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WELCOME to ANKARA and METU

Dear Student,

We congratulate you on your acceptance to Middle East Technical University (METU), Ankara Campus. Welcome to our University. During your life at METU, you will have the chance to get to know new people, new cultures, new surroundings and different aspects of academic study. During your journey at METU, you will also encounter some exciting challenges. We are here to help you deal with these issues starting from your arrival on campus till the successful completion of your study. We hope to foster an environment in which you can have a worthwhile & fruitful time at METU.

The Orientation Booklet you have received with the Orientation Program (OP) aim to provide you with useful information about Campus life and access to sources that will guide and support you during your education life here. You are advised to read this Orientation Booklet and keep it for reference purposes. The Orientation Program (OP) is designed to support your adaptation to Campus life. OP also includes activities that will contribute to your getting to know the University, Campus, friends and gaining different experiences in your first year. We strongly recommend you to join this rich and pleasurable program.

Your host student assigned to you will help you initialize your orientation to METU campus and to Ankara and help with bank matters, making phone calls to your parents and in general help you settle in at METU. Please go through the orientation package and read the materials carefully. The aim of the first day's meeting is to get acquainted, to discuss the registration procedure for exchange students at METU and to go over the orientation program.

Wishing you all a successful and pleasurable education life at METU.

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ABOUT TURKEY

Turkey is a transcontinental country in Eurasia, mainly in Anatolia in Western Asia, with a smaller portion on the Balkan Peninsula in Southeast Europe. The country is encircled by seas on three sides: the Aegean Sea, the Black Sea and the Mediterranean Sea.

Its diverse cultural heritage, famous food, vast history and popular destinations like Istanbul with its Byzantine and Ottoman sights, Ephesus, Cappadocia, Pamukkale, Antalya, etc. attract all who visit here. There are amazing beaches, spectacular mountains, great museums, famous “Turkish Baths” and more. Turkish people are best known for their hospitality, friendly nature and good humor.

Important Things about Turkey:

Formal Name: Republic of Turkey

Declaration of the Republic: October 29, 1923

Capital: Ankara

Large Cities: Istanbul, Ankara, Izmir, Bursa (four most populated cities)

Government: Unitary Parliamentary Republic

Official Language: Turkish

Total Area: 814,578 km²

Population: 79.814.871 (2017 census)

Currency: Turkish Lira (TL)

Time Zone: EET (UTC+2)

Working Hours: From Monday to Friday, 9.00-17.00 (mostly)

Official Holidays: January 1, April 23, May 1, May 19, August 30, October 29, Kurban and Ramadan Holidays

Date Format: dd/mm/yyyy

International Phone Code: +90

Internet TLD: .tr

Electricity: 220 volts, 50 Hz, with round-prong European-style plugs



ABOUT ANKARA

Ankara has been the capital of Turkey since October 13, 1923. The city center of Ankara is the second most crowded area of Turkey and among the first 40 of the world. Most part of Ankara's land is located in the upper part of Sakarya. It can be considered as the heart of Turkey due to its proximity to Turkey's geographical center and its function in Turkey's progress. On the other hand, Ankara is one of the places in Turkey where on which several civilizations in history lived, such as the Hittites, Phrygians, Lydians, and Persians. Ankara is famous with its cat, goat, angora, rabbit, pear, honey, and grape called "Misket Üzüümü".

Important Things about Ankara:

Region: Central Anatolia, Upper Sakarya

Official Units: 18 districts within city limits and 25 total in the province

Total Area: 2.516 km²

Elevation: 938m

Population: 5,346,518 (2017 census)

Time Zone: EET (UTC+2)

Postal Code: 06xxx

Area Code(s): 312

License Plate: 06



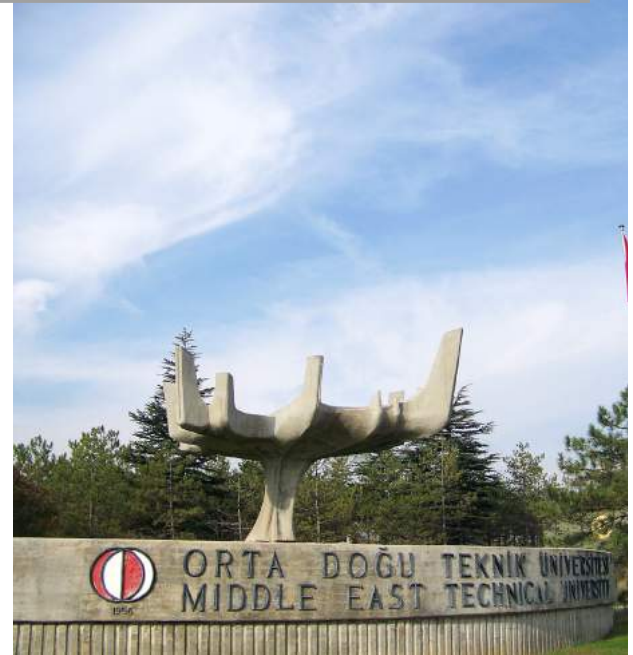
■ ABOUT METU

Middle East Technical University (METU) was founded under the name of "Orta Doğu İleri Teknoloji Enstitüsü" (Middle East High Technology Institute) on November 15th, 1956 to contribute to the development of Turkey and Middle East countries and especially to train people so as to create a skilled workforce in the fields of natural and social sciences. METU's presence brought about new methods and introduced innovations to the Turkish higher education system manifesting METU as a pioneer of modern education nationwide.

In 1956, the first academic program to start education was the Department of Architecture. Then in the spring semester of 1957, the Department of Mechanical Engineering launched its academic program. At the onset of 1957-1958 Academic Year, the Faculty of Architecture, Faculty of Engineering and Faculty of Administrative Sciences were established. In 1959, the tasks undertaken to establish the Faculty of Arts and Sciences were completed. The Faculty of Education launched its academic program in 1982. Today, there are a total of 43 undergraduate programs in the five faculties of METU.

There are about 176 graduate programs available in the Graduate Schools of Natural Sciences, Social Sciences, Informatics, Applied Mathematics and Marine Sciences. Marine Sciences conducts the academic program studies at Mersin-Erdemli.

Owing to the quality academic education that emphasizes merit and excellence in scientific, cultural and intellectual studies as well as owing to the accomplished and qualified METU graduates, the University has become one of the distinguished and respectable institutions of Turkey. Today, the University is proud to employ about 760 faculty (professors, associates professors etc.), 400 academic instructors and 1,200 research assistants. It is a great pleasure to offer education to over 28,000 students. The total number of the alumni now is over 120,000.



There are various sports and recreation activities in METU sports environment, and the students and personnel can choose from a wide array of challenges for all skill levels. Active sportsmen/women or students, who wish to enhance their capabilities at sports branches, can engage in physical exercise with the guidance of an advisor or under the supervision of a trainer. The Directorate is at the entrance floor of the Indoor Gym. Moreover, every student can participate in sports activities individually.

The gymnasias are open to students and student groups throughout the year between the hours 9.00 -22.30. However, sports fields are usually reserved for sports teams in the evenings and at the weekends at specific hours. There are daily field/court schedules for sports like tennis and football. The Sports Center is available to our students between 08:00-17:00 on weekdays, between 14:30-20:45 on Saturdays and between 12:00-15:30 on Sundays (for further information, you can visit: <http://www.metu.edu.tr/sports-facilities>).

There is a student club called METU ESN who are working for the benefits of Erasmus+/Exchange students. Being a member of this club is strongly recommended in order to be informed about various activities and to join campus life, easily. You can follow METU ESN via their Facebook page: <https://www.facebook.com/esnmetu/>

There are other famous 'Student Clubs and Societies' at METU. For further information about these student clubs, you can visit: <http://kim.metu.edu.tr/en/student-clubs-and-societies>

You can also follow some cultural activities from the web page of Cultural and Conception Center: <http://kkm.metu.edu.tr/>



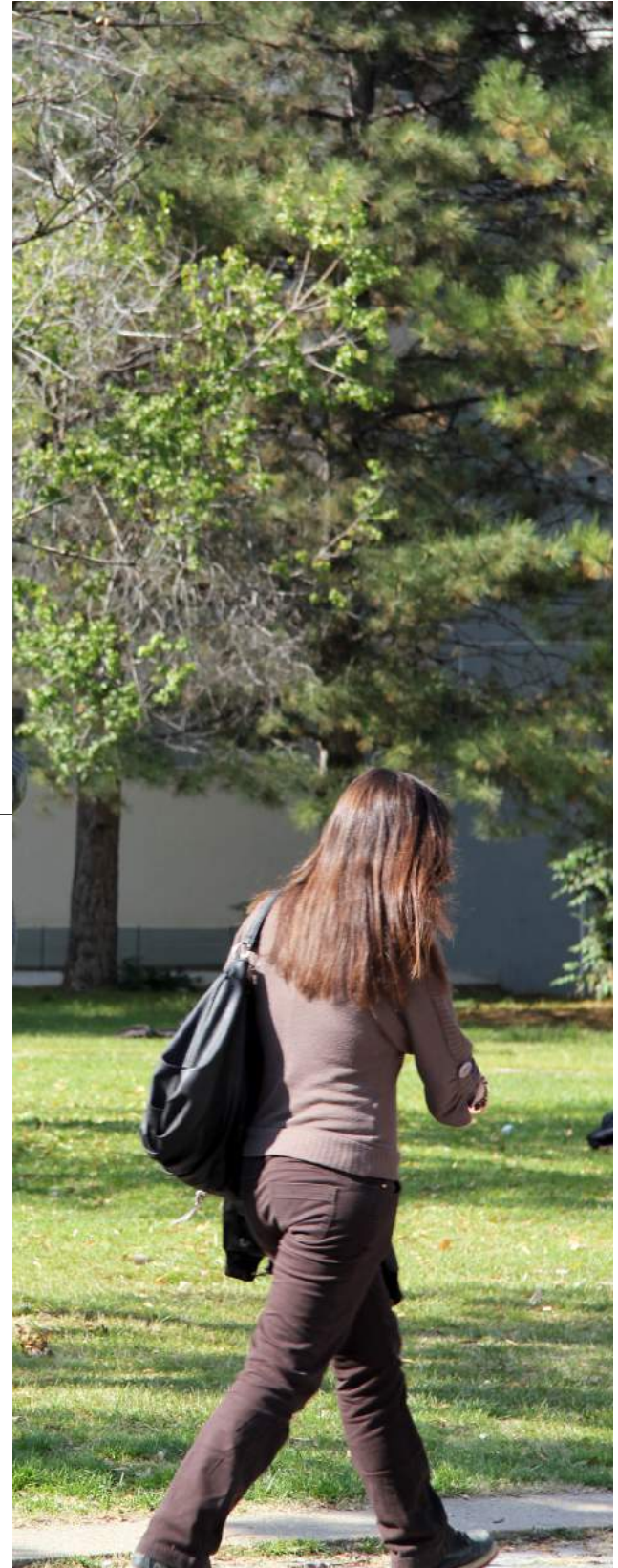
WEATHER CONDITIONS

Ankara

Ankara has a continental climate with cold snowy winters due to its altitude and inland location, and hot, dry summers. Spring and autumn are generally mild, but during both seasons sudden hot and cold spells frequently occur in the region. Rainfall occurs mostly during the spring and autumn. Because of Ankara's high altitude and its dry summers, night temperatures in summer months are not so high. Ankara's annual average precipitation is fairly low at 415 mm (16 in), nevertheless rains fall during the whole year. The monthly mean temperature ranges from -0.3 oC (31.46 oF) in January to 23.6 oC (74.48 oF) in July, with an annual mean of 11.7 oC (53.1 oF). Average highest temperature is measured generally in July and August with 30.3 oC (86.54 oF) and the average lowest temperature is measured generally in January and February with -3 oC (26.6 oF).

Turkey

Due to the geographical conditions of Turkey, we cannot talk about a general overall climate. In Istanbul and around the Sea of Marmara, there is a moderate climate, and the average temperature in winter is 4 oC (39 oF) and in summer 27 oC (80 oF). In western Turkey, the climate is mild Mediterranean with an average winter temperature of 9 oC (48.2 oF) and with an average summer temperature of 29 oC (84.2 oF). On the southern coast, the climate is the same. Since the climate of the Anatolian Plateau is steppe, rainfall is low but snow is high, and the difference in day and night temperatures is great. The average temperature is 23 oC (73.4 oF) in summer and in winter is -2 oC (28.4 oF) in winter. On the other hand, the Black Sea climate is wet, warm and humid (summer 23 oC, 73.4 oF and winter 7 oC, 44.6 oF). The hardest weather conditions in winter occur in Eastern and South Eastern Anatolia with average temperature of -13 oC (8.6 oF), and an average temperature of 17 oC (62.6 oF) in summer.



TRANSPORTATION

If you arrive in Ankara by bus, you can take the Ulus-ODTÜ dolmuş in front of the bus terminal (AŞTİ) or take subway (Ankaray) to Kızılay and take metro to ODTÜ. If you arrive by plane, from the airport you can take the Belko bus (442) to AŞTİ bus terminal or Kızılay.

a. Campus Transportation

The main entrance to the ODTÜ Campus, 7 km. to the city center, is Gate A1 on the Eskişehir highway. In addition to A1, the gates A4, at the “100. Yıl” District end of campus, and A7, on the Bilkent road, can be used to enter and exit Campus. Access to the city is possible via the Ayrancı-ODTÜ, Ulus-ODTÜ and Kızılay-ODTÜ shuttle routes. There is also a shuttle bus between campus stops and A2 entrance where there is a metro stop. The shuttles stop in front of the Cafeteria until 18:00 hrs. on week days; after 18:00 hrs. and on weekends they stop in the East Dormitories zone.

Ankara Municipality’s bus services (EGO) and subway (Metro) system can be used for intra-city transportation. Detailed information about the routes and hours of EGO buses is available at the URL <https://www.ego.gov.tr/en>.

It is possible to call a taxi from the dormitories at +90 (312) 219 5151. Campus-City ring bus services are scheduled to run at certain times of the day and frequent in-Campus ring bus services (approx. every 15 min.) are available for students and staff. There are also offices of certain intercity bus companies in the East Dormitories zone.

For a student reduction valid on the public transportation EGO, you need to obtain an EGO Stamp, “

Campus Ring Bus Services

Departure times of the ring bus services are listed at the URL <http://tim.metu.edu.tr/Ringler> and rings that are on service at the time of the query may be viewed at www.ring.metu.edu.tr

b. Traffic Rules, Regulations and Penalties

In addition to the provisions of Law no. 4199 “Highway Traffic Code”, which entered into force on 27.10.1996, drivers are to abide by the following measures and rules within campus to ensure driver and pedestrian safety and enable the smooth running of the traffic. Those who breach these rules and regulations will be subjected to penalties and their stickers will be invalidated.

- Drivers are to stop at the gates and make sure that the authorized personnel see their sticker before entering.

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

If you have a driver license taken from your home country, you can change it to be able to use it in Turkey. For the licensing process, you need to contact the Turkish National Police, Trafik Tescil Şube Müdürlüğü. For contact information, please visit: <http://www.ankara.pol.tr>

HEALTH & SAFETY

Students choosing to study in Turkey will find people friendly and helpful towards visitors. It is a safe country; students can travel safely within most parts of Turkey. Though travel is safe, some common sense precautions should be taken. Hitchhiking is not safe. Students should not carry large sums of money and should keep passports in a safe place in case their hand-bags might be stolen by muggers. Students are required to get a residence permit that should be carried at all times and are advised not to travel alone in rural areas or at night. It is always advisable, even if traveling in groups, to inquire about the safety of the areas you want to visit.

Ankara is a particularly safe city with almost no violent crime and very little petty crime. Students, both women and men, can move about Ankara and most large cities in Turkey both day and night but should know, that as in all big cities, certain districts are not safe at night particularly for women. There is an active nightlife in Ankara suited for university students. However, students go to such places in groups or couples, not alone.

The main safety concern is traffic. Turkey has a high rate of deaths through traffic accidents. Students must take more precautions in crossing streets and care is necessary even when pedestrians have the right-of-way.

Traffic in Turkey is one of the major causes of death. Students must learn to take great care in crossing streets even when pedestrians have the right-of-way. Cars may not stop for pedestrians even at pedestrian crossings. Driving under the influence of alcohol is common although police are making more efforts at control. Students do not need to, indeed should not, accept a ride from a friend who has been drinking.

a. Personal Safety

Issues of personal safety are covered during the orientation program. Students are given information about the city of Ankara, specifically which districts are safe, where students may go at night and safety tips about city transportation.

Students are urged to take precautions about personal belongings as they would at home. Students staying in the dormitories have a place where they can lock valuables including passports. They should not carry about large sums of money.

Transportation within cities is adequate and inexpensive. Inter-city bus service is good, safe and also relatively inexpensive. However, we advise students to use bus companies with better traffic records. Each time, students can ask advice at ICO in relation to your forthcoming trip.

b. Health Issues

As all exchange/Erasmus/visiting students coming to Turkey travel outside Ankara and Istanbul sometimes during their stay, we advise them to have standard inoculations required of all university students. Students are advised to drink bottled water particularly outside Ankara. Restaurants are graded in Turkey according to the type of service and eating space. Eating in restaurants of all classes is generally safe as long as freshly cooked dishes are eaten. If you have any health problem relating food, you are advised to visit METU's Medical Center. Students can call ICO office staff day and night, in case of serious health problems or case of emergency.

Over exposure to sun and dehydration should be guarded against in the summer particularly in the Southern regions of Turkey. Wearing hats is advised when touring during the summer.

Medical service in Ankara is good. METU has a fully staffed Medical Center on campus that provides for emergency needs as well as for minor health problems. Students are given emergency telephone numbers to use in case of illness or accidents while outside Ankara.

c. Natural Disasters

A major earthquake fault runs east to west through Turkey and smaller faults are found in the Southwest and Southern parts. While earthquakes are not expected in central Ankara, tremors can be felt. Since the major earthquake in the Istanbul region in August 1999, the disaster management procedures in Turkey have improved. Flooding may occur with heavy rains in some parts of Turkey and can be dangerous for travelers. However, there is always ample warning and travel restrictions to such areas are enforced at such times.



d. Drugs/Alcohol

Students are advised that possession/use of drugs is strictly prohibited by law in Turkey.

The drinking age in Turkey is 18. Students not used to drinking should be aware of this rule. It is against METU regulations to drink in campus dormitories and on campus.

e. Political Issues

Demonstrations by various groups are held periodically in Ankara and Istanbul, always in specific locations. Students should not get involved in such demonstrations and in fact should avoid these locations during time of demonstrations.

f. Social/Psychological Stresses

Most foreign students at METU report having great experiences. Turkish students are warm and friendly. It is easy to fit in with some group. Initially, however, students may experience frustration because of language. Outside the classroom and except with friends, Turkish is spoken. Students who learn survival Turkish as quickly as possible feel less frustration. Students who face some bureaucratic barriers plus difficulty in communication may experience considerable stress. The International Cooperations Office anticipates many of the bureaucratic requirements and provides assistance. The best policy is to know what the bureaucratic expectations are and, regardless of how needless they may seem, follow the procedures exactly.



g. A Rewarding and Pleasant Experience

METU has had an active exchange student program for more than twenty five years and has had international students since it opened. International students who came to METU on these exchange programs have uniformly found the experience enriching. Friendships with other foreign students and with Turkish students have been one of the reported rewarding experiences. Many students return to Ankara and METU to visit METU and friends here. Most of them express that they gained a better understanding of themselves and their own culture. Ankara is ideally located for ease of travel to Istanbul, to the Mediterranean Coast and to the Black Sea Coast. Inter-city buses are convenient, relatively inexpensive and safe. Students easily combine their academic programs with trips to the many historical and fun places to see.



■ USING MEDICAL SERVICES AT METU

Exchange students can apply to Medical Center for their health problems. Within the frame of facilities and legislation, examination and treatment of students are conducted in the center.

In situations requiring further examination and treatment, the student may be directed to another hospital. There are many state and private hospitals around METU and all around the city.

- The medical doctors at the center consult their patients from 9:00 to 12:00 and from 13:30 to 16:00 p.m, Monday to Friday.
- For other services, hours may change.
- For some services, such as psychological guidance, you should get an appointment.
- Emergency service is available 24 hours a day.

Procedures to be followed at the Medical Center

1. In the first step, you should take queue number from one of the kiosks located on the ground floor of the Center with your Student ID Card.
2. You should approach to the Patient Reception desk as soon as your queue number appears on the monitor.
3. A small ticket will be presented to you indicating the name of the doctor and your waiting line number at the Patient Reception desk.
4. You can enter the doctor's office when it is your turn
5. According to your complaints and needs the doctor will guide you through the medical procedures.
6. The doctor can request laboratory test online through the EMR (Electronic Medical Records) system. On the next step, you should apply to the Laboratory with your ID number. The laboratory is located across from the main building of the Medical Center.
7. The doctor may request a radiological imaging. You should apply to the Radiology Unit which is on the ground floor of B Block with your ID number.
8. The doctor may request a test (such as electrocardiography, ECG) from First Aid Unit which is on the ground floor of C Block.
9. The doctor needs your results for the treatment. If you get the results on the same day, you should go to your doctor without any extra procedure. However, if you get the results a few days later, then you need to apply to the desk and make the officer send your name to doctor via EMR software.
10. If a prescription is prepared, it will be printed out; signed and handed to you by the doctor. You should take "End Process (Sonlandırma)" number from kiosk to get your prescription stamped and obtain other necessary print outs.

Information about medical reports:

Students may miss their classes, exams etc. In order to take make up exams or to finish their incomplete tasks, they should get a medical report. For this medical report to be valid, it must be approved by the Medical Center.

Medical reports obtained from private doctors' offices are not accepted. If students get medical reports from other medical facilities at weekends or in emergency cases when on holiday, they must have their reports approved within three workdays. Otherwise reports are invalid. Apart from official holidays and the periods that the university is closed, medical reports obtained from medical facilities outside Ankara are not approved.

MEDICAL CENTER CONTACT INFO:

- Phone: (312) 210 49 68
- Emergency Hotline: (312) 210 49 60
- Ambulance Call Center: (312) 210 41 42
- <http://srm.metu.edu.tr/en/>



USEFUL INFORMATION

Embassies

It is recommended that you register with your embassy in Turkey for your benefit. The contact information of the embassies in Turkey is provided below:

<https://diplomatic.mfa.gov.tr/#/diplomatic-list/diplomatic-missions>

Banks

There are branches of seven banks, namely İş Bank, Halk Bank, Akbank, VakıfBank, Garanti Bank, Ziraat Bank and Yapı Kredi Bank, in the Campus shopping zone. There are also ATMs of these banks at various locations. In addition, there are ATMs of HSBC, ING Bank and Finansbank, all of which do not have branches on Campus. The banks on Campus operate during working hours throughout the week and their phone numbers are as follows:

İş Bank ODTÜ Branch:	+90 (312) 210 38 91-92/210 2774/210 11 94
Yapı Kredi Bankası ODTÜ Branch:	+90 (312) 210 38 88/210 14 14
Akbank ODTÜ Branch:	+90 (312) 210 10 72-73/210 38 98
Vakıfbank ODTÜ Branch:	+90 (312) 210 10 57-58/210 38 99
Ziraat Bank ODTÜ Branch:	+90 (312) 210 27 62/210 11 72/210 38 94
Garanti Bank ODTÜ Branch:	+90 (312) 210 13 69/210 18 43/210 38 93
Garankası ODTÜ Branch:	+90 (312) 210 13 69

In order for you to use your local bank accounts within Turkey, you can contact your local bank before coming to Turkey. The banks on Campus operate during working hours (8.30-17.30) throughout the week.

Post Office and Cargo

The Post Office is near İş Bank on the campus. Working hours for the post office is 08:30-12.00 and 13:30-17:00. All the telephone booths on ODTÜ Campus are card phones. These cards are available at the ODTÜ Post Office. The card phones can be found at the entrance of all the buildings of the university and at the post office. Students cannot make local, intercity or international calls via the ODTÜ telephone central. When necessary, they can use the ODTÜ telephone central only for in-campus calls.

The telephone number of post office is 90 (312) 210 27 76. There is one cargo branch in ODTÜ called UPS, which is ready to give service. The address of this cargo branch is; ODTÜ Campus, EBİ Shopping Center, No: 26 and the telephone number is 90 (312) 210 13 08.

Registration of Mobile Phones

If you are bringing your phone from your country, you must register your phone in 30 days after you arrive in Turkey. You must pay 170,70 TL (subject to change) to any tax office (vergi dairesi). With the receipt, visit one of the cell phone companies (Turkcell, Vodafone, Avea) Abone Kayıt Merkezi (consumer/subscriber center) with your phone and passport and tell the staff that you want to register your personal mobile phone. Cell phone companies may also charge you service fee of 30 TL approximately. Prepaid units can be bought at the consumer center or from almost any mobile phone company shop. The second option would be buying a new mobile phone from either branch offices of the companies listed above or from a telecommunication shop.

e. Emergency Contact Numbers

In case of an emergency situation, you may use the relevant phone number from the following list:

Police:	155
Ambulance (in campus):	+90 312 210 4142
Fire Station:	110
Traffic:	154

f. Unit of Currency in Turkey

The currency unit of Turkey is Türk Lirası (Turkish Liras, TL) and its symbol is as in the following:



1 Turkish Lira is subdivided into 100 Kuruş (kr). 1 USD is around 3,75 TL and 1 Euro is over 4,5 TL (these figures may fluctuate). Coins and banknotes are demonstrated as follows: Coins: 5 kr, 10 kr, 25 kr, 50 kr, 1 and Banknotes: 5, 10, 20, 50, 100, 200



Cost of living in Turkey depends on location and life choices. You can buy the things you need cheap-moderate-expensive; like in many other destinations, it depends on your choices. The below table shows approximate sample prices from Turkey:

Item	Turkish Lira	USD
Bread 300 gr	1 TL	0.3 \$
1 kg cheese	15-20 TL	5-6 \$
1 lt water in grocer's	1 TL	0.3 \$
1 kg sugar	5 TL	1.3 \$
1 kg flour	3 TL	0.75 \$
1 kg chicken	10 TL	3 \$
A dozen of eggs	5 TL	1.3 \$
1 kg veal	40-45 TL	10-12 \$
A cup of coffee in moderate coffee shop	7-9 TL	2-3 \$
Coke 330 ml (in supermarkets)	2 TL	0.6 \$
Hamburger	10 TL	3 \$
Bus/Subway tickets for students	1.75 TL	0.5 \$
Dolmuş (minibus)	2.75 TL	0,80 \$
Movie ticket for students	12-15 TL	3-4 \$
Theatre ticket for students	8 TL	2,5 \$
1 lt fuel oil	5.5 TL	1,5 \$
Meal at inexpensive restaurant	15 TL	4 \$

SOCIAL LIFE

Where to Eat?

1. Places to eat on Campus

The Main Student Cafeteria offers a fixed menu at noon and evening to all students at nominal cost. Additionally, students can choose from a variety of eating places, all inexpensive, in most buildings on Campus. Canteens and fast food eateries in these buildings are open from 8:00 until 16:00. There are canteens in dormitories as well. These are open from 7:30 to 23:30. The Shopping Mall in the campus shopping district has a wide variety of eating places, open from 8:30 to 23:30, to suit everyone's taste and pocketbook. For those who would like to spend a day at ODTÜ's lake, Eymir Lake, there are restaurants and fast-food kiosks.



2.Places to eat in the City

Kızılay District

Sakarya Caddesi (Street) between Selanik Caddesi and Atatürk Blvd. is famous for its “Döner” (Meat roasted on a revolving vertical spit). This meat, or chicken, fish or meat balls if preferred, is put in a half loaf of bread with onions. There are eating places in this district with other types of food, also inexpensive and to be recommended. Yüksel Caddesi (Street) is a street with many inexpensive and good restaurants, cafeterias and pastry shops. On Kumrular Sokak (Street), behind YKM Department Store near the ODTÜ Dolmuş stop, there are small eating places including the Toprak Mahsulleri Ofisi (Soil Products Office), which has a small outdoor stall that sells a variety of foods made of lentils. On Olgunlar Sokak (Street), running from Atatürk Blvd. to Kocatepe Cami (Mosque), there are several restaurants, kebab restaurants, and sandwich and snack bars. Nearby on Konur Sokak, there are inexpensive restaurants frequented by students. Some of them are not open on Sundays.

Kavaklıdere District

Tunus Caddesi (Street) is another inexpensive, convenient district for eating. Near the ODTÜ Bus Stop on Tunus Caddesi there are small kebab restaurants, cafes and sandwich shops. Prices here are moderate to moderately expensive.

Bahçelievler District

7. Cadde (7th Street) is the major shopping street in Bahçelievler and has a wide variety of inexpensive to moderate restaurants and sidewalk cafes and pastry shops. One should also look on the side streets of 7. Cadde, especially for small home style restaurants that serve inexpensive and tasty Turkish dishes.

Opera Meydanı (Opera Square)

Derman Sokak (Street) or Denizciler Caddesi (Street), one can find excellent Döner Kebab for moderate prices at specialized restaurants.

Where to Shop?

1. Shopping Centers on Campus

Students will find convenient shopping facilities and personal services on campus. The Shopping Mall across from the Tennis Courts has a number of shops, including a variety of clothing shops, stationary shops, bookstores and pharmacy as well as a variety of fast food eateries. Next to this mall is a Super Market where students can buy a variety of personal needs and a small selection of groceries. In this general business area, there are hairdressers for men and women, a tailor and a shoe repairman.

The Campus Bookstore adjacent to the Super Market, and a small branch in front of the Main Student Cafeteria building, has textbooks for sale. Students will find Stationary Shops conveniently located on the ground floors of the Architecture Faculty building and the Economics and Administrative Sciences Faculty building.

2. Shopping Centers in the City

A list of shopping centers has been prepared for students new to Ankara. Many of the centers listed below are arcades (pasaj or çarşı) which are located on the ground and basement floors of buildings. These collections of shops are convenient and often inexpensive places to buy clothing, personal needs and household goods. Additionally, some of the major inexpensive and moderately priced department stores are listed.

-
- Amerikan Pasajı (İzmir Caddesi No:15, Kızılay): Shoes, clothing, bath cleaning products, electrical home equipment. Prices: Inexpensive
 - Kocabeyoğlu Pasajı (Atatürk Blv. No:82, Kızılay): Underclothing, shoes, bags, millinery, kitchenware. Prices: Inexpensive
 - Onur Çarşısı (Gazi Mustafa Kemal Blv. No: 12, Kızılay): Clothing, cosmetics, bath cleaning products. Prices: Inexpensive
 - Yüzüncü Yıl Çarşısı (Atatürk Blv. Across from Atatürk's Statue, Ulus): Men and women clothing. Prices: Inexpensive
 - Zafer Çarşısı (Atatürk Bulvarı, Kızılay): Clothing, shoes, bookstores Prices: Moderate.
 - Sosyal Çarşısı (Ziya Gökalp Cad. Kızılay): Shoes, bags, underclothing, clothing, cosmetics. Prices: Moderate
 - Beğendik Çarşısı (Dr. Mediha Eldem sokak No: 72 Kocatepe) Prices: Moderate.
 - Tunalı Hilmi Çarşısı (Kavaklıdere): Clothing, personal and household needs Prices: Moderate to expensive
 - AnkaMALL Shopping Mall (Konya highway, Akköprü district, next to Ankara Security Office): Clothing, cosmetics, grocery, electronic equipment, movie theatre, restaurants, dry cleaning. Prices: Expensive
 - Armada Shopping Mall (Eskişehir Highway, Söğütözü): Shoes, bags, underclothing, clothing, cosmetics. Prices: Expensive
 - Next Level Shopping Mall (Eskişehir Highway, Söğütözü): Shoes, bags, underclothing, clothing, cosmetics. Prices: Expensive
 - Real Center (Bilkent): Home equipment, clothing, shoes, restaurants, movie theatres, dry cleaning, grocery. Prices: Expensive
 - CEPA Shopping Mall (Eskişehir Highway): Clothing, cosmetics, grocery, electronic equipment, movie theatre, restaurants, dry cleaning. Prices: Expensive
 - Kentpark Shopping Mall (Eskişehir Highway): Clothing, cosmetics, grocery, electronic equipment, movie theatre, restaurants, dry cleaning. Prices: Expensive
 - Panora Shopping Mall (Oran): Clothing, cosmetics, grocery, electronic equipment, movie theatre, restaurants, dry cleaning. Prices: Expensive
 - Taurus Shopping Mall (Konya Highway): Clothing, cosmetics, grocery, electronic equipment, movie theatre, restaurants, dry cleaning. Prices: Expensive
 - Anatolium Shopping Mall (Mamak): IKEA plus clothing, cosmetics, grocery, electronic equipment, movie theatre, restaurants, dry cleaning. Prices: Expensive

3. Furniture (Mobilya)

Students often need to buy furniture when they first arrive. A variety of good second hand furniture can be found in shops and arcades located at İtfaiye Meydanı and Opera Meydanı, districts across from the State Opera in Ulus. There are also shops in these districts selling inexpensive new furniture. Moderately priced furniture can be found on Küçükesat caddesi between Tunalı Hilmi cad. and Nenehatun cad. IKEA: It is possible to have first hand, quality and stylish furniture from IKEA. It has several branches in Turkey. Its prices vary, moderate to expensive. You may find IKEA at Ankara Anatolium Shopping Center in Mamak.

4. Bookstore (Kitabevi)

A variety of English textbooks and dictionaries can be purchased in bookstores such as:

Kızılay District

- Dost Kitabevi – Music Center (Konur sokak No: 8, Bilkent Shopping Center)
- D&R (Ankamall Shopping Center, CEPA Shopping Center)

Second-hand book shops are generally clustered together in some arcades (pasaj) or streets. Kitapçılar Park (Book Shop Park) located on Olgunlar Sokak at Bakanlıklar has a number of small shops on the Pedestrian walkway which sell a variety of textbooks and other books in English. Other clusters of shops can be found in Karanfil Pasajı and Birlik Pasajı, both on Karanfil sokak at Kızılay.

c. Where to Go?

In Ankara there are many attractive museums, mosques, archaic towns, temples, etc. Some attractive places to visit are listed below:

- Ankara Castle (Citadel): Ankara castle whose exact construction date is unknown is as old as the city itself. It is a must see in Ankara since it is so alive in spite of its old history. There are a lot of amazing antique and souvenir shops and a museum.
- Anıtkabir: It is the mausoleum of the leader of the Turkish War of Independence and the founder of the Republic of Turkey, Mustafa Kemal Atatürk. Anıtkabir features Turkish as well as Seljuk and Ottoman architectural and ornamental features. There are many statues, towers and a museum.
- Hamamönü - Altındağ: Hamamönü, which is a place reflecting traditions of the Ottoman Empire and Republic of Turkey, is a unique place worth to see. There are mosques, Turkish baths, museums, and parks.

-
- Beypazarı: Beypazarı is a town located about 100 km west of Ankara. In the Ottoman period, Beypazarı was a military base and was important for the local economy. Its carrots and mineral water are very famous. There are some museums, old buildings and many places to walk and picnic.

1. Cinemas

Following are the names and locations of cinemas popular among students. These cinemas are in the original language with Turkish subtitles:

- Cinemaximum, ANKA mall Shopping Center No: 2/242
- AFM ANKA mall IMAX, ANKA mall Shopping Center No: 2/242
- Bahçelievler Büyülü Fener, 7. Cadde 18. Sokak
- Kızılay Büyülü Fener, Hatay Konak No:18
- Prestige Bilkent, Bilkent Shopping Center No: 5
- Cinemaximum, CEPA Shopping Center, Eskişehir Yolu
- Kentpark Prestige, Kentpark Shopping Center, Eskişehir Yolu
- Cinemaximum, Next Level Shopping Center, Eskişehir Yolu
- Cinemaximum, Panora Shopping Center, Oran
- Cinemaximum Armada, Eskişehir Yolu No : 6/B Blok No: 188
- Kızılırmak, Kızılırmak Sok. 21/A Kocatepe
- Metropol, Selanik Cad. 76, Kızılay
- Megapol, Konur Sok, 33, Kızılay

2. Music

- Presidential Symphony Orchestra Hall: Talatpaşa Blvd 38/A Sıhhiye
- State Opera and Ballet: Atatürk Blvd, Opera Meydanı, Ulus

-
- Bilkent Symphony Hall: Bilkent University (Buses leave from the bus stop at Tunus cad. and pass by the National Library Bus Stop at Bahçelievler 30 minutes before the concerts and return to these places after the concerts.)
 - Sevda-Cenap And Müzik Vakfı: Tunalı Hilmi Cad. 114/43, Kavaklıdere provides monthly programs as well as sells tickets to most musical and dance events.

3. Museums

- Museum of Anatolian Civilization: Ankara's most famous museum is located at Hisarpark Cad. Ulus. It is open daily from 8:30 to 17:30
- Atatürk's Mausoleum (Anıttepe Cad. Tandoğan): Open daily from 9:00 to 17:00, the grounds are a pleasant place for walking and sitting
- Natural History Museum: MTA is next to METU on the Eskişehir Highway. It is opened daily between 8:30 to 17:30
- METU Archeology Museum: Located near the Faculty of Architecture, the museum is open weekdays from 08.30 until 17.30 and exhibits items discovered from METU's own territories.

4. Art Galleries

Ankara has a number of Art Galleries featuring modern Turkish artists. These galleries are listed in publications of the Ministry of Tourism.

- Cer Modern: It is a center in which you can find one of the most precious presentations of modern art with several exhibitions and activities in Ankara. Its address is Altınsoy Street, No: 3 Sıhhiye.
- ATO: ATO Congressium & Exhibition Center is one of the crucial basic stones of Ankara as an opening gate to the world with its exhibitions and activities and worth to see. Its address is Söğütözü Street, No: 1/A Çankaya
- Kültür ve Kongre Merkezi (KKM): The Cultural and Convention Center of METU, which encompasses the most recent technological facilities, is designed to host local and international conventions, seminars, meetings, conferences, concerts, other cultural activities and related services. The center consists of nine halls, two foyers, a restaurant, support and service units and benefits from the rich facilities and resources of METU campus.

5. Places to Hang Out

Yüksel Caddesi at Kızılay

It is a street with many cafeterias where students can play chess, checkers, backgammon and billiards. On this street, there are inexpensive and good restaurants as well as a number of bookstores.

Tunalı Hilmi Caddesi at Kavaklıdere

A street filled with shops and small eating places. At the end is Kuğulu Park, a nice place to sit. BELPA Ice Skating Palace at Bahçelievler (Across from the National Library). It is a recreation center with an ice rink, chess, table tennis, gym facilities, a cafeteria and restaurant, and an art gallery.

7. Cadde at Bahçelievler

It is a street filled with cafes, small restaurants and pastry shops and cinemas.

Sakarya Caddesi (Kızılay), Tunus Caddesi (Kavaklıdere) and Park Caddesi (Çayyolu)

A pedestrian walkway with many cafes, bars, restaurants with moderate prices

ART & CULTURE AT METU

There is a wide variety of cultural and art clubs at METU from Theatrical Club to Musical Society that organize many activities throughout the year.

There is a student club called METU ESN who are working for the benefits of Erasmus+/Exchange students. Being a member of this club is strongly recommended in order to be informed about various activities and to join campus life, easily.

There are other famous ‘Student Clubs and Societies’ at METU, a full list of which can be found below. For further information about these student clubs, you can visit: <http://kim.metu.edu.tr/en/student-clubs-and-societies>

You can also follow some cultural activities from the web page of Cultural and Conception Center where many of the cultural events take place: <http://kkm.metu.edu.tr/>

Every year, the student groups and societies of the Office of Cultural Affairs and the Office of Sports organize various cultural, sports and arts events like concerts, exhibitions, performances and conferences which amounts to a total number of almost 1000.

The activities are superintended by the academic advisor and are supervised via the decisions made by the executive board of member students. In order to become a member of these groups and participate in the activities, one should apply to the Office of Cultural Affairs and Directorate of Health, Culture and Sports, and fill out a membership form.

You can view the activity calendar of the student clubs subordinate to Office of Cultural Affairs via <http://kim.metu.edu.tr/>

List of Student Clubs:

Aerospace Students Society (MASS)
Amateur Astronomy Club
Amateur Photography Society
Archeological Society
Architecture Club
Atatürk's Thought Club
Biology and Genetics Society
Birdwatching Club
Book Club
Business Club
Chemistry Society
Cinema Club
Classical Guitar Society
Computer Club
Communication Club
Construction Club
Contemporary Dance Group
"Çocuk Aklım" Society
Debate Club
Design Society
Economics Society
Education Club
Environmental Society
Eurasia Club
European Students Forum Club
European Society of Technology Students
Far East Society
Fine Arts Club
Food Society
Foreign Policy and International Relations Society
Gastronomy Club
Geology Club
Go Club
History Club
IEEE Student Society
İlk-Yar Society
International Student Club
International Student Exchange Society

International Trade and Logistics Society
International Youth Club
Japanese Culture Society
Jazz Society
Lodos Society
Material Sciences Club
Mathematics Society
Machinery and Innovation Society
Media Society
METU Animal Lovers
METU without Barriers Student Club
Modelling and Simulation Society
Music Societies
Musical Society
Philosophy Society
Physics Society
Political Sciences Club
Productivity Club
Professional & Business Ethics Club
Psychology Club
Radio Society
Research and Development Society
Robot Society
Science Fiction & Fantasy Society
Science & Future Society
SIAM Student Club
Social Democracy Society
Socialist Thought Club
Sociology Club
Statistics Club
Sustainable Production Society
Theatre Club
Turkish Classical Music Club
Turkish Folklore Club
Turkish Language Society
Wildlife & Nature Research Society
Young Entrepreneurs Club
Young Authors Society

■ SPORTS AND RECREATION



Sports Facilities at METU

Students can participate in METU sports activities at two levels. Those with good skills in a sport, or those who wish to develop such skills, can join one of the sports clubs. Or, students may participate in sports more informally. Sports clubs (Spor Dalları) and teams (Spor Takımları) are co-ordinated by the Directorate of Sports which is within the Administrative Office of Health, Culture and Sports. Each club or team has an Academic Advisor, a Coach and a Student Captain.

Generally, students can join these clubs or teams at the beginning of the academic year. For information on when and how to join, students should contact the student captain. Announcement concerning enrollment and the activities are generally in Turkish; however, international students are encouraged to join in an activity if at all interested and will find the members receptive and helpful. Membership in a sports club or team requires commitment to a serious training program that may involve several hours weekly. Many of the sports teams participate in inter-university competitions.

Information participation in sports activities is another option for students at METU. All sports facilities are open to any student or group of students between 9:00 and 17:00 daily. While indoor sports gymnasiums are open until 17:30 at weekends, they are usually reserved for teams in the early evening and for several hours during the weekends.

Students who wish to borrow equipment, or use facilities should make arrangement with the Sports Director. Just drop by the office on Monday mornings and tell when, during the week, you would like to use any of the facilities. The Sports Director office is on the main floor of the Large Gymnasium (Büyük Salon). Students are also encouraged to form teams to play soccer, basketball or volleyball or any other team sport. Student from one country may wish to form a team or just a group of friends can form a team. Each team should appoint a leader. The leader can contact the Sport Director who will arrange matches.

The following sports facilities are open for all METU Students:

- 3 Gymnasiums
- A football stadium (grass field) with seating capacity of 10,000
- An artificial grass football field
- 6 football fields of various sizes
- A cricket field
- 12 tennis courts
- Outdoor basketball courts
- Outdoor volleyball courts
- Table tennis (In Department Buildings)
- 2 Life Courses (5 km. and 2 km.)
- A Body Building Hall
- A Gymnastics Hall
- Olympic-size indoor swimming pool
- Outdoor swimming pool

The swimming pools are managed separately. Students present their student identification card to use the pool. The management will provide brochure with the rules for pool use and pool hours. METU campus also includes Lake Eymir which is located about 20 km. from the main campus. The lake and its surroundings are available to METU students for rowing, fishing, picnicking and other recreational facilities. There are several eating establishments around the lake. On the weekends there is a regular free bus service for students from the main campus to the lake. METU also maintains ski lodges for students at Elmadağ, 30 km from the campus, and at Uludağ, a popular ski area near the city of Bursa; these facilities are open between December-March in winter season.

To get information about the sports teams at METU, the following link can be useful:
<http://spormd.metu.edu.tr/odtu-spor-takimlari>



A LIST OF SPORT TEAMS AND CLUBS

TEAM-CLUB	MALE-FEMALE	COACH / PHONE	CONTACT PERSON
AIKIDO	Male-female	Köksal Muş: koksalmus@yahoo.com 0505 249 07 59	Utku Havuç: 0505 735 96 60
AMERICAN FOOTBALL	Male	Murat Yurdakul: yurdakul53@gmail.com 0533 626 60 36	Murat Yurdakul: 05336266036
BADMINTON	Male-female	Haydar Kaya: 0505 649 19 39	Haydar Kaya: 0505 649 19 39
BASKETBALL	Male-female	Baran Tansel: 0532 514 78 66	Baran TANSEL: tbaran@metu.edu.tr
BILLIARD	Male-female	Mustafa Bahadır: 0532 294 86 12	Mustafa Bahadır: 0532 294 86 12
BRIDGE	Male-female	Egemen Özcan egeozcan@hotmail.com 0534 306 27 19	Ataman Aydoğdu 0538 886 50 98
GYMNASTICS	Male-female	Zeynep Rahim: 210 78 49	Zeynep Rahim: 210 78 49
CYCLING	Male-female	Onur Gençoğlu 0539 837 62 34	Koray Taşbiçen 0533 374 48 41
SKI/SNOWBOARD	Male-female	Baran Tansel: 0532 5147866 Ahmet Yıldırım 0535 560 48 18	Baran Tansel: 0532 5147866
RESCUE/FIRST AID	Male-female	Aslı Serttaş 0554 737 92 15 Beyza Koç 0535 938 07 24 Ceren Akmeşe 0555 971 33 70	
CARTING		Timur Ersöz: 0506 415 50 40	Onur Şanal: 0538 433 81 51
FENCING	Male-female	Ozan Sarı: 0533 315 22 98 Can Akın: 0533 685 33 34	Prof.Dr.Mürüvvet Volkan: 2103228
ROWING	Male-female	Ahmet Eren Öztürk: 0533 772 57 85	Yrd.Doç.Dr.Arcan Dericioğlu: 2105941

KARATE-DO	Male-female	Sadi Uçkun Emel 0536 487 48 82	Prof.Dr.Mustafa Savcı: 2103284
TABLE TENNIS	Male-female		Özgür Norman 210 38 38
TENNIS	Male-female	Selim Bülbül: 0532 237 65 35	Selim Bülbül: 0532 237 65 35
ARCHERY	Male-female	Ozan Sinoplu 0506 490 85 91	İlker Kılıçlıoğlu 0506 441 97 31
ORIEENTERING	Male-female	Erdinç Taşel: 0533 653 85 56	Emre Ayar 0554 935 13 82
CHESS	Male-female	Burak Özalp: 0506 795 56 47 Arda Efe Okay: 0531 966 70 41	Şahin Oğuz: 210 21 96
SWIMMING	Male-female	Görkem Eldem 0554 233 14 65	Çağatay Keskinok: 210 22 44
ICE HOCKEY	Male-female	Alper Tokel: 0535 453 07 60	Ferhat Tözüner: 0536 574 67 37
FREE DIVING	Male-female	Levent Ucuzal: 0532 372 52 19	Levent Ucuzal: 0532 372 52 19
UNDERWATER HOCKEY	Male-female	Levent Ucuzal: 0532 372 52 19	Levent Ucuzal: 0532 372 52 19
CYCLING	Male-female	Mustafa Çağlayan Durmaz: 05067271397	Şahin OĞUZ: 210 21 96
WATER POLO	Male	Levent Ucuzal: 0532 372 52 19	Levent Ucuzal: 0532 372 52 19
HANDBALL	Male-female	Ahmet Yıldırım: 0535 560 48 18 Erdoğan Yahşi: 0542 350 86 63	Ahmet Yıldırım: 210 38 35 Erdoğan Yahşi 0542 350 86 63
FRISBY	Male-female	Kemal Parlaktuna 0533 303 38 93	Özgür Norman 210 38 38

JUDO	Male	Fikret Papur: 05324342029	Şahin Oğuz: 210 21 96
COUPLE DANCING	Male-female	Tuncer Cavit Yücesan: 0544 472 87 00	Prof. Dr. Settar Koçak: 210 40 16
CRICKET	Male	Müneer Ahmad: 0537 966 72 37	Şahin OĞUZ: 210 21 96
CARTING	Male-female	Onur Şanal 0538 433 81 51	
TAEKWONDO	Male-female	Talha Mutlu: 0505 518 30 65 Onur Şimşek: 0537 871 23 29	Uğur Karaduman: 0538 731 85 41 Ali Kemal Özçetin: 0505 915 41 95
SAILING	Male-female	Tunç Karabayer 0536 519 42 39 Burak Can Muratoğlu 0533 258 20 88	
VOLLEYBALL	Male Female	Erkal Taş: 0532 441 58 88 Şenol Zobooğlu: 0533 317 98 27	Dr. Ahmet Yıldırım 210 38 35
RUGBY	Male	Cem Muffin 0539 699 15 00 Elif Eda Demir 0532 778 42 59	Levent İnce: 210 40 16
FOOTBALL	Male-female		Özgür Norman 0530 211 00 42



EMERGENCY AND EVACUATION PROCEDURE FOR EXCHANGE/ERASMUS/VISITING STUDENTS AT METU

All exchange/Erasmus/visiting students (from US, Canada, European Countries, Japan, Australia) register with their embassy in Ankara and put in embassy warden network. International Cooperations Office (ICO's) contact person is on this list too (only for US and UK). In case of any emergency regarding evacuation eventualities, embassies contact students and ICO. It is the student's responsibility to register with their Embassy.

In case of evacuation ICO contacts all students and meets them at the International Cooperations Office (day or night). ICO staff takes students to the Embassy and learns about travel plans. ICO staff contacts each student's Study Abroad Advisor or other contact person that is specified on the records. ICO is responsible for having some money in cash in order to use in case of unexpected expenses. If students are on travel, ICO contacts students and informs them about the situation. It is the student's responsibility to come back to Ankara and to the meeting place.

RESIDENCE PERMIT

After entering Turkey, all international students must apply for the Residence Permit at the Ankara Migration Office in one month. Below is a list of the documents to submit. METU host students will help you to get there. Students must pick up their own permit.

Students should get an appointment before going to Security Office through the following link: <https://e-ikamet.goc.gov.tr/> (Please select student application and don't forget to upload a photo)

REQUIREMENTS FOR STUDENT RESIDENCE PERMIT

1. Student certificate - can be obtained from your ICO advisor
2. Letter from the director of your dorm, if you are staying in a campus dorm (this letter can be obtained after registering your permanent dorm).
3. Off-campus students must submit their rent contract if they are the signer of the contract. The contract must be approved by the notary with the landlord.
For those who share a house and the contract owner is someone else, the contract owner must give a confirmation document approved by the notary.
4. 4 photographs (please write your name at the back of each) (2 for extension of the permit)
5. Your passport

6. Copy of your passport: identity information page, Turkish visa page and all pages with stamps must be copied.
7. Application fee: The fee will be calculated by Ankara Migration Office. All students will pay 63 Turkish Liras for application, the fee will be paid to the Migration Office. In addition, if there is any country specific regulations and visa requirements, extra fee or documents may be required according to students nationality. You will be informed about these necessary steps during your application.
8. One pink coloured folder (can be obtained from ICO)
9. Health Insurance: You have to submit a valid health insurance for application.

a)Erasmus Students: You should be sure that the insurance that you made should cover the minimum requirements given below and it should be also explicitly stated on the policy document. As the University, we will approve your policy document and if it is not written explicitly, we can not approve the document. In this case, you might have to make a new health insurance in Turkey. If you haven't had a health insurance yet, we advise you to make it in Turkey according to minimum policy content. Your host students and ESN members will help you to make this insurance in Turkey.

b)Mevlana and Exchange Students: Making an insurance in Turkey after arrival is compulsory. The insurance should cover the minimum requirements given below. Your host students and ESN members will help you to make this insurance in Turkey.

Minimum Policy Content:

	CONTRACTED INSTITUTIONS		*NON- CONTRACTED INSTITUTIONS	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000 -TL	Insured : % 40 Company : % 60	2.000 -TL	Insured : % 40 Company : % 60
Inpatient Diagnosis Treatment	Unlimited	Insured : % 0 Company : % 100	20.000 -TL	Insured : % 20 Company : % 80

*Non- Contracted Institutions: Institutions (hospitals, physicians' offices, and the other health institutions.) do not have an agreement with the insurer.

*You may dial 157 for Migration Office help desk for anything you wonder about residence permit.

■ OPENING A BANK ACCOUNT IN TURKEY

Erasmus+ International Credit Mobility and Mevlana exchange programs require that incoming students must have Turkish Lira account in Turkey (Vakıfbank ODTÜ branch) for the transfer of their monthly grants. Along with those students, other incoming students to METU may need to open a bank account in Turkey for their daily transactions.

According to banking regulations of the country, non-Turkish customers must submit the following:

- Letter from the director of your dorm, if you are staying in a campus dorm (this letter can be obtained after registering your permanent dorm).
- Letter from ICO, if you are staying outside the campus
- Tax number (Vergi kimlik numarası)

In order to obtain a Turkish tax number, please visit one of the tax offices (Vergi Dairesi) either in Kızılay and its neighboring area or in Bakanlıklar/Kavaklıdere district on Atatürk Boulevard near TBMM (Turkish Parliament)

Those students staying outside the campus need to get their residence permits in order to open a bank account.

Once the residence permit is issued and the duration of stay is more than six months, then please go to the link below and insert the necessary information in order to see the foreign identity number:

<https://tckimlik.nvi.gov.tr/YabanciKimlikNo/DogumYilivelkametTezkereNoSorguModul.aspx>

I DORMITORY REGISTRATIONS AND RULES

International Cooperations Office is only responsible for on-campus accommodation. However, METU's volunteer/host students may help incoming exchange students/scholars to find off-campus housing. Those who arrive earlier than the start of the orientation program have the chance to stay in temporary campus dorms.

Registration for permanent dorms is the responsibility of the incoming student. However, International Cooperations Office arranges volunteer/host students to help incoming students to register to their dorm. Students who choose to stay in METU campus dormitories agree to follow the rules of the dormitories. Each dormitory has a full-time director. Rules that must be followed are:

Rules To Be Followed By The Students Residing In Dormitories

- The students who reside in dormitories are liable to behave in a way that is appropriate for a university student and to abide by the Rules and Regulations Governing the Dormitories and the Decisions taken by the Executive Board of Dormitories both of which have been announced on the dormitory notice boards as well as the following rules. Otherwise, action will be taken against students in line with the concerned rules and principles.
- Attendance is taken by the dormitory personnel every day latest by 7:30 a.m. Students who leave the dormitory before attendance is taken must inform the dormitory information desk personnel and have their name written. Otherwise, they will be considered absent and procedures will be initiated accordingly. Students must sleep in the dormitory, room and bed allocated for them.
- Students can take a leave of absence for 20 weekdays every semester (excluding official holidays). Students who will spend the night out must obtain permission by filling out the "Notification Form for Students Who Will Spend the Night Out" which can be found at dormitory information desks. Students who wish to take a leave for more than 3 weekdays must apply to the Director of their dormitory by submitting a relevant petition and must additionally fill out the abovementioned form. In cases of emergency when a student cannot return to the dormitory, s/he must call the Director of the dormitory or the dormitory information desk. (Permissions obtained to stay at home are valid from Friday to Sunday evening.)
- Students who come to/leave their dormitory after midnight must fill out and sign "The List of Students Who Came to/Left the Dormitory after Midnight" found at the information desk. Students who will spend the night in the computer lab must write their names on the "List of Students Going to/Coming from the Computer Lab". They receive a "Laboratory Study Form" at the information desk of their own dormitory and submit it to the information desk in the dormitory where the computer lab is. The dormitory personnel writes the entry time of the students, and then the personnel in the computer lab writes the entry and exit times and signs the form.

Students must request the dormitory personnel to write and sign the exit time before going to their own dormitory. They submit the “Laboratory Study Form” to the information desk at their own dormitory.

- Students must present their student ID card bearing the dormitory barcode if the personnel asks for it when they are entering or leaving the dormitory.

- Failures in services such as electricity, water, etc. noticed by students are recorded on “..... Dormitory Daily Failure Report Form” found at the information desks.

- Only one electronic kettle can be kept in the rooms.

- Irons can be obtained from the information desk in return for a student ID card. Students are not allowed to use irons of their own to avoid electric leakage etc.

- Students residing in the dormitories can visit their friends staying in other dormitories between 2 p.m. and 11:30 p.m. Once a visitor arrives, the information desk personnel announces the name of the student being visited. The visiting student and the student jointly fill out the “Visitor Registration Form”. The visiting student gives his/her student ID card bearing a dormitory barcode to the information desk. The student who leaves the dormitory after paying the visit writes the exit time on the “Visitor Registration Form”, signs the form and gets his/her ID card back. Other visitors are not allowed to enter the rooms. The location for such visits has been specified as the dormitory canteen until 11:30 p.m. Requests for a special-case visits are evaluated by the dormitory director, who is authorized to grant permission.

- It is forbidden to smoke in all closed areas in accordance with Turkish Code numbered 5727 and 5326 which the former refers to.

- Each student staying in a room is liable to keep the rooms and beds clean and neat, not to leave food out, and damage the fixtures, walls and doors by writing or hanging pictures on them. In case of damage, the dormitory administration is informed and the student/students who caused the damage is/are made to compensate all the damage.

- Dormitory fees are deposited in the specified bank account by the 25th of each month without need for any warning and the receipts are submitted to the information desk.

- The dormitory administration must be informed about any problem related to dormitories on time.

- It is necessary to keep the kitchens clean, not to leave any food remains and dirty kitchenware in the sinks, counters and dinner tables, and to keep the shower trays and sinks clean after use for your health and in accordance with the rules of living together.

- Noise should not be made in the corridors and rooms and music and musical instruments should not be played in a manner that will disturb others; the lights should be turned off in the rooms after 12 p.m, demands of fellow students must be taken into consideration when they are disturbed by the noise caused by the computer keys, and study rooms should be used as much as possible after 12 p.m.

* It is necessary to protect the environment and the green areas.

Respect for yourself and your friends entails compliance with the above-written rules. Sensitivity regarding these issues is of great significance.

*Please bear in mind that rules and regulations for METU guesthouse, where graduate students accommodate, may be different.



Frequently Asked Questions

How can I register to the dormitories?

You need to apply during the time period notified to you by the International Cooperations Office. During the registration you are required to fill the dormitory application forms, and pay the dormitory, deposit, and fixed cost fees. The deposit and fixed cost fees are paid one time only while you register, and the deposit will be returned when you are leaving the dorm. Also, you are expected to provide 3 passport-size photographs, and the photocopy of the first page of your passport which your identification information are on. Finally, the administration will finalize your registration by giving you the room you will be staying, and directing you to the storage unit where you will receive your bed clothing and room keys.

What is the procedure when leaving the dormitory?

When you are leaving the dormitory, be sure that you have no unpaid dormitory fee from the previous months, and pay the fee of the days you stayed until the day you leave by taking a payment directive from the reception to the bank. Later, give back the provided bed clothing and room keys to the storage unit where you will receive a note to be given to the reception. The administration will complete the leaving procedure by writing the refund form of the deposit which you paid when registering.

How can I get my deposit back?

You are required to apply to the Dormitory Administration in the 2nd dormitory with the deposit refund document that you received when leaving the dormitory. Then, the office will direct you to another unit in the rectorate building. After the procedure here, you can receive your deposit by going to the bank defined.

When and how can I pay the dormitory fees?

The last day for the payment of dormitory fees is 25th of each month. Until this date, you can pay to one of the banks inside the campus, and leave the document you will receive from the bank to the reception of the dormitory by writing your name, surname, room number, and bed number.

How can I get the document that states I stay in the dormitory for the residence permit?

You can receive the document stating that you stay in the dormitory by applying to the dormitory administration and giving them your room and bed numbers.

What should I do to access the Internet from my room?

After you complete your registration and your information is uploaded to the system, you should enter the website <https://netregister.metu.edu.tr> with the user name and password given to you, and define the device to the system.

How do I change my bed clothing?

The bed clothings are changed once in every 15 days periodically except for the weekends and official holidays. You can change your bed clothings by following the announcements and notices during the work hours in the storage unit.

What should I do in case of a malfunction?

You should write the malfunction you encounter in your room or floor to the malfunction file in the reception in order for them to be fixed.

How can I use the laundry room and iron services?

You should write your name to the available hours in the laundry room file in the reception to use the laundry room. In the beginning of the hour you wrote your name to, you will receive the keys of the laundry room in exchange of your student ID card from the reception. When you want to use the iron, you can receive an iron from the reception in exchange of your student ID card as well. (P.s.: The iron can only be used in the laundry room in order to prevent possible accidents.)

What should I do if I lose my room or closet keys?

After notifying the storage supervisor about the lost keys, you can receive a master key by paying the fee for lost keys, and have them multiplied in the locksmith downstairs of 1st dormitory. (The master keys must be returned to the storage as soon as possible.)

■ LIBRARY REGISTRATION

The list of incoming students with their ID numbers is sent to the library by The International Cooperations Office in order for you to use the library. Please visit reader's desk at the Main library and ask one of the librarians to put a library sticker on your METU campus entrance card. At the end of the semester, exchange/visiting students must be certain that they have neither books checked out nor fines due. The Library must give a clearance to The International Cooperations Office before students transcripts be forwarded to their home school. If the clearance is not given, the official transcript will not be sent. The library clearance form will be sent to incoming students' e-mail addresses by ICO before the semester is over.

Working Hours

Academic Semester & Summer School:

Monday-Friday 08:45-23:30 Saturday-Sunday 09:00-21:00

Holiday:

Monday-Friday 08:45-17:15 Saturday-Sunday 09:00-21:00



■ Borrowing Rules

The maximum number of books that can be borrowed and the duration of borrowing depend on the type of your study. Please refer to the following table.

Long Loan:

PhD Students:	25 Books	30 Days
Master Students:	20 Books	30 Days
Undergraduate Students:	15 Books	15 Days

How to Borrow a Book from the ODTÜ Library?

1. Use the computers available at the entrance of the library (near the desk) to access the library catalogue.
2. Type in your search, choose from the pop-up menu to search according to title, keyword, subject, or author and click the “Search” button.
3. You will then be provided a list of books that match your search. Click on the name of the book you are looking for.
4. A page including location, call number and availability details of the book will be displayed. Take note of the call number. You can also click on the “View Shelf Location” button to see an illustration of where the book is located.
If the book is located in the Book Stacks Collection, you need to click on the “Request from Stacks” button and fill out a form following the instructions. More information about how to collect these books is available in this form.
5. Find your book in the library hall according to the call number and proceed to the circulation desk in the ground floor.
6. Present your student ID card and the book to the desk attendant. You have now borrowed the book.
7. You can access the details of the books you borrowed (including the due dates) using this link: <https://library.metu.edu.tr/patroninfo>.

■ SPORT EQUIPMENT

The list of incoming students with their ID numbers is sent to the sports center by the International Cooperations Office. At the end of the semester, The International Cooperations Office will need a clearance from the Directorate of Sports that students have returned all equipment and have replaced any equipment they have damaged or lost. If the clearance is not given, the official transcript will not be sent.

STUDENT ID CARD (SMART CARD)

GENERAL INFORMATION

All students will be given a temporary campus entrance card for free of charge upon submission of one photo to ICO. However, this card will be valid for the first few weeks. Therefore, all incoming students must have a valid student ID card (smart card) to use computer labs and university facilities and to enter some classes in the departments. Student IDs can also be used as electronic wallets (E-wallet). Our students can electronically transfer cash from their bank accounts to their IDs and pay for the meals they have at the student cafeteria using their IDs instead of paying in cash. Student IDs are also used for entry to certain facilities on campus.



Cash Loading Point

Cash loading point is a device, the ownership of which is on METU, with a smart card reader and cash-loading unit. Via this device, to be used at Cafeteria, you can perform actions such as, deposit virtual money and getting a receipt. You can find this device at Cafeteria (Ground floor & Upstairs). (Important Note: The deposited virtual money via cash loading point can only be used at cafeteria services.) The deposited virtual money via cash loading point is non-refundable.

ID cards are valid through the duration which a student is registered to a program. Student ID cards are free of charge. However, a fee must be paid for renewal due to card loss, or student demand. In case of getting an official record regarding the loss of ID card which is provided by the police, security staff or any other official unit, student can make an application for a new card with this record without making any payment.

The bank account numbers in which the fee shall be deposited is indicated under the heading “Payments”: <http://oidb.metu.edu.tr/en/bank-account-numbers-other-services>

The bank receipts must bear the student ID number, name and last name. The receipt must be retained as the bank will issue one copy only. To obtain an ID card, the steps are as in the following:

HOW TO APPLY FOR IDENTITY CARD?

Students apply for identity card from the following link electronically.
<http://cardinfo.metu.edu.tr/>

In order to apply for identity card, you should have ODTU user code and password (You can get your user id and password from the following link: <https://useraccount.metu.edu.tr/newstudent/>

Students who are responsible for paying identity card fee should upload the bank receipt to the system.

You will see your photo during the application if you have it on the system. You can use this photo or you can upload another one.

1. Photograph Specifications

1. The photograph should be 50 mm x60 mm in size, in white background and without pattern.
2. Files must be less than 3 MB and png/ jpg/ jpeg/ gif formats are allowed for upload.
3. In the photo you should have a neutral expression with closed mouth and be facing the camera.
4. Eyes should be opened and clearly seen. Your hair should not cover your eyes and you should directly look at the camera.
5. You should center the head with the frame.
6. Accessories (like hat) are not allowed except glasses used not as accessorize.

2. Uploading photo to the system

Information about the photo upload can be found on the program. While uploading, photo should be centered in terms of shape and size. Applications not faithful to explanations about format of the photograph will be rejected.

3. Preparation procedure for student ID cards

ID card application of students are controlled by the Registrar's Office, and appropriate applications are approved through the on-line system. Unappropriate applications (photo format problems, bank receipt problems, such as no bank receipt or mistaken bank receipt, etc.) are rejected. Students can track the application procedure, approval status of their applications and readiness of their ID cards through the application program (<http://cardinfo.metu.edu.tr/>). In case of a rejected application, students should login to the program, make the necessary corrections, and complete their application.

4. Picking up the ID card

Students whose ID cards are ready can pick up their cards from their advisors at International Cooperation Office (ICO) when they are ready.

LOSS OF AN ID CARD

If found on Campus, lost ID cards are sent to certain units. You are, therefore, advised to ask to the following units.

- The Office of Domestic Services / President's Office / Ground Floor
- The Registrar's Office / Student Counters
- The Department Chair Secretary

It is not mandatory, but advisable to place an ad on a local newspaper and save the ad in case of loss of the ID card or its being stolen.

Since the ID cards bear a smart card feature and function as electronic wallets with money loaded on them, <http://cardinfo.metu.edu.tr/> should be notified of the situation so as to block its usage by someone else. If this notification is not made, the risk and the responsibility lies with the student.

WHAT NOT TO DO REGARDING ID CARDS:

- Do not keep the card outside a wallet, and in particular in your trousers' back pocket
- Avoid its contact with water, oil, chemical solutions, etc.
- Do not staple or perforate the card
- Do not bend the card, or use it as a scraping device for ice, etc.
- Do not make incisions on the card with sharp and piercing objects
- Avoid the card's contact with hot surfaces
- Do not leave the card as a deposit since it functions as an electronic wallet

ID cards cannot be given to others. Some of our students give their ID cards to people from outside university and thus enable them to enter the campus. Their intention in doing so is usually innocent and they do not consider the consequences of the conduct. This, however, is a serious misconduct which calls for the disciplinary action of **SUSPENSION**. Unfortunately, quite a few students go through disciplinary procedures and are punished due to this misconduct. Disciplinary actions are recorded in student files and are not subject to repeal. Therefore, we strongly remind you to be careful regarding this issue and refrain from behavior that will lead to consequences which you will regret in the future. Information is provided on the website of the EGO Directorate for those who wish to benefit from student discounts in public transit fares.

■ GRADING SYSTEM AT METU

Class attendance is required. Students with excessive absences can be denied the right to take the final examination.

Some instructors carry on discussions in Turkish. Check to see if the instructor in your class does this. You may wish to choose another class if too much Turkish is spoken in class.

For each course taken, the student is given one of the following grades by the course teacher. The letter grades, coefficients and percentage equivalents are given below.

PERCENTAGE	COURSE GRADE	COEFFICIENT
90-100	AA	4
85-89	BA	3.5
80-84	BB	3
75-79	CB	2.5
70-74	CC	2
65-69	DC	1.5
60-64	DD	1
50-59	FD	0.5
49 and below	FF	0

I- Incomplete, S-Satisfactory Completion, U-Unsatisfactory, P-Satisfactory Progress, EX-Ex-empt, NI-Not Included, W-Withdrawn , NA-Not attendance

Some instructors at METU skew their grading towards the lower end. Check to see if your instructor is one of these.

Be sure you understand homework requirements. If you are unsure and have difficulty in contacting your instructor after class, inform the International Cooperations Office.

Instructors announced midterms at the beginning of the semester. Dates for the final examinations are set by a central office near the end of the term.

■ SPECIAL COURSES, CALENDAR CLASH & COURSE LOAD

TFL 271 Beginning Turkish is three-credit course (6 ECTS) and certain hours will be met during the orientation program. Remaining hours will meet two hours weekly until the end of the semester. The instructor of the course is Ms. Deniz Canan Atasoy, Department of Modern Languages,

room: 117, e-mail: datasoy@metu.edu.tr

TFL 271 Beginning Turkish course is offered to all Exchange/Erasmus and international visiting/special students and attendance to the meeting is compulsory during the orientation program; however, it is optional to take it as a credit course during the semester.

If you would like to register in TFL 271 as a credit course during the semester, you should be present at the very first meeting of the course, and should not miss any of the lectures during the orientation. Otherwise, you will not be accepted to be registered in the course. In addition, auditing without being registered is not possible.

If your home university program clashes with METU's academic calendar and you need to leave back to your country earlier than the end of the term and/or the final exams, before officially registering to the courses at METU, be sure that you talk to the course instructor and get permission for an early final. If you do not get such permission, neither The International Cooperations Office nor the course instructor will be held responsible for consequences it brings. Therefore, please do talk to each course instructor before you bring the course enrollment paper to The International Cooperations Office for registration purposes.

Incoming exchange students coming within ICO programs cannot take courses from evening programs since these programs are open only to fee paying degree students. Please consult with your study abroad advisor at METU if you are not sure whether the course (s) you are planning to take is/are under this category or not.

■ STEP BY STEP COURSE REGISTRATION PROCEDURES

February 7 – 21 2018

Exchange/Erasmus+/Mevlana and international visiting students do not register on computer. Their registration is done by the International Cooperations Office.

Make sure that you have enough copies of “incoming student course registration form”. If you need extra blank copies, ask your advisor at ICO to provide you extras.

Check the offered courses for 2017-2018 Spring semester at: https://oibs3.metu.edu.tr/View_Program_Course_Details_64/ This can also be reached under “academics” button on METU’s main web site.

Check the course description and details about the courses you want to take at: <https://catalog.metu.edu.tr/> This can also be reached under “academics” button on METU’s main web site as well as from the departmental web sites.

Type (possibly in block letters) or copy/paste the name of the course, the 7-digit code, its section and its METU credit and ECTS equivalent clearly.

This 7-digit code starts with the faculty code, in other words, the first digit indicates the faculty. At METU, each faculty has its own faculty code. Departments under that faculty share the same first digit. METU faculty codes are:

1. Faculty of Architecture
2. Faculty of Arts and Sciences
3. Faculty of Economics and Administrative Sciences
4. Faculty of Education
5. Faculty of Engineering

After the first digit indicating the faculty, two digits department code comes. For example a course starting with 240 indicates that it is a course in the Faculty of Arts and Sciences and the rest two digits tell us that it is History Department.

In general (except for Department of Business Administration and Department of Political Science and Public Administration) after the 3 digits, there is a 0 (zero) and then another 3 more digits indicating the course code. For example 2400531 is a 7-digit course code indicates that this is a course under History Department under the Faculty of Arts and Sciences.

After o (zero), course codes are 3 digits (except for Department of Business Administration and Department of Political Science and Public Administration). The first one of these 3 digits indicates the level of the course as in the following:

1. First year (undergraduate/first cycle)
2. Second year (undergraduate/first cycle)
3. Third year (undergraduate/first cycle)
4. Fourth year (undergraduate/first cycle)
5. Masters (graduate/second cycle)
6. PhD (graduate/third cycle)

Do not write department code in letters and the course code (ADM 428 or HIST 531) as this is not recognized by the registrar's office.

Department of Business Administration and Department of Political Science and Public Administration do not put o (zero) between the department and course code. After 3-digit department and faculty code, these departments directly start with the code indicating the level of the course.

Make sure, you write the CORRECT section of the course. Sections are the groups of the same course. Therefore, a course could have more than one section and each section can either be offered by the same faculty member or by different faculty members.

If the course is offered by the same faculty member in more than one section, please ask him/her which one you should indicate in the form. If not and the course has many sections and many names, you must be very careful which one you are in and which one you are attending. If there is discrepancy among the section you registered and the one you are in fact attending, then you may get a failing grade.

Make sure you have departmental Exchange/Erasmus program coordinators list in your folder. These people are your academic advisors in the department.

Each course instructor must sign the course you would like to take.

The Exchange/Erasmus program coordinator of your department will approve the list of your courses. Please refer to the back page of the "incoming student course registration form".

Department chair/ vice chair will approve the form. Please refer to the back page of the "incoming student course registration form".

Get the official stamp from the department secretary.

Make sure you know who your administrative advisor is in the International Cooperations Office. Please refer to the incoming student advisor list given in this booklet.

Make sure your advisor in International Cooperations Office approves your form before it is delivered to student affairs office for online registration.

You will have chance to sit in classes, see the curriculum/syllabus and make their final decision after classes start.

The average course load at METU ranges between 5 or 7 courses for regular semesters. Exchange/Erasmus students are not allowed to take less than 3 or more than 7 courses. The students who have academic reasons to take less than 3 or more than 7 courses should ask their home university to send an e-mail to ICO explaining the academic reason.

Incoming Exchange/Erasmus students cannot take courses from evening programs since these programs are open only to fee paying degree students. Please consult with your study abroad advisor at METU if you are not sure whether the course (s) you are planning to take is/are under this category or not.

Do not hesitate to visit your administrative advisor in ICO for more information, changes in course registrations or even only for more advice.

Bring the form back to the International Cooperations Office to complete your registration. (The last date is February 21 for all changes).

If you fail to bring the form until February 21 as the final version, it is definite that you will have problems in course registration and ICO cannot be held responsible for the consequences it brings.

■ BEFORE YOU LEAVE METU

Make sure you do not owe any money to your dorm or to the library. If so, please finish your payments. Also, if you have paid deposit to your dormitory, do not forget to take it back.

Make sure you returned all the books checked on you to the library. Failing to return the books you borrowed from the library before you leave Turkey will result in failure to send your official transcript to your home institution.

When the study period is over, all smart cards must be returned to the International Cooperations Office.

Erasmus+ students should sign their study period forms to their ICO advisor as well as their learning agreements to their departmental Erasmus coordinators at METU



You can give our office address for your mails

ICO/ International Cooperations Office
Solmaz Izdemir Hall Main Library Building
Middle East Technical University
Universiteler Mah. Dumlupinar Blv. No:1
06800 Ankara TURKEY

OFFICE HOURS
Monday, Tuesday, Thursday, Friday
10.00-12.00 am
14.00-16.00 pm

