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DEPARTMENT OF HEALTH INFORMATICS

Two main programs are offered by the department of Health Informatics; Medical Informatics which accepts MSc and PhD students and Bioinformatics program which accepts MSc students. This document contains general information about Bioinformatics Program.

General Information about Bioinformatics Master of Science Program
Bioinformatics is a thesis MSc program. This program generally accepts students from fields of biology, computer engineering and statistics but it also accepts graduates from other fields as this program encompasses various disciplines. Scientific preparation program is carried out to prepare accepted students to graduate studies and with this program helps student to improve their knowledge about statistics and programming.

Scientific Preparation Program
Scientific Preparation Courses are determined according to the field of BS degree held by the students.

Graduates who do not hold degree in Statistics:
*BIN 502 Statistical Methods for Informatics

Graduates who do not hold degree in engineering:
* BIN 500 Programming for Informatics

Graduates who do not hold degree in biological sciences:
*BIOL 317 Molecular Biology
*BIOL 420 Biochemistry

*Those who had already completed these courses during their Bachelor's degree are exempt from the courses in scientific preparation.

Scientific preparation courses must be taken in the semester that they are offered; according to the semesters which courses are offered. Scientific preparation program might be one semester or at most two semesters long. Students who do not make satisfactory progress in the scientific preparation program would be dismissed from the program.

During scientific preparation program students may take courses from Bioinformatics program. However, these courses should be taken in "Not Included (NI)" status. Students who pass the scientific preparation program and start their main program may request for replacement of the courses which they have taken in NI status. For the replacement procedure students should apply to registrar's office within the institute with a petition. If a student takes three or more department courses during scientific preparation program and have these courses replaced, one semester is deducted from the duration of the program in which student is registered.

Bioinformatics Master of Science Program
Students who are admitted to thesis MSc program are required to fulfill the courses and the requirements listed below.

• Three must courses (core courses)
• Four elective courses
• No-credit seminar course
• Master of Science thesis

Core Courses

• BIN 501 / CENG 465 Introduction to Bioinformatics
• BIN 503 Biological Databases and Data analysis Tools
• BIN 504 Probabilistic and Statistical Modeling for Bioinformatics

Specialization Elective Courses

• BIN 506 Protein and DNA Sequence Analysis (Fall)
• BIN 510 Introduction to Pathway Bioinformatics
• BIN 711 Applications of Bioinformatics in Molecular Biology (Fall/Spring)
• BIN 714 Microarray Data Analysis and Informatics (Spring)

Elective Courses

• BIOL 444 Introduction to Enzyme Kinetics
• BIOL 461-2 Biophysics I-II
• BIOL 503 Enzyme Kinetics
• BIOL 511 Experimental Techniques in Biochemistry
• BIOL 513 Biology of Cancer
• BIOL 537 Genetic Engineering
• BIOL 578 Evolutionary Genetics and Environmental Stress
• BIOL 703 Special Topics in Evolutionary Biology
• BIOL 705 Protein Structure, Function And Stability
• BIOL 710 Pharmaceutical Biotechnology
• BCH 503 Intermediary Metabolism
• CENG 546 Object-Oriented Programming Languages and Systems
• CENG 553 Database Management Systems
• CENG 538 Advanced Graphics and User Interfaces
• CENG 555 Object-Oriented Database Systems
• CENG 556 Distributed Database Management Systems
• CENG 561 Artificial Intelligence
• CENG 562 Machine Learning
• CENG 564 Pattern Recognition
• CENG 567 Design and Analysis of Algorithms
• CENG 571-2 Numerical Analysis I-II
• CENG 574 Statistical Data Analysis
• CENG 577 Parallel Computing
• CENG 580 Distributed Artificial Intelligence
• CENG 714 Data Mining
• CHEM 555-6 Molecular Spectroscopy I-II
• FDE 403 Food Biotechnology
• IAM 530 Statistics and Probability
• IAM 557 Statistical Learning and Simulation
• IAM 565 Introduction to Algorithms and Complexity
- IAM 566 Numerical Optimization
- IAM 567 Mathematical Modeling
- IAM 664 Inverse Problems
- IE 455 An Introduction To Combinatorial Analysis
- IS 503 Database Concepts and Applications
- IS 504 Computer Networking for Information Systems
- IS 507 Introduction to Software Engineering
- IS 545 Object Oriented Programming and Data Structures
- IS 738 Software Design Patterns
- IS 781 Knowledge Discovery and Mining
- MIN 545 Object Oriented Programming and Data Structures
- STAT 519 Biostatistics
- STAT 515 Computational Statistics and Data Analysis

**Seminar Course**

- BIN 590 Graduate Seminar in Bioinformatics

**A. BEFORE INTERACTIVE REGISTRATION**

1. **How to Register**

   - **1st Semester Students**
     - Learning your user name and password
     - Learning your advisor

   - **3rd semester students**
     - Determination of thesis topic and thesis advisor

   - **All students**
     - Learning offered courses
     - Tuition fee payment

**Students who will register for the first time**

How can you learn your user code and password?

In order to log into the registration system, first of all you need a user code and a password. You should deliver the envelope in which the user code and a temporary password are written from Computer Center before registration. The user code is obtained by discarding the last digit of your student ID number and adding an "e" as an initial character (eg: If student ID number is 1234567, user code is e123456)

Who is your advisor?
You can learn your advisor from Student Affairs Information System, program no 61.

**Students who already continue with their program**

**Tuition Fee Payments**

You can learn bank accounts about the student procedures held by Registrar's Office from the web site of Registrar's Office.

You can learn about the tuition fees from the web site of Registrar's Office.

**Provisions on payment (refund, exemption)**

You can get provisions on refund and exemption of tuition fees from the web site of Registrar's Office.

**How can I access to related unit in METU?**

Procedures about tuition fee payments, indebted students, students who are getting loan are carried by Student Tuition Fee Office (Science and Letters Faculty Dean's Office/2nd floor). Students who want to be refunded in reasoned cases and who have problems in payment information can apply to this unit.

**Tuition Fee Office Contact Information**
(Dean of Faculty of Arts and Sciences / 2nd Floor)
Tel: 210 34 09, 210 71 69
Fax: 0 (312) 210 35 29

**Learning offered courses**

You can learn about offered courses from the Student Affairs Information System Program No. 64.

You can check the announcements at the institute web site to find information about the courses offered by the institute at the beginning of the semester.
Credit and Hostels Institution Loans

The tuition fee which students need to pay to the their universities might be funded by Credit and Hostels Institution. Students getting tuition fee loans must pay 20% of the tuition fee by themselves.

- **Students who will benefit from the scholarship**: MSc, Evening students
- **Students who will benefit from the loan**: MSc, Evening students

Third Semester Graduate Students

For the graduate students who will register for their third semester, thesis related information such as thesis topic, thesis supervisor should be specified before interactive registration and this info should be processed into Student Affairs and Information System.

**Students who get extension at the thesis stage**

Students are required to pay tuition fee, register and get approval from advisor if the deadline of extension given for making revision in thesis after presenting to the committee is after the end of registration period for the new semester.

**International Students**

All international students who have just got accepted to METU and who have not enrolled yet should deliver the documents required for enrollment to International Students Office at the entrance of the Rectorate building, learn their advisors from the Department Head and learn the courses that they should take from their advisors and then register online at PC room. International students (except those having state/government scholarship) who enroll on and after 2005 are obliged to obtain “Health Insurance”; otherwise, these students cannot enroll.

**Special/Exchange/Erasmus Students**

These students should have made their applications and got admitted before registration period. During registration period these students do not make interactive registration. Special students should deliver their documents required for enrollment to (Special Students) Registrar’s Office / Ground Floor / Application Office; Exchange/Erasmus students should deliver their documents to the office at the entrance of Library/Solmaz Izdemir Saloon.

B. **DURING REGISTRATION**

1. **Information about Interactive Registration**

   **Three Important Steps**
Three steps mentioned below are required for making your registration in a reliable manner.

- Payment of tuition fee
- Interactive registration
- Advisor approval

Registration dates and hours

You can get dates and hours for interactive registrations and advisor approvals from Student Affairs Information System. To learn the registration dates you can check the academic calendar.

**Important**: Please follow "announcements" from institute web for possible changes in dates and hours and some other information.

**Registration Procedure**

Registration page will be available for use in the interactive registration week and in add/drop week. This page is made available on the first day of registration week at 09:00.
Registration Page

* If the course you have chosen is being given in more than one classes, at different hours and by different instructors then this course has more than one section.

** You need to choose your course as must, elective or N/I (not included).

Note: You can take courses from other departments with advisor approval.

Adding wrong course and problems which might arise when adding a course

• If you have added a wrong course, you can use the drop button in the same menu and remove this course.

• If you cannot add the course you want:

  ✓ Course quota may be full. Contact the faculty member responsible for the course if taking that course is urgent.

  ✓ Course code, section or status might have been mischosen. Check these, and if the problem persists contact the Institute Registrar’s Office.

Being exempt from must courses

Exemption from must courses is not applied in Bioinformatics program.

Graduate level courses which are taken before starting the program are counted as electives to a maximum of three courses within the framework of the rules stated by METU; grades of these courses are not included in the grade point average. Courses taken from another MSc program are considered as elective courses according to METU regulations; grades of these courses are included in grade point average.
You need to apply within interactive registration or add/drop period. After learning your advisor, you should specify the courses that can be counted and bring the transcript and the syllabus with you at the registration week.

**Advisor Approvals**

Advisor approval is done using student and advisor password. After completing the registration process, students come together with their advisor and complete the approval process together. In the absence of the advisor, Department Heads have the authority to give the approval.

**C. AFTER INTERACTIVE REGISTRATION**

1. **Add/Drop Period**

   - Those who will make changes during add/drop period
   - **Add/Drop**
   - **Advisor Approval**

   - Those who will not make any changes during add/drop period
   - **No need for any further operations**

Students who registered to courses on the dates of interactive registration and advisor approval can add or drop courses during add/drop period. Students who add or drop courses must ultimately receive advisor approval.

There is no need for re-entering the registration program in the add/drop period for the students who had completed registrations, received advisor approval and who do not want to make any changes in their schedule.

2. **Learning Course Schedule**

You can access the schedule at student affairs information system, program No 64.
You can access the schedule for offered courses from Institute Web Page->Student Affairs->Course Schedule link. You can find the schedule of other courses from the website of relevant department.

THESIS & PUBLICATION

1. Assignment of thesis advisor

   **Important:** Assignment of thesis field and thesis supervisor must be made at the end of second semester.

BIN MSc students need to specify their thesis advisors from the list of BIN faculty members and adjunct faculty members. If the student wants to work with a faculty member who is not found in this list

   ➢ Thesis advisor, whom students wants to work with, should apply to BIN Program Coordinator with a CV stating the request of being an Adjunct Faculty Member and this decision should be approved by BIN Board of Directors.

   Or

   ➢ A Faculty Member on BIN Faculty members and adjunct faculty members list should be assigned as co-advisor and this decision should be approved by BIN Board of Directors.

If student wants to work with a faculty member outside METU, an advisor should be assigned from the list of BIN Faculty members and adjunct faculty members list and faculty member outside METU should be assigned as co-advisor and this decision should be approved by BIN Board of Directors. BIN Faculty members and adjunct faculty members list can be accessed from the link given below:
Determination of thesis topic and advisor

BIN MSc students should decide their thesis topics and advisors in the first semester and should present the thesis topic, title and abstract to BIN Program coordinator along with their requests of thesis advisor assignment. BIN Program coordinator presents their requests to BIN board of directors. BIN board of directors is responsible for evaluating the convenience of incoming requests to research fields, direct the student and the advisor and offer additions/revisions if there are deficiencies. Students and their advisors are notified about thesis title, abstract and advisor info which are found to be convenient. BIN Program Coordinator approves from Student Affairs System. This decision is presented to Institute Board of Directors.

Revision of rules

OIBS 71

Assignment of advisor

Program and Board

Completion of Assignment

Thesis MSc Program> Selection of Advisor

Rules

Revision of rules
Assignment of Thesis Advisor from OIDB Web Page
You can assign your advisor from OIBS web site program no 71, Ms PhD Advisor Assignment. Moreover, you need to submit the thesis title and thesis abstract that you have prepared in English and in Turkish. Please select Bioinformatics as the thesis title. Having fulfilled the procedure you need to make an approval of your transaction. Later inform the secretariat for receiving approvals of your advisor, the department and the institute. Thesis advisor is assigned at the end of the second semester. Students need to follow the e-mails in their METU e-mail accounts regularly.

2. Thesis Preparation

Writing Rules and Standards
You should read METU II Thesis Preparation and Defense Procedure for the standards and rules which must be followed when writing thesis.

Ethics
When preparing the thesis you must obey the rules about plagiarism. For essential information click the link.

Sample theses
You can access sample theses at institute web site.

Assignment of Thesis Committee

BIN MSc thesis committee consists of 3-5 members, one of them being thesis advisor and at least one of them being from another department or university unless a barrier approved by the board of directors exists.
Revision of rules

Application

Approval by board

Assignment of committee

Rules (link)

Thesis MSc program->Thesis stage

Documents

Documents
- Committee Assignment Form
- Unbound copy of thesis (5 copies)

**Deferral of Thesis Committee Date**

Process is similar with assignment of thesis defense committee.

**Justifications:**
- Members of committee or thesis advisor being outside Ankara
- Health problem of the student (evidenced with delegation report), committee members or thesis advisor
- Documented familial reasons of the student

**Documents:**
- Petition and evidential documents if available
- Approval of thesis advisor
- Deferral approval letter from the department

Prof. Dr. Mustafa N. Parlar Foundation Thesis Awards

Prof. Dr. Mustafa N. Parlar Foundation thesis awards are given to theses which are found to be successful and appropriate and recommended by the Foundation Award Committee among graduate thesis studies completed in a previous calendar year (mainly theses regarding technology development) at various departments of METU.

Further information about the award can be found in the following link.

METU II Graduate Thesis Award

This award of METU aims to yield thesis topics which contribute to the world of culture and thought in our country and to increase the research power of our country in basic science.

This award is given to 16 theses (8 MSc and 8 PhD) which have been found successful in the thesis defense till the end of academic calendar (starting from November of previous year, till the end of October of current year) in accordance with the committee decisions and a final assessment made by the Council of Institute Heads.

Documents

- Thesis Award Proposal Form
- Recommended thesis (1 copy)
- If available publications arising from the thesis (one copy for each publication)

METU II Course Performance Award

Its aim is to accelerate the process of course completion during graduate education and increase the Grade Point Average (GPA) of students.

Who can get this award?

- One MSc student at each department who manages to complete second semester and 7 courses having the highest GPA in the department.
- One PhD student at each department who manages to complete second semester and 7 courses having the highest GPA in the department.
- One PhD on BS student at each department who manages to complete fourth semester and 14 courses having the highest GPA in the department. In case of more than one students with the same GPA in the programs of a department, more than one student might be awarded.

Documents
METU Publication Award

Aim is to yield thesis study topics heard and used in the world of science. Support** for attending to an international congress for a report/poster presentation is given to graduate students (being admitted is sufficient) who publish an article in a foreign journal* from their theses during MSc/PhD.

*For international publications of “full paper published in a peer reviewed journal covered by SCI, SSCI, AHCI core list” type defined by the codes 1.1.1.0.1 and 1.1.1.0.2 found in the activities list entitled “Annual Performance Assessment Scheme and Minimum University requirements for an Academic Position” (UYK 29.02.2000 date and 2000/5-10 attachment decree)

** Those who get support for travelling abroad from one of ODTÜ-ÖYP, ODTÜ-BAP, ODTÜ-YUUP, and DPT during graduate education cannot apply for this award. Nature of the awards is determined by Council of Institute Heads each year.

Documents

• Publication Award Recommendation Form

• A copy of the publication

International Scientific Publications Incentive Program (UBYT)

Main purpose of International Scientific Publications Incentive Program (UBYT) is to encourage production of scientific publications at an international level by researchers in our country. UBYT program which used to be conducted under TUBITAK between years 1993-2006 has been conducted by ULAKBIM since 2006.

In order to apply to UBYT Program one needs to subscribe to ULAKBIM and ARBIS.

To subscribe to ULAKBIM please click.

To subscribe to ARBIS please click.

PERMISSIONS

The students can be counted on leave by the decision of the Board of Directors of registered unit (Faculty/Institute/High School) on condition that they will return to university again. Permitted periods (except for students who receive permission to participate in exchange programs) is not included in a maximum period of study.

Maximum permission periods

• At most 2 semesters in support and preparation class

• At most 4 semesters in vocational school and undergraduate degree programs

• At most 4 semester in graduate programs
On leave periods when participating in exchange programs are not deducted from permission periods of participating students.

**Justifications for Permission**

1. **Health**

   **Application time**
   - Always

   **Required documents**
   - Petition
   - Delegate report from health organization
   - Advisor opinion
   - **Student permission form**

   **Permission time**
   - Report period

2. **Educational**

   It might be in the framework of Erasmus, exchange programs, common programs, OYP program and similar programs.

   **Application time**
   - Before the last day of Add/Drop period

   **Required documents**
   - Petition
   - Letter of acceptance
• Advisor opinion

• **Student Permission Form**

  Permission duration

  • At most two semesters

3. **Military Service**

  Application time
  • Before the last day of Add/Drop period

  Required documents
  • Petition

  • Military shipment document

  • Advisor opinion

  • **Student Permission Form**

  Permission duration

  • Throughout military service

4. **Financial**

  Application time
  • Before the last day of Add/Drop period

  Required documents
  • Petition

  • Document obtained from the institution in which student works

  • Advisor opinion

  • **Student permission form**

  Permission duration

  • At most two semesters

5. **Familial**

  Application time
  • Before the last day of Add/Drop period
Required documents
- Petition
- Document which provides evidence for familial reasons
- Advisor opinion
- Student permission form

Permission duration
- Duration reported in the document

Process for getting permission:

For detailed information about application time, place, process and tuition fee payments:

METU - OIDB
INTERNATIONAL AND SPECIAL STUDENTS

International Students

Please check the registration manual for international students for detailed information about transportation, communication, academic calendar, the required documents, records, tuition fee payments, English proficiency exam, residence permits, dorms, wages, health care and health insurance.

You can download International Graduate Students Registration Form from the following link:

[International Students Registration Form]

Special Students

Special students are students who are allowed to take some courses although they are not enrolled in one of the regular curricula at the university. Permissions of the faculty member who teaches the course and the department head are required in order to take a course as special student. Special students are not given degree and title and they might take at most two courses in one semester. The deadline for application and the registration date are stated in the academic calendar.

Please visit institute web page for application forms.

For detailed information about, application, required documents, fees, bank account numbers, exemption, deduction, taking courses as special student from non-thesis evening programs and offered courses:

[OIDB-Special Students]
Application process for special and foreign student

1. Collection of documents
2. Application to department with a petition
3. Document delivery
4. Acceptance of decision
5. Inclusion of files and initialization of process
JOB OPPORTUNITIES, SCHOLARSHIP AND SUPPORT

Job Opportunities

1. **Student Assistantship**
   Student assistantship is a job offered by METU which provides part-time work opportunity to students. Student assistantship announcements at the institute are made via e-mails sent to your METU account and institute web site. For details:

   ![METU Human Resources](image)

2. **Teaching Staff Training Program (OYP)**
   By participating in Teaching Staff Training Program you would be determining your profession as you start graduate school on behalf of another university and you can benefit from various supports provided by government. Detailed information:

   ![METU -OYP](image)

3. **Research Assistantship**
   Throughout your education period you have the opportunity to work as research assistant at departments with staff position openings. You can follow open positions, application dates and detailed information from the webpage of YOK (Council of higher education). Announcements are also made via e-mails sent to your METU accounts and the institute web site.

   ![YOK (Council of Higher Education)](image)

4. **Other Opportunities**

4.1. **TUBITAK projects/scholarships**
   Throughout your education and later on you can benefit from project supports provided by TUBITAK. TUBITAK also provides scholarship opportunities to graduate students.
4.2. TechnoPark

You can work full-time or part-time at companies in METU-TechnoPark.

Scholarship and Support

1. **TUBITAK Graduate Scholarships**

**National scholarships for MSc students**

Scholarships are being given to students enrolled in thesis MSc programs of universities by TUBITAK.

2. **Industrial Theses Project (SAN-TEZ)**

SAN-TEZ is held with the aims of providing support to graduate thesis studies on development of novel products and/or production methods and institutionalization of university-industry cooperation by Ministry of Industry and Commerce.
You can prepare your graduate thesis with the institution that you work for, in the scope of SAN-TEZ.

3. TUBITAK Travel Support

**National Scientific Meetings Grant Program**

Support is provided by TUBITAK for national and international scientific events held within country.

**International Scientific Meetings Fellowship Program**

Support is provided by TUBITAK to researchers who want to attend to congresses and conferences held outside the country with scientific reports.
**LIFE AT INSTITUTE**

1. **Use of Computer Room**

There is a PC Room with 15 computers available for students in the ground floor, room no Z-24. PC-Room is available for student use between 09:00-17:00. Students can log in to computers with their passwords and user names (like e123456) provided by METU Computer Center.

2. **Remote Access to Library Resources**


Members of METU can also access online databases and electronic resources outside the campus. Required steps are explained in the link given below.

3. **Electronic Lists and Checking e-mails**

Using METU mail address is strongly recommended for announcements, events and news. Your METU e-mail account is activated and is automatically registered for Rectorate announcements after you get your password from computer center.

Institute mails are related with staff and can be registered from Computer Office (Block A, Z-22).

After you graduate you can follow alumni link to get connected to your department, contact with your school friends and get informed about activities and announcements regarding graduate students.
4. **Wi-Fi Access**

Wi-Fi access is only available to METU students due to security protocols. Control of this procedure is performed by introduction of computer IDs to the system. This introduction is done by recording of IDs specific to your computer known as MAC address. Mentioned processes are performed separately for the institute and the university.

**How can I learn my MAC address**

Type "**cmd**" to search bar in the start menu. Type "**ipconfig –all**" command in the emerging screen. Record the address with **xx:xx:xx:xx:xx:xx** format in the list that appears. For detailed explanation and info about other operating systems:

- **METU-CC: Learning Mac Address**

4.1. **Inside the institute**

For Wi-Fi access, you need to report MAC address of your computer to Institute Computer Office (Block A, Z-22) directly or via e-mail. You may forward your password request to computer office since Wi-Fi access in the institute is password protected.

4.2. **Inside the Campus**

You can access to Wi-Fi at certain regions within the campus. This service is provided by wireless modems placed by computer center. You can access to internet using "ng2k" wireless link. For detailed information about this topic:

- **METU-CC :Wi-Fi Services**

MAC address registration is required for connecting online inside the campus using ng2k link. This time you can register by yourself. Connect to **Netregister** website and log in with your student ID and password. Later, register your MAC address to the system from "Wireless network authorization" part. As a result you can obtain Wi-Fi access inside the campus.

If you would like to be informed about METU-EduRoam wireless broadcasting please [click here](#).
Process of getting connected within the institute and the campus

Institute  
Campus

Query of MAC address

Application to Institute Computer Office

Netregister Connection

Submission of ID and password

Introduction of MAC address

Wi-Fi is made available to introduced computer
5. METU Computer Center Services

All METU members who possess METU user code (academic/administrative staff, student) have the right to build a personal web site. You can obtain more information from the following link:

Service Policy for Personal Web Page

6. METU-Class

METU-Class (https://odtuclass.metu.edu.tr/) is an e-learning platform. You can access your METU-class account using your user code (like e1112233) and your password. You can change your password and mail address.

7. Institute Web Site

You can find detailed information about academic programs at institute web site. Moreover, you can easily get informed about offered courses administrative and academic staff, regulations and forms, job opportunities, research fields, scholarship opportunities easily. Institute web site also offers you a personal web space. You can edit your profile, add your publications after logging into your account with your user name and password from the main page.

Main Page

8. Photocopy Room

Photocopy Room is the room with room number 121 in the first floor and is available between hours 09:00-17:00.
9. Social Room

Social room is a place in which you can relax between lessons. Water, coffee and tea is served here. Social room is the room with the number 122 at first floor and is open between 09:00-17:00. In addition to social room, you can find a vending machine at the ground floor.

10. Research Groups

You can find information about research groups within institute from http://www.ii.metu.edu.tr/tr/research-groups and get involved in the studies in which you are interested.

11. Disabled friendly

There is disabled parking space available in the car park of the institute. Elevator can be used for transport between the floors. Disabled toilets are also available. If you have a specific need you can get in contact with institute secretariat and forward your request.

12. Seminar Announcements

Seminar announcements are forwarded to student e-mail groups.

13. Vehicle Sticker

You will need vehicle sticker in order to be able to use your vehicle in the campus. You can find out more about obtaining sticker from http://ihm.metu.edu.tr/duyuru/tasit-pulu-alma-kosullari.

Students who want to obtain vehicle sticker should apply to Institute secretariat at the beginning of the semester. A list is formed according to the order of application date since student quota is limited.

14. Access to Institute

A1 and A2, main entrance gates of METU campus are on Eskişehir Highway and they are 7 km. away
from the city center. Moreover, entries and exits can be made through A4 gate found near 100. Yıl and A7 gate on the Bilkent way. You can access METU campus by EGO buses, private public buses, minibuses and taxi. Among these EGO busses have wider public use.

Information about ring services inside the campus and transportation outside the campus can be found at link http://www.metu.edu.tr/transportation.

Furthermore, you can benefit from METU map for transportation and orientation inside the campus. METU-map is an extensive map created in partnership with Google-Maps to provide directions to all buildings and facilities in METU campus. You can find out the location of Informatics Institute inside METU campus, and also other places located within campus such as academic and administrative buildings, dormitories, health units, TechnoPark, wireless internet areas, ATMs and banks.

Address: METU Informatics Institute, Inonu Boulevard, 06531, Ankara, Turkey.

Telephone: +(90 312) 210-3741 (Institute Secretariat)
15. Access within Institute

Institute units and staff rooms are distributed within 2 blocks and 3 floors. Room numbers are as listed below. Block A is the block which is closer to entrance. Rooms starting with Z are found in the ground floor. Numbers in the form 1xx represent the rooms found in the 1st floor, numbers in the form 2xx represent the rooms found in the 2nd floor.

<table>
<thead>
<tr>
<th>Block</th>
<th>Department</th>
<th>Room No.</th>
<th>Names</th>
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</thead>
<tbody>
<tr>
<td>A-Z-06</td>
<td>ADMINISTRATIVE</td>
<td>3751</td>
<td>YAŞAR SAYIN</td>
</tr>
<tr>
<td>A-Z-07</td>
<td>ADMINISTRATIVE</td>
<td>7779</td>
<td>ÇETİN İNCİ</td>
</tr>
<tr>
<td>A-Z-12</td>
<td>REGISTRAR'S OFFICE</td>
<td>3740,3743</td>
<td>M.HAKAN GÜLER,SİBEL SEL</td>
</tr>
<tr>
<td>A-Z-22</td>
<td>COMPUTER OFFICE</td>
<td>3796</td>
<td>ADMİNLER</td>
</tr>
<tr>
<td>A-104</td>
<td>INSTRUCTOR</td>
<td>7781</td>
<td>NURAY TEKİN</td>
</tr>
<tr>
<td>A-105</td>
<td>INSTITUTE SECRETERIAT</td>
<td>3742</td>
<td>SİBEL GÜLNAR</td>
</tr>
<tr>
<td>A-106</td>
<td>INSTITUTE DIRECTOR</td>
<td>7715</td>
<td>DR.NAZİFE BAYKal</td>
</tr>
<tr>
<td>A-113</td>
<td>THESIS ARCHIVE</td>
<td>7861</td>
<td>ALİ KANTAR</td>
</tr>
<tr>
<td>A-119</td>
<td>SECRETERIAT</td>
<td>3741</td>
<td>NECLA İŞIKLAR</td>
</tr>
<tr>
<td>A-204</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3788</td>
<td>DR.ALTAN KOÇYİĞİT</td>
</tr>
<tr>
<td>A-205</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7757</td>
<td>DR.ERHAN EREN</td>
</tr>
<tr>
<td>A-206</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7701</td>
<td>DR.NAZİFE BAYKal</td>
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<tr>
<td>A-207</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3797</td>
<td>DR.ALİ ARIFOĞLU</td>
</tr>
<tr>
<td>A-208</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3754</td>
<td>DR.ALPTEKİN TEMİZEL</td>
</tr>
<tr>
<td>A-209</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3752</td>
<td>DR.YASEMİN YARDIMCI</td>
</tr>
<tr>
<td>A-210</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3749</td>
<td>DR.ONUR DEMİRÖRS</td>
</tr>
<tr>
<td>A-211</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7782</td>
<td>DR.TUĞBA TEMİZEL</td>
</tr>
<tr>
<td>A-216</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3750</td>
<td>DR.DİDEM GÖKÇAY</td>
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<tr>
<td>A-217</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3746</td>
<td>DR.AYSU BETİN CAN</td>
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<tr>
<td>A-218</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3753</td>
<td>DR.ERKAN MUMCUOĞLU</td>
</tr>
<tr>
<td>A-219</td>
<td>FACULTY MEMBER OFFICE</td>
<td>3789</td>
<td>DR.ANNETTE HOHENBERGER</td>
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<tr>
<td>A-220</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7780</td>
<td>DR.DENİZ ZEYREK</td>
</tr>
<tr>
<td>A-221</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7712</td>
<td>DR.CEYHAN TEMÜRÇÜ</td>
</tr>
<tr>
<td>A-222</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7711</td>
<td>DR.SEVGİ ÖZKAN</td>
</tr>
<tr>
<td>B-221</td>
<td>OFFICE</td>
<td>7783</td>
<td>DR.MEHMET KICIMAN</td>
</tr>
<tr>
<td>B-203</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7704</td>
<td>DR.CENGİZ ACARTÜRK</td>
</tr>
<tr>
<td>B-204</td>
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<td>7782</td>
<td>DR.YAŞAR ÖZDEN</td>
</tr>
<tr>
<td>B-205</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7706</td>
<td>DR.MURAT P.ÇAKIR</td>
</tr>
<tr>
<td>B-206</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7707</td>
<td>DR.AYBAR CAN ACAR</td>
</tr>
<tr>
<td>B-207</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7708</td>
<td>DR.YEŞİM AYDIN SON</td>
</tr>
<tr>
<td>B-208</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7884</td>
<td>DR.TOLGA ESAT ÖZKURT</td>
</tr>
<tr>
<td>B-210</td>
<td>URAP COORDINATOR</td>
<td>7705</td>
<td>DR.URAL AKBULUT</td>
</tr>
<tr>
<td>B-220</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7866</td>
<td>DR.BANU GÜNEL</td>
</tr>
<tr>
<td>B-221</td>
<td>FACULTY MEMBER OFFICE</td>
<td>7889</td>
<td>DR.HÜSEYİN HACIHABİBOĞLU</td>
</tr>
</tbody>
</table>
16. Useful links

Rules and Regulations Governing Graduate Studies

Directive for Evening Non-thesis Programs (In Turkish)

Directive For The Council of Student Representatives

Information about Residence Permit (For International Students)

Useful Information for Newcomers (In Turkish)

F.A.Q. for Use Of Electronic Services Within Institute

17. Useful Institute Links

For your questions about department and services :  http://www.ii.metu.edu.tr/contact

General Contact :  http://www.ii.metu.edu.tr/content/contact

Administrative Staff :  http://www.ii.metu.edu.tr/tr/administrative_staff

Institute Network Admin :  cc-helpdesk@ii.metu.edu.tr

Web Admin :  webYüksek Lisans@ii.metu.edu.tr

Important Contact Information

Phone Numbers

Institute Secretariat (Room: A 105) :  +(90 312)210-3741-42

Student Affairs (BIN,COGS, MIN, MODSIM, WBL) (Room: A Z12) :  +(90 312)210-3743

Student Affairs (IS, ION, SM) (Room: A Z12) :  +(90 312)210-3740

Fax :  +(90 312)210-3745

Address

Middle East Technical University Informatics Institute, Inonu Boulevard, 06531, Çankaya, Ankara
IMPORTANT ADDRESSES AND PHONE NUMBERS IN METU

1. Addresses

Units and buildings in METU campus which you are looking for can be accessed through METU map.

2. Phone Numbers

**Computer Center**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Head</td>
<td>3301</td>
</tr>
<tr>
<td>Secretariats</td>
<td>3302</td>
</tr>
<tr>
<td>User ID and Password Problems</td>
<td>3366</td>
</tr>
<tr>
<td>BIDB Library</td>
<td>3356</td>
</tr>
<tr>
<td>DNS Group</td>
<td>3338</td>
</tr>
<tr>
<td>Licensed Software Service</td>
<td>3358</td>
</tr>
<tr>
<td>Trainings, Seminars</td>
<td>3357</td>
</tr>
</tbody>
</table>

**Registrar's Office**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>3411</td>
</tr>
</tbody>
</table>
Secretariats 3417, 2131
Scholarship office 3408, 2705

**Human Resources Office**

Head 2119
Secretariat 2120
Fax 3400
Project coordinator 3441

**Transportation**

METU Taxi 2105500

**Miscellaneous**

Bazaar management 3887
UPS shipping 3883
Barber - Tailor - Shoemaker 2772
Ortadoğu Pharmacy 2101891
İs Bank (İş Bankası) METU Branch 2774

**General Services**

Post Office (PTT) 2776
Building Construction Failures 2931
Electricity failure (Night-Day) 2946
Heat Failure (Heat exchanger night shift personnel) 2949
Phone Failure 2899
Water, Gas, Heat Failure 2926
Traffic Chief 2136
Culture and Congress Center 4151

METU Canteens:

http://www.metu.edu.tr/tr/yiycecek-icecek
For detailed info:

METU Phonebook