.ncc.metu.edu.tr>

### Conduct of Disciplinary Rules

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

<http://oim.ncc.metu.edu.tr>

We kindly recommend our students to 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 operation system; 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, and 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 de-fragmentation, 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; 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 new students

### GPC 100 "First Year on Campus Seminar"

GPC 100 is a first-year student seminar designed to assist new students make a successful transition to the academic and social life of METU-NCC and thereby foster a sense of belonging to the university. This course has six principle goals and seeks to:

- a. Promote engagement in the curricular and co-curricular life of the university;
- b. Acquaint new students with METU-NCC programs of study;
- c. Assist in introducing students to program faculty and upper class students;
- d. Promote the development of essential academic and study skills;
- e. Facilitate a smooth transition to life as a university student at METU-NCC;
- f. Encourage lifestyle choices that promote health and wellness.

This course is taken during the first year of enrollment at METU-NCC. The course will be delivered through a combination of group seminars/activities, small group reflection/discussion sessions, and group social and cultural activities. Third and fourth year students taking the course GPC 310 will assume the roles of peer guides in facilitating this course.

### MAT 100 Pre-Calculus Course

MAT100 Pre-calculus course aims to provide students who have met English language requirements for the undergraduate programs 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 the 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 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 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 at least 50 at the Mathematics Proficiency Exam will be exempted from MAT100 course and enroll directly for MAT119 course. MAT 100 Proficiency Exam will be held on September 29<sup>th</sup>, 2017 at 09:30 at SZ 21, 22, 23, 24 (Academic Blocks). You should have your Student ID with you.

## 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

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## IMPORTANT NOTES

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SFL Placement Test will be given at 09:30 on October 2<sup>nd</sup>, 2017. (Please, arrive at the assigned room at least 30 minutes before the exam begins).

Math Proficiency Exam begins at 09:30 September 29<sup>th</sup>, 2017.

You should complete interactive course registration and obtain academic advisor approval between October 2<sup>nd</sup> and October 3<sup>rd</sup>, 2017.

CNG Exemption Examination will be on September 30<sup>th</sup>, 2017. Details will be announced.