

1. What is the duration of the undergraduate program?

The normal duration of a four-year undergraduate program at METU is eight semesters.

2. Should I attend the classes?

Students must attend classes, practices and examinations. Students' attendance is followed by the Instructor.

3. How many courses should I take to graduate and how many types of courses exist?

There are indeed two types of courses: compulsory and elective. The number and structure of compulsory courses can be found: https://catalog.metu.edu.tr/program.php?fac_prog=312

In addition, for elective courses there are three types a) departmental elective courses b) Non-departmental elective courses c) Free-elective courses. You have to take 14 non-departmental/departmental and 3 free-elective courses to be graduated. Among the 14 courses, at most 3 of them might be non-departmental elective courses the remaining 11 has to be departmental electives.

(In Turkish: Toplamda 14 adet seçmeli derse kayıt yaptırma zorunluluğu bulunmaktadır, bu derslerden en fazla 3 tanesi non-departmental olarak alınabilmektedir).

4. What is a non-departmental elective course?

In order to promote the interdisciplinary knowledge of the students, students might use the option of non-departmental courses instead of departmental courses. Students have right to enroll up to 3 non-departmental courses in their undergraduate studies. Non-departmental courses are not compulsory and students may prefer departmental courses.

(In Turkish: Bölüm öğrencileri kendi istekleri doğrultusunda en fazla 3 tane olmak kaydıyla “non-departmental elective” kategorisinde seçmeli ders alabilirler.)

5. What courses can be enrolled as non-departmental?

Any course, except the ones offered by Business Administration Department can be added as non-departmental course with the following constraints:

- The course should be 3 credits or more.
- The course should be 3rd or 4th year courses according to that department's curriculum.

Example: ECON 354, IR 401, MATH 349

The content of the course should not be the same with any course previously taken or any must courses students will take.

(In Turkish: Bölüm öğrencileri fakülte içerisinde İşletme bölümü hariç istedikleri en az 3 kredili ve 3 ve/veya 4. Sınıf derslerini "non departmental" olarak ekleyebilirler. Yalnız seçilen ders öğrencinin daha önce aldığı veya sonra alacağı zorunlu derslerle içerik olarak çakışmamalıdır).

Furthermore, the third foreign language courses can be accepted as non-departmental elective, if the student has taken at least two previous levels of the same language as a free elective.

(In Turkish: Bölüm dışında bulunan derslerde tavsiye edilen seçmeli dersler listesinde olmak ve üstteki diğer koşullara uymak kaydıyla "non-departmental" olarak eklenebilir. Ayrıca daha önce 2 kur İngilizce dışında herhangi bir yabancı dil dersi "free elective" statüsünde alınmışsa, öğrenci sonraki kurları "non-departmental" kategorisinde alabilir).

6. How to choose non-departmental elective category in the registration page?

Students can add these courses directly in the university's registration page. If the category of non-departmental elective **does not exist, the course should be added as free elective and a petition should be written for the necessary change**. The petition template is available in the advisors' offices and should be filled in line with the directives of the advisors. These petitions would be evaluated in the Faculty Academic Board and students can be informed for the evaluation results by asking to responsible person for the Department of Business Administration in the student affairs.

(In Turkish: Eğer öğrenciler seçtikleri dersi dolaysız olarak üniversitenin kayıt sisteminden ekleyemiyorlarsa, danışmanlarının doğrultusunda bir dilekçe hazırlamalılardır. Hazırlanan dilekçelerin sonuçları daha sonra öğrenci işlerinde İşletme bölümünden sorumlu kişiye sorularak öğrenilebilir).

7. How to add a non-departmental course, if the course is not added in the registration page directly?

If the target course **cannot** be added in the registration page, student should meet with the instructor of the course immediately. If the instructor allows the student to take this course, s/he will inform that department's secretary in order to open a single capacity for that particular student. If the instructor does not permit for enrolling this course, the student should look for another non-departmental course immediately. It is highly recommended that students should contact with the instructors as soon as possible since this procedure may take some time.

(In Turkish: Eğer öğrenciler seçtikleri dersi hiçbir şekilde üniversitenin kayıt sisteminden ekleyemiyorlarsa, en kısa sürede dersin öğretim üyesine başvurup izin almalıdırlar).

8. What is a free elective course?

Students have to take 3 courses from the other departments as free electives in addition to non-departmental electives. There is no other option, such as not taking any free elective courses. Students can take any courses in the university, if the aforementioned course is at least 3 credits and its content is not the same with any other courses student previously taken or any must courses students will take. ***Free elective courses do not cost to students as bidding credits.***

(In Turkish: Öğrenciler "non-departmental" kategorisinde aldıkları bölüm dışı derslere ek olarak "free elective" kategorisinde 3 ders almak zorundadırlar. Bu dersler en az 3 kredili olmalı ve öğrencinin daha önce aldığı ya da sonra alacağı zorunlu derslerle içerik yönünden çakışmamalıdır).

9. What is "Introduction to Information Technologies and Applications" IS 100 course?

This course introduces you the basic knowledge of computers and how to use some basic tools such as Microsoft Office. This is a non-credit course but students have to pass the subject in order to graduate.

10. When should I register for IS 100 course?

If the student does not take the course during the English preparation year then s/he has to enroll to it in the 1st semester of the department. At the beginning of the semester, students do not have to register for that course if s/he is planning to get the exemption examination. If the student passes, there is no more procedure to do. However, in case of failure in the exam, all students have to register the course without any reasoning. The course should be registered all semesters until students pass it. There is no opportunity not to register it in case of failure. To get more information about the course content, online sections and registering exemption examination, please visit the website of the Informatics Institute.

<http://www.ii.metu.edu.tr/tr/is100>

11. If foreign language courses are 4 credits, is it possible to replace them with a 3-credit course?

You can replace the 3-credit courses with the 4-credit ones and 4-credit courses with the 3-credit ones. For the CGPA calculation, replacing course's credit number will be taken into account.

12. Is it possible to reduce the number of courses for a specified semester?

Students' normal course load of each semester may be reduced by up to 2 courses at most with the **approval of the Chairman of the Department**, if their Cumulative Grade Point Average is less than 2.00. However, as a rule of the department, the total number of courses registered in one semester **cannot be less than 5**.

13. How many courses may I take in one semester at most?

The maximum number of courses depends on your Cumulative GPA (CGPA):

CGPGA	Maximum number of courses
1.80-1.99	5
2.00-2.49	6
2.50-above	7

You can only increase or decrease your course load by the approval of the department. It is impossible to register for 8 courses in one semester under any circumstances. The zero credit and one credit courses are not included in this calculation.

14. What are the grading points for courses?

The gradings are calculated by the table given below for each of the courses.

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

15. What is the critical point of CGPA and GPA to continue my study in this department?

Undergraduate students whose cumulative grade point average (CGPA) and /or grade point average (GPA) is below 2.00, fails. Failing students enrolled in their second or later terms have to increase their CGPA to minimum 2.00 for the term they are enrolled in. Otherwise, they **cannot** continue their studies.

Second or higher term students with a CGPA lower than 2.00 in the term they are enrolled in have to raise their CGPA to 2.00 in order to be able to register for courses they have not taken before.

(In Turkish: Genel not ortalaması 2.00'in altında olan öğrenci daha önceden almadiği yeni bir derse kayıt yaptıramaz bu nedenle daha önceden alıp kalmış olduğu derslerden başlamak üzere "DD", "DC", "CC" gibi notlari olan dersleri almak durumunda kalacaktır).

These students repeat courses previously taken until their CGPA rises to the required minimum. Repeating students **cannot** register for courses they have already withdrawn and for courses not taken in the regular term.

16. What should be the CGPA to be graduated?

Students must have a C.G.P.A. of not less than 2.00 and have completed all the courses in the program in order to graduate.

17. What does "Honour" and "High Honour" students mean?

Students who have CGPA between 3.00-3.49 are listed as "honour" graduates and students who have CGPA between 3.50-4.00 are listed as "high honour" graduates.

18. What does "Withdrawal" Mean?

According to the 10th item of the "Undergraduate Regulations", after the registration and add-drop periods finished, students can withdraw from the courses within the first 10 weeks of the semester, if they meet the necessary conditions. The suggestion of the student's advisor and the approval of the course instructor is also required.

19. What are the necessary conditions for Withdrawal?

Courses in the curriculum of first year: Students **cannot** withdraw from the courses that should be taken within the first two semesters of the undergraduate program (except the courses which are taken for the second time in order to increase CGPA).

(In Turkish: Bir öğrenci, lisans programının ilk iki dönemindeki derslerden (daha önce geçer not aldığı ve zorunlu olmadığı halde not ortalamasını yükseltmek amacıyla tekrarladığı dersler hariç) çekilemez).

20. What is the deadline withdrawal?

The last date for withdrawal is written on the academic calendar which is approved by the University Senate; (<http://www.oidb.metu.edu.tr/english/acadcaleng.html>).

It is impossible to extend this date. Therefore, it is strictly recommended to students to obtain the approvals for withdrawal (approval from the advisor and the course instructor) before the deadline.

Since the deadline for withdrawal is 10 weeks from the beginning of classes, no excuses will be accepted for being late because of not being able to find the advisor or the course instructor for approval. Students who do not complete the withdrawal process by the deadline will not be able to withdraw.

Application form for withdrawal:

- http://www.oidb.metu.edu.tr/english/withdrawal_form.doc
- http://www.oidb.metu.edu.tr/form/withdrawal_karti.doc

21. When and where you should submit the Withdrawal Cards?

After you obtain the necessary signatures from your advisor and the course instructor, you should submit the "Advisor's Copy" to your advisor and the "Registrar's Copy" to the department secretary in the Registrar's Office.

Courses that should be repeated: Students **cannot** withdraw from the non-credit courses, the courses taken in not-included status (NI status) and the courses that should be repeated (courses with grades of FF, FD, NA, or W). This rule includes all of the (must and elective) courses. So, if the student takes an elective course in order to replace another elective course with an unsuccessful grade, the student **cannot** withdraw from the second course.

(In Turkish: Bir öğrenci tekrarlamak zorunda olduğu (daha önce FF, FD, NA veya W notu aldığı) dersler ile not ortalamasına katılmayan (kredisiz ya da NI statüsünde alınan) derslerden çekilemez. Bu kural zorunlu ya da seçimlik bütün dersler için geçerlidir. Yani, öğrenci daha önce başarısız olduğu seçimlik ders yerine başka bir ders alıyor ise, bu dersten de çekilemez).

Course load: Students are not allowed to withdraw if his/her course load will reduce more than 1/3 of normal course load. This rule does not include students in suspension status. Normal course load is the number of

courses in the catalogue that should be taken within a certain semester. This rule includes "irregular" students.

22. How many courses can be withdrawn?

Students cannot withdraw;

- More than one course in a semester
- More than six courses during the undergraduate program.

Students of double major/minor programs: Those students who want to withdraw from the courses that are common to their major programs and double major or minor programs, should go through the process of withdrawing from these courses in both their double major or minor programs.

Students in graduation status: It is an obligation that withdrawn courses should be repeated. The withdrawn courses may be excluded from the program or they may be elective courses. In this case, students will take the courses that are approved by the Department Chair. Since, the courses with a 'W' grade should be repeated, the students who will graduate need to be careful. ***Even if the normal course load has been exceeded at the time of graduation, the courses with the grade of 'W' should be repeated. In this case, the student will have to continue one more semester.***

Courses with passing grades: The courses with passing grade (DD and above) can be taken again in order to increase CGPA. However, the second course should be taken within three semesters after the first one has been taken. If a course is taken for the second time (even though it has a passing grade) in order to increase the CGPA, it can be withdrawn. However, it should be repeated.

(In Turkish: Daha önce geçer not (DD ve üzeri) alınan dersler not yükseltmek amacı ile tekrar alınabilir. Ancak, önceki dersin yerine saydırılmak üzere alınan dersin, daha önce alınmış olan dersten sonraki en geç üç dönem içinde alınmış olması gereklidir. Daha önce geçer not elde edildiği halde not ortalamasını yükseltmek amacı ile bir ders tekrar alındığında üç dönem kuralı aşılmadığı takdirde dersten çekilebilir. Ancak, ilgili dersin tekrarlanması zorunludur).

23. What is Course Replacement?

*According to the regulations, students are required to replace the courses for which they have received FF, FD, NA, U, and W. They can also repeat a course that they have taken before in order to increase the grade. **They have to make “replacement” for the courses they want to repeat.** Students should replace one course with another by using the registration program during interactive registration. The Faculty Administrative Board takes decisions about replacements for retroactive reasons.*

24. What are the rules for Course Replacement?

- A course taken later can be replaced with a previously taken course.
- A course **cannot** be replaced with another course, which was taken in the same semester.
- The course with a grade of DD or above and will be replaced with another course, must have been taken within three semesters before the new course.
- Students are required to replace a course for which they received a grade of “W”.

25. Is it possible to replace a must course with another course?

You **cannot** replace a must course with another course.

(<http://www.oidb.metu.edu.tr/english/os2008/regulation.html>).

26. Is it possible to repeat courses I have taken before?

You can repeat any courses with the confirmation of your advisor. However, the courses from which (NI) grade is received **cannot** be repeated. The status of courses taken in NI status **cannot** be changed within the same program.

27. What is Erasmus Program?

The aim of the Erasmus Program is to increase the quality of the Higher Education in Europe, and strengthen the European Dimension in the Higher Education in Europe. Erasmus is a program funded by European Union (EU), established to link universities in the member states of the European Union.

28. Who can participate?

The applicants must be registered at METU as full-degree students. Conditional program students are not eligible to apply. *The applicant undergraduate students should have at least 2.5 CGPA; the graduate students should have at least 3.0 CGPA.*

The applicants should have an intermediate language level of the receiving institution. The National Agency requires that 50 % of CGPA, 50 % of language ability should be considered in electing the prospective Erasmus students.

If you fulfill the above mentioned criteria and would like to participate in the Erasmus program, *you should apply to the International Cooperations Office.* The Erasmus program application period is generally between January and February. In order to apply, students should go online to the Student Affairs Information System website (<https://oibs.metu.edu.tr>) and apply through the program 184. Please see the announcements before proceeding at www.ico.metu.edu.tr .

An English Language proficiency test for all METU Erasmus applicants is held at the School of Foreign Languages Department of Basic English. The students who will not be able to enter the exam should submit a petition stating their valid reasons to the International Cooperations Office. Otherwise, their language grades will be considered as zero (0).

29. Students with severe disabilities in Erasmus Program

To ensure that students with severe disabilities can take full advantage of the European mobility arrangements, the Erasmus program pays particular attention to guidance, reception, physical accessibility, pedagogical and technical support services, and, especially, financing of the extra costs.

This means that Erasmus grant of students with severe disabilities is higher than the normal study grant to offset the specific difficulties with which you are faced (such as physical access and the organization and content of teaching).

For the grant application a form describing your disability, the special needs and additional requirements it entails should have to be filled in, as well as a detailed cost estimate of the financial support you will need. Your application should include a medical certificate stating the level of disability, acknowledged by a doctor. For more information, please get in contact with our office.

30. What are the financial rules?

Students who participate in the Erasmus Program will continue to pay tuition fees at their Home University; but will be exempted from tuition at the host university where they will spend their semester/ year abroad.

Students will continue to receive the scholarships, grants and loans as if they are in Turkey. They become eligible for the "Erasmus student mobility grant" provided by the European Commission through Turkish National Agency. The whole amount per year will be paid in two installments. It should be taken into consideration that all other expenses including travel expenses between Turkey and host country, living expenses including accommodation etc. belong to the student.

Please note that Erasmus students ideally should take 30 ECTS Credits per semester however they are free to take between 20 and 30 ECTS credits and should pass at least 20 ECTS Credits. Students who **cannot** fulfill this condition may be asked to refund the "student mobility grant" that they received during their Erasmus mobility period.

2010-2011 Erasmus student mobility grants in Euros (monthly):

Austria 463	Belgium 429	Bulgaria 300	Czech Republic 420	Denmark 596
Estonia 365	Finland 515	France 497	Germany 425	Greece 407
Hungary 403	Ireland 523	Italy 480	Latvia 365	Lithuania 326
Luxemburg 429	Malta 365	Poland 403	Portugal 395	Rep. of Cyp. in South 382
Romania 322	Slovakia 373	Slovenia 386	Spain 438	Sweden 493
The Netherlands 46	United Kingdom 540	-	-	-

Language Preparatory Courses:

Students can enroll in preparatory language courses concerning the native language of the host university either at METU or in another private language school in Turkey, if they don't already know the language at adequate level.

Other than these, in the countries whose national language is less widely used and taught all over the world, Intensive Language Preparatory Courses (ILPCs) are offered to incoming ERASMUS students. In 2003, some of the countries where the ILPCs are planned to take place are; Bulgaria, Belgium (Flemish Community), Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Italy, Holland, Portugal, Sweden etc. For further information, please visit the following link:

http://ec.europa.eu/education/erasmus/doc902_en.htm

*** The Erasmus program coordinator of the Business Administration Department is UğurSoytaş. You should contact him for further inquiries about the academic requirements such as course selection.*

*** To get more information about the partner universities you should contact the International Cooperations Office (at Solmaz Izdemir Hall, Main Library). At ICO, you can read the opinions of METU students who participated in the Erasmus program before. Reading the opinions of the students from the Business Administration Department can be very beneficial for you in choosing the right university.*