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1 DEPARTMENT OF HEALTH INFORMATICS

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

1.1 General Information about Medical Informatics Graduate Program

Medical Informatics department accepts students to thesis and non-thesis MSc programs and to thesis PhD program. Medical Informatics program which accepts students mainly from medical and engineering fields 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 this program helps students to improve their knowledge about statistics and programming.

1.1.1 Scientific Preparation Program

- BIN 500 Programming for Informatics
- BİS 605 Biyoistatistik or STAT 462 Biostatistics (BIS 605 should be taken from Hacettepe University Institute of Health Sciences)

Scientific preparation courses must be taken in the semester that they are offered. Scientific preparation program might be one semester or at most two semesters long depending on the semesters which courses are offered. Students who do not make satisfactory progress in the scientific preparation program would be dismissed from the program. Students fill the scientific preparation form stating the names and the semesters of the courses that they will take as they start.

During scientific preparation program students may take courses from medical informatics MSc 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.

1.1.2 Medical Informatics 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
• Four elective courses
• No-credit seminar course
• Master of Science thesis

Students who are admitted to non-thesis MSc program are required to fulfill the courses and the requirements listed below.

• Three must courses
• Seven elective courses
• No-credit seminar
• Term project

1.1.3 Medical Informatics PhD program
Students are required to complete three must courses, ten elective courses and one no-credit seminar course and a PhD thesis during PhD program.

1.1.4 Medical Informatics Tracks
Students who complete their first year should select one of the tracks given below and complete their courses accordingly.

• Health/Hospital Information Systems
• Medical Image and Signal Analysis
• Medical Decision Support
• Neuroscience
• Bioinformatics

1.1.4.1 Health/Hospital Information Systems

Core Courses

• MIN 502 Introduction to Medical Informatics
• MIN 528 Fundamentals of Mathematics for Information Systems
• MIN 545 Object-Oriented Programming and Data Structures

Specialization Elective Courses

• MIN 503 EHR: Representation, Standards and Coding
• MIN 710 Database Applications for Medical Informatics
• IS 740 Information Technology Acceptance
Free Elective Courses

- MIN 715 Future Studies in Healthcare
- BIS 736 Research Methods in Health Sciences (Sağlık Bilimlerinde Araştırma Yöntemleri)
- CENG 538 Advanced Graphics and User Interfaces
- CENG 559 Data Security and Protection
- IS 501 Introduction to Information Systems
- IS 503 Database Concepts and Applications
- IS 504 Computer Networking for Information Systems
- IS 507 Introduction to Software Engineering
- IS 580 Knowledge, Discovery and Mining
- IS 785 Social Network Analysis
- IAM 501 Introduction to Cryptography
- HAS 640 Basic Principles and Methods in Epidemiology (Epidemiyolojinin Temel İlke ve Yöntemleri)
- HAS 645 Research Programming and Application in Epidemiology (Epidemiyolojide Araştırma Programlama ve Uygulama)

1.1.4.2 Medical Image and Signal Analysis

Core Courses

- MIN 502 Introduction to Medical Informatics
- MIN 528 Fundamentals of Mathematics for Information Systems
- MIN 545 Object-Oriented Programming and Data Structures

Specialization Elective Courses

- MIN 524 Fundamentals of Medical Imaging: Acquisition, Reconstruction and Analysis
- MIN 530 Medical Image Analysis
- MIN 533 Brain Dynamics and Oscillations
- MIN 535 Biological Signal Analysis
- MIN 711 Advanced Topics in Medical Image Analysis

Free Elective Courses

- CENG 538 Advanced Graphics and User Interfaces
- CENG 561 Artificial Intelligence
- CENG 562 Machine Learning
- CENG 564 Pattern Recognition
- CENG 574 Statistical Data Analysis (BİS 656 İstatistiksel Hesaplama)
• CENG 581 Automated Reasoning
• CENG 583 Computer Vision
• EE 430 Digital Signal Processing
• EE 543 Neurocomputers
• EE 553 Optimization
• EE 583 Pattern Recognition
• EE 642 Introduction to Mathematical Bases of Computer Graphics
• ES 503 Finite Element Method
• IAM 530 Elements of Probability and Statistics
• IS 507 Introduction to Software Engineering
• IS 580 Knowledge, Discovery and Mining
• BİS 656 Statistical Computing (İstatistiksel Hesaplama)
• BİS 736 Research Methods in Health Sciences (Sağlık Bilimlerinde Araştırma Yöntemleri)
• MIN 505 Neuroimaging: Anatomy, Physiology and Function of the Human Brain
• MIN 710 Database Applications for Medical Informatics
• MIN 715 Future Studies in Healthcare
• MIN 720 Pattern Classification for Biomedical Applications

### 1.1.4.3 Medical Decision Support

#### Core Courses

- MIN 502 Introduction to Medical Informatics
- MIN 528 Fundamentals of Mathematics for Information Systems
- MIN 545 Object-Oriented Programming and Data Structures

#### Specialization Elective Courses

- MIN 720 Pattern Classification for Bio-Medical Applications
- IS 580 Knowledge, Discovery and Mining

#### Free Elective Courses

- CENG 561 Artificial Intelligence
- CENG 562 Machine Learning
- CENG 564 Pattern Recognition
- CENG 568 Knowledge Engineering
- CENG 574 Statistical Data Analysis
- CENG 576 Numerical Methods in Optimization
- CENG 581 Automated Reasoning
- EE 543 Neurocomputers
- EE 553 Optimization
• ES 501 Analytical Methods in Engineering
• IAM 530 Elements of Probability and Statistics
• IS 507 Introduction to Software Engineering
• IS 533 Decision Support Systems
• MIN 537 Neural Networks for Biomedical Applications
• MIN 710 Database Applications for Medical Informatics
• MIN 715 Future Studies in Healthcare
• BİS 610 Statistical Methods in Decision Process (Karar Verme Sürecinde İstatistiksel Yöntemler)
• BİS 656 Statistical Computing (İstatistiksel Hesaplama)
• BİS 736 Research Methods in Health Sciences (Sağlık Bilimlerinde Araştırma Yöntemleri)

1.1.4.4 Neuroscience

Core Courses

• MIN 502 Introduction to Medical Informatics
• MIN 528 Fundamentals of Mathematics for Information Systems
• MIN 545 Object-Oriented Programming and Data Structures

Specialization Elective Courses

• MIN 505 Neuroimaging: anatomy, Physiology and Function of the Human Brain
• MIN 533 Brain Dynamics and Oscillations
• MIN 537 Neural Networks for Biomedical Applications

Free Elective Courses

• BIO 406 Behavioral Neuroscience
• BIO 409 Introduction to Neurobiology
• BIO 417 Neurochemistry
• BIO 461-2 Biophysics I-II
• BIO 507 Neurobiology
• BIO 562 Spectroscopy of Biological Molecules and Membranes
• BIO 704 Advances in Neuroscience
• BIO 705 Protein Structure Function and stability
• BIO 716 Molecular and Cellular Biology
• BIS 656 Statistical Computing (İstatistiksel Hesaplama)
• IS 503 Database Concepts and Applications
• CENG 561 Artificial Intelligence
• CENG 562 Machine Learning
• CENG 564 Pattern Recognition
• CENG 574 Statistical Data Analysis
• EE 543 Neurocomputers
• EE 553 Optimization
• IS 580 Knowledge, Discovery and Mining
• MIN 535 Biological Signal Analysis
• MIN 710 Database Applications for Medical Informatics
• MIN 711 Advanced Topics in Medical Image Analysis
• MIN 715 Future Studies in Healthcare
• MIN 720 Pattern Classification for Bio-Medical Applications

1.1.4.5 Bioinformatics

Core Courses

• MIN 502 Introduction to Medical Informatics
• MIN 528 Fundamentals of Mathematics for Information Systems
• MIN 545 Object-Oriented Programming and Data Structures

Specialization Elective Courses

• BIN 501 Introduction to Bioinformatics
• BIN 503 Biological Databases and Data Analysis Tools
• BIN 504 Probabilistic and Statistical Modeling for Bioinformatics
• BIN 506 Protein and DNA Sequence Analysis
• BIN 714 Microarray Data Analysis and Informatics

Free Elective Courses

• BIN 711 Applications of Bioinformatics in Molecular Biology
• BIN 712 Computational Methods in Bioinformatics
• BIO 505 Advanced Molecular Genetics
• BIO 705 Protein Structure Function and Stability
• BIO 715 Genomics and Proteomics
• BIS 656 Statistical Computing (İstatistiksel Hesaplama)
• BTCH 705 Current Techniques in Protein Interactions
• CENG 553 Database Management Systems
• CENG 538 Advanced Graphics and User Interfaces
• CENG 561 Artificial Intelligence
• CENG 562 Machine Learning
• CENG 564 Pattern Recognition
• CENG 567 Design and Analysis of Algorithms
• CENG 574 Statistical Data Analysis
• CENG 577 Parallel Computing
• CENG 514 Data Mining
• CENG 734 Advanced Topics in Bioinformatics
• IAM 530 Elements of Probability and Statistics
• IAM 557 Statistical Learning and Simulation
• IAM 566 Numerical Optimization
• IAM 567 Mathematical Modeling
• IAM 664 Inverse Problem
2 COURSE REGISTRATION

For those students who are admitted to Medical Informatics Master of Science program and who are going to attend to Scientific Preparation Program:

1- If the courses to be taken under the scientific preparation program are taken outside METU and no courses are taken from METU there is no need for registering through Student Affairs Information System by these students.

2- Students who attend to scientific preparation program and who at the same time want to take courses from departments in METU should submit these courses to the system during interactive registration period.

3- For the courses to be taken outside METU under scientific preparation program: Our students take these courses in special student status for free. List of the students taking the course is sent to the registrar’s office or the institute of the university from which the course would be taken. Students who will take the course register with the documents about special studentship requested by the university. Tuition fee payment must be made even though no courses are taken from METU. Otherwise, students are disenrolled. However, students who are exempt from tuition fee do not pay tuition fees.

2.1 BEFORE INTERACTIVE REGISTRATION

2.1.1 How to Register

2.1.1.1 Students who will register for the first time

2.1.1.1.1 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 envelop 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 (e.g: If student ID number is 1234567, user code is e123456)
2.1.1.2 Who is your advisor?
You can learn your advisor from Student Affairs Information System, program no 61.

2.1.1.2 Students who already continue with their program

2.1.1.2.1 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
2.1.1.3 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.

2.1.1.4 Credit and Hostels Institution Loans
The tuition fee which students need to pay to 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 and PhD students
- **Students who will benefit from the loan**: MSc and PhD students

2.1.1.5 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.

2.1.1.6 Students who get extension at 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 is after the end of registration period for the new semester.

2.1.1.7 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 have "Health Insurance"; otherwise these students cannot enroll.
2.1.1.8 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.

2.2 DURING REGISTRATION

2.2.1 Information about Interactive Registration

Three Important Steps

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

• Payment of tuition fees
• Interactive registration
• Advisor's approval

2.2.1.1 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 site for possible changes in dates and hours and some other information.

2.2.1.2 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. Graduate students can register afternoon.

2.2.1.3 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.

### 2.2.1.4 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 or course may be closed to your department. 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.

### 2.2.1.5 Being exempt from must courses

You need to apply before interactive registrations and add/drop period. Procedure for exemption from must courses can be applied for graduate students.

After you learn your advisor from the system, you need to determine the courses which you think you could be exempt from and bring the past transcript and syllabus of the past course with you at the registration week.

In MSc program, students must take another elective course in place of each course from which they are exempted. In PhD program, exempted courses are deducted from the total course load, students are not required to take any courses in place of these courses. These students might be exempt from at most two courses. Students must fill in the course equivalency form reporting the courses they want to be exempt from as they start the program.

### 2.3 AFTER INTERACTIVE REGISTRATION

#### 2.3.1 Add/Drop Period

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. In the case of a desire for any changes, initially, approval should be removed by the advisor.

#### 2.3.2 Learning the schedule

You can access the schedule at Institute web site from Student Affairs->Course Schedule link.
3 THESIS & PUBLICATION

3.1 Assignment of thesis topic and thesis advisor

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

3.1.1 Assignment of thesis advisor from OIBS webpage

You can assign your advisor from OIBS website program no 71, Ms PhD Advisor Assignment. Moreover, you need to type in thesis title and thesis abstract that you have prepared in this part. You can select the thesis field from the sample fields given below.

- Hospital Information Systems and Clinical Information Systems
- Medical Image and Signal Analysis
- Medical Decision Support
- Neuroscience
- Bioinformatics

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 e-mails in their METU accounts regularly.

3.2 Preparation of the thesis

3.2.1 Writing standards and rules

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

3.2.2 Ethics

When preparing the thesis you must obey the rules about plagiarism. For essential information click the link.
3.2.3  **Sample theses**

You can access sample theses from institute web site.

3.2.4  **Assignment of thesis defense committee**

For MSc programs: Student should apply 10 days before thesis defense.
For PhD programs: Student should apply 30 days before thesis defense.

**Documents**

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

3.2.5  **Deferral of thesis defense 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

3.2.6  **Thesis Proposal Defense**

**Application time**

PhD students who successfully complete Qualifying exam apply to the department on **May/November** months following the assignment of thesis supervision committee.

**Requirements:**
• Student defends thesis proposal orally before thesis supervision committee within six months at the latest (until the end of June and December) after assignment of thesis supervision committee.

• Student distributes *Student Thesis Proposal Defense* (as text) at least 15 days in advance to the members.

• Decision of thesis supervision committee is forwarded to institute within three days at the latest.

• For the student whose thesis proposal is accepted, Thesis Supervision Committee meets two days a year, once within each of January-June and July-December periods. Student submits written report to committee member at least one month before the meeting date and defend thesis stage before the thesis supervision committee. Thesis Supervision committee evaluates the student as (S) or (U) and records are stored in the student file at health informatics department. This evaluation is processed as 599 MSc. Thesis or 699 PhD Thesis note.

• Student whose thesis proposal is rejected has the right to choose a new thesis topic and an advisor. In such a situation, a new thesis supervision committee might be assigned. Student who wants to continue with the same thesis advisor defends thesis proposal within three months, student who changes thesis topic and thesis advisor defends thesis proposal within six months. Student who is rejected for a second time is dismissed from the program.

### 3.3 PhD duration

#### 3.3.1 PhD Qualifying Exam

**Application time**

PhD Qualifying exams are held in May and November months every year depending on the number of applications.

**Process**

Every student in Medical Informatics PhD Program should pass the PhD Qualifying Exam before presenting thesis proposals. PhD Qualifying exam can be taken at the semester followed by completion of the courses or at the semester in which student is about to complete the courses.

Qualifying examination comprises a written part which consists of four courses approved by Medical Informatics PhD Program. These four courses are comprised of two courses from the field of specialization, one core course and one elective course. (Please check out the course list.)
Students who pass the written part successfully can take oral part of the exam. Faculty members preparing the written part of the qualifying exam are invited to oral part of the exam by the qualifying exam committee. The overall performance of the student in both written and oral parts of the exam are assessed by qualifying exam committee for a final decision.

**Documents**

- Application of the student to Health Informatics Department with a petition
- List of the students who will take the qualifying exam prepared by the Head of Health Informatics Department

### 3.3.2 Assignment of Thesis Supervision Committee

**Application time**

Thesis Supervision Committee is assigned within a month (Until the end of June or December) for a student who has completed PhD Qualifying Exam successfully.

**Who might be assigned?**

Thesis Supervision Committee consists of three faculty members, one of which is from Health Informatics Department, another one outside the department and the other one being thesis advisor. Co-advisor (For OYP students, observer faculty member who will attend from the university in which student is staff) can only take place in thesis supervision committee as a listener.

**Documents**

- Thesis Supervision Committee Assignment Form

### 3.4 Thesis, Publication and Performance Awards

#### 3.4.1 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.
3.4.2 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)

3.4.3 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

- Course Performance Award Recommendation Form
- Transcript

3.4.4 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 an international 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” (ÜYK 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, 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

3.4.5 **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.

4 **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.

4.1 Justifications for permission

4.1.1 Health

Application time
• Always

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

Permission time
• Report period

4.1.2 Education

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

4.1.3 Military service

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

Required documents
• Petition
4.1.4 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

4.1.5 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

Detailed information about application time, place, process and tuition fee payments:
5 INTERNATIONAL AND SPECIAL STUDENTS

5.1 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:

5.2 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.

You can download Special Student Application Form from the following link:

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.
6 JOB OPPORTUNITIES & SCHOLARSHIP AND SUPPORT

6.1 Job Opportunities

6.1.1 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:

6.1.2 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:

6.1.3 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.

6.1.4 Other opportunities

6.1.4.1 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.
6.1.4.2 TechnoPark

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

6.2 Scholarship and Support

6.2.1 TUBITAK Graduate Scholarships

6.2.1.1 National scholarships for MSc students

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

6.2.1.2 National scholarships for PhD students

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

6.2.1.3 Other Scholarships

To get information on other scholarships offered by TUBITAK please click on the link for scholarship in the list below.

- Graduate Scholarships for Turkish Citizens
- Graduate Scholarship Programme For The Least Developed Countries
- Graduate Scholarship Programme for International Students
- Research Fellowship Programme for International Researchers
- Graduate Summer School and Other Related Activities Support Program

6.3 Industrial Theses Projects (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.

6.4 TUBITAK Travel Support

6.4.1 National Scientific Meetings Grant Program
Support is provided by TUBITAK for national and international scientific events held within country.

6.4.2 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.

7 LIFE AT INSTITUTE

7.1 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.
7.2 Remote Access to Library Resources
You can access to METU library from http://ww2.lib.metu.edu.tr/en/index.php. You can scan electronic-resources in library catalog and learn about durations and extension of books you have borrowed. Members of METU can also access online databases and electronic resources outside the campus. Required steps are explained in the link given below.

7.3 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.

7.4 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:

7.4.1 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.

7.4.2 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:

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.

7.5 METU Computer Center

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:

7.6 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. For more information about this platform:

7.7 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.. 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.

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

7.9 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.
7.10 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.

7.11 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.

7.12 Seminar Announcements
Seminar announcements are forwarded to student e-mail groups.

7.13 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/tasitpulu-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.

7.14 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)

7.15 Access within the 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>TITLE</th>
<th>NAME</th>
<th>SURNAME</th>
<th>ROOM NO.</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DR. ALİ ARİFOĞLU</td>
<td>Block A 207</td>
<td>3797</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ASSIST. PROF. AYBAR CAN ACAR</td>
<td>Block B 206</td>
<td>7707</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Name</td>
<td>Last Name</td>
<td>Block</td>
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</tr>
<tr>
<td>3.</td>
<td>ASSIST. PROF.</td>
<td>YEŞİM</td>
<td>AYDIN SON</td>
<td>Block B</td>
</tr>
<tr>
<td>4.</td>
<td>PROF.</td>
<td>NAZİFE</td>
<td>BAYKAL</td>
<td>Block A</td>
</tr>
<tr>
<td>5.</td>
<td>ASSIST. PROF.</td>
<td>AYSU</td>
<td>BETİN CAN</td>
<td>Block A</td>
</tr>
<tr>
<td>6.</td>
<td>ASSOC. PROF.</td>
<td>CEM</td>
<td>BOZŞAHİN</td>
<td>Block A</td>
</tr>
<tr>
<td>7.</td>
<td>ADMIN.</td>
<td>YUNUS</td>
<td>CANATAN</td>
<td>Block A</td>
</tr>
<tr>
<td>8.</td>
<td>ADMIN.</td>
<td>AYŞE</td>
<td>CEYLAN</td>
<td>Block A Z</td>
</tr>
<tr>
<td>9.</td>
<td>INSTRUCTOR</td>
<td>M.PERİT</td>
<td>ÇAKIR</td>
<td>Block B</td>
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<tr>
<td>10.</td>
<td>ASSOC. PROF.</td>
<td>ONUR</td>
<td>DEMİRÖRS</td>
<td>Block A</td>
</tr>
<tr>
<td>11.</td>
<td>ADMIN.</td>
<td>FERDAĞ</td>
<td>ERCAN</td>
<td>Block A</td>
</tr>
<tr>
<td>12.</td>
<td>ASSIST. PROF.</td>
<td>ERHAN</td>
<td>EREN</td>
<td>Block A</td>
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<tr>
<td>13.</td>
<td>ASSIST. PROF.</td>
<td>DİDEM</td>
<td>GÖKÇAY</td>
<td>Block A</td>
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<tr>
<td>14.</td>
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<td>SİBEL</td>
<td>GÜLNAR</td>
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<tr>
<td>15.</td>
<td>ASSIST. PROF.</td>
<td>ANNETTE</td>
<td>HOHENBERGER</td>
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<tr>
<td>16.</td>
<td>ADMIN.</td>
<td>NECLA</td>
<td>İSKILAR</td>
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<td>17.</td>
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<td>ÇETİN</td>
<td>İNCİ</td>
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<tr>
<td>18.</td>
<td>ADMIN.</td>
<td>ALİ</td>
<td>KANTAR</td>
<td>Block A Z</td>
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<tr>
<td>19.</td>
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<td>ALTAN</td>
<td>KOÇYİĞİT</td>
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</tr>
<tr>
<td>20.</td>
<td>PROF.</td>
<td>WOLF</td>
<td>KÖNİG</td>
<td>Block A</td>
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<tr>
<td>21.</td>
<td>ASSOC. PROF.</td>
<td>ERKAN</td>
<td>MUMCUOĞLU</td>
<td>Block A</td>
</tr>
<tr>
<td>22.</td>
<td>PROF.</td>
<td>YAŞAR</td>
<td>ÖZDEN</td>
<td>Block A Z</td>
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<tr>
<td>23.</td>
<td>ASSIST. PROF.</td>
<td>SEVGI</td>
<td>ÖZKAN</td>
<td>Block A</td>
</tr>
<tr>
<td>24.</td>
<td>YRD.DOÇ.DR</td>
<td>TOLGA ESAT</td>
<td>ÖZKURT</td>
<td>Block B</td>
</tr>
<tr>
<td>25.</td>
<td>ADMIN.</td>
<td>YAŞAR</td>
<td>SAYIN</td>
<td>Block A Z</td>
</tr>
<tr>
<td>26.</td>
<td>INSTRUCT</td>
<td>NURAY</td>
<td>TEKİN</td>
<td>Block A</td>
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<tr>
<td>27.</td>
<td>ASSIST. PROF.</td>
<td>ALPTEKİN</td>
<td>TEMİZEL</td>
<td>Block A</td>
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<tr>
<td>28.</td>
<td>ASSIST. PROF.</td>
<td>TUĞBA</td>
<td>TEMİZEL</td>
<td>Block A</td>
</tr>
<tr>
<td>29.</td>
<td>DR.</td>
<td>CEYHAN</td>
<td>TEMÜRÇU</td>
<td>Block A</td>
</tr>
<tr>
<td>30.</td>
<td>ADMIN.</td>
<td>TAMER</td>
<td>TETIK</td>
<td>Block A</td>
</tr>
</tbody>
</table>
31. DR. ÇAĞATAY ÜNDEĞER Block B 206 7707
32. PROF. NEŞE YALABIK Block A 120 7878
33. PROF. YASEMIN YARDIMCI Block A 209 3752
34. PROF. DENİZ ZEYREK Block A 117 7780

7.16 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

7.17 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

7.18 Important Contact Information

Phone Numbers

Institute Secretariat (Room: A 105) : +(90 312)210-3741-42
Student Affairs (BIN, COGS, MIN, : +(90 312)210-3743
MODSIM, WBL) (Room: A Z12)

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

8 IMPORTANT ADDRESSES AND PHONE NUMBERS IN METU

8.1 Addresses

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

8.2 Phone Numbers

Computer Center
Head : 3301
Secretariats : 3302
User ID and Password Problems : 3366
BIDB Library : 3356
DNS Group : 3338
Licensed Software Service : 3358
Trainings, Seminars : 3357

Registrar's Office
Head : 3411
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
İş Bankası (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

For detailed information: