

# **Informatics Institute**

## **Health Informatics Dept.**

**2021-2022 SPRING Semester**

**Orientation for new students**



# Informatics Institute

- Founded in 1996 for interdisciplinary studies
- 26 full time academic staff
- 10 administrative staff
- 34 research assistants
- 70 affiliated staff
- 10 adjunct staff
- More than 500 students



# Our websites: ii.metu.edu.tr

METU Türkiye

MIDDLE EAST TECHNICAL UNIVERSITY

Graduate School of Informatics

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Force Magnitude

Overview of Research Groups & Labs

Announcements

All Announcements >>

**announcement** 2017-2018/1.DÖNEM DERS PROGRAMI ve SECTION BİLGİLERİ

COGS/Bilgisel Bilimler  
MİN/Sağlık Bilgisi  
BİN/Siyenformatik  
MMI/Çoklu Ortam Bilgisi

**event** "100/2000 YÖK DOKTORA BURSU" YURT BAŞVURU DUYURUSU

Ankara dışında ikamet eden ve Üniversite kayıtlarını tamamlayan 100/2000 YÖK Doktora burslu öğrencilerimizin, Lisansüstü Konukevi'ne 4 kişilik odalara yurt burslu olarak yerleşebilmeleri için

# hi.metu.edu.tr

METU Informatics Institute Contact

MIDDLE EAST TECHNICAL UNIVERSITY

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**seminar/talk** Beste Altınay on MFD: MRI Free Decision Model for Diagnosis and Treatment Selection in Patients with Low Back and Neck Pain

Beste Altınay will give a seminar on "MFD: MRI Free Decision Model for Diagnosis and Treatment Selection in Patients with Low Back and Neck Pain" on 31 May at 12:45. The abstract of the talk and a short bio is shared below.

**Bio:**  
Beste Mimaroğlu Altınay is currently a PhD Candidate at the Department of Medical Informatics, Middle East Technical University. She received her B.S. degree in Computer Engineering from Baskent University. She worked as a software specialist in the field of Hospital Information Management Systems. Afterwards, she worked as a research assistant in the Department of Management Information Systems at Cumhuriyet University and has been working as an IT Software Manager at Social Sciences University of Ankara since 2013.

**Abstract:**  
Low back pain (LBP) and neck pain (NP) is a worldwide public health problem that

Tweets by @Metu\_Health

METU Health @Metu\_Health

Congratulations to Dr Mehmet Dođerli and his advisor Prof Sevgi Ozkan for receiving the 2020 METU Thesis Award

https://twitter.com/METU/status/1442469223276679172

Sep 27, 2021

METU Health @Metu\_Health

Congratulations to Health Informatics



facebook



**METU-Graduate School of Informatics**

twitter



@METU\_II

@METU\_Health



# The building

- 1 Amphitheater ((Ural Akbulut Auditorium)
- 2 Conference Rooms
- 2 Computer Labs
- 5 classes + 1 special class
- 3 meeting rooms (A212, B116, A108)
- 1 social room/kitchen (Closed due to pandemic)
- Dedicated research labs



# Research Laboratories

- VR VISION LAB
- SOFTWARE MANAGEMENT RESEARCH GROUP LAB
- WIRELESS LAB
- VIRTUAL REALITY AND COMPUTER VISION RESEARCH LAB
- URAP CENTER
- COMODO CYBERSECURITY AND DEFENSE LAB
- AUDIO AND ACOUSTICS LAB (@ MODSIMMER Building)
- NEURO LAB
- COGS LAB
- BIOINFORMATICS LAB
- GENOM LAB
- KANSIL LAB (@ MODSIMMER Building)



# METU Email addresses

- From now on, we will use your METU Email addresses for communicating with you.
- Check it regularly for important announcements on deadlines, procedures, regulations, etc.
- You will be registered to the ODTUClass automatically with your METU Email addresses.



# Internet access in the building

- WiFi Access through meturoam
  - To set your meturoam password:
    - Visit **netregister.metu.edu.tr** and login with your METU credentials
- You may also connect to eduroam
  - Visit:  
**[http://eduroam.metu.edu.tr/how\\_to\\_connect\\_eduroam.html](http://eduroam.metu.edu.tr/how_to_connect_eduroam.html)**





# Departments under Informatics Institute

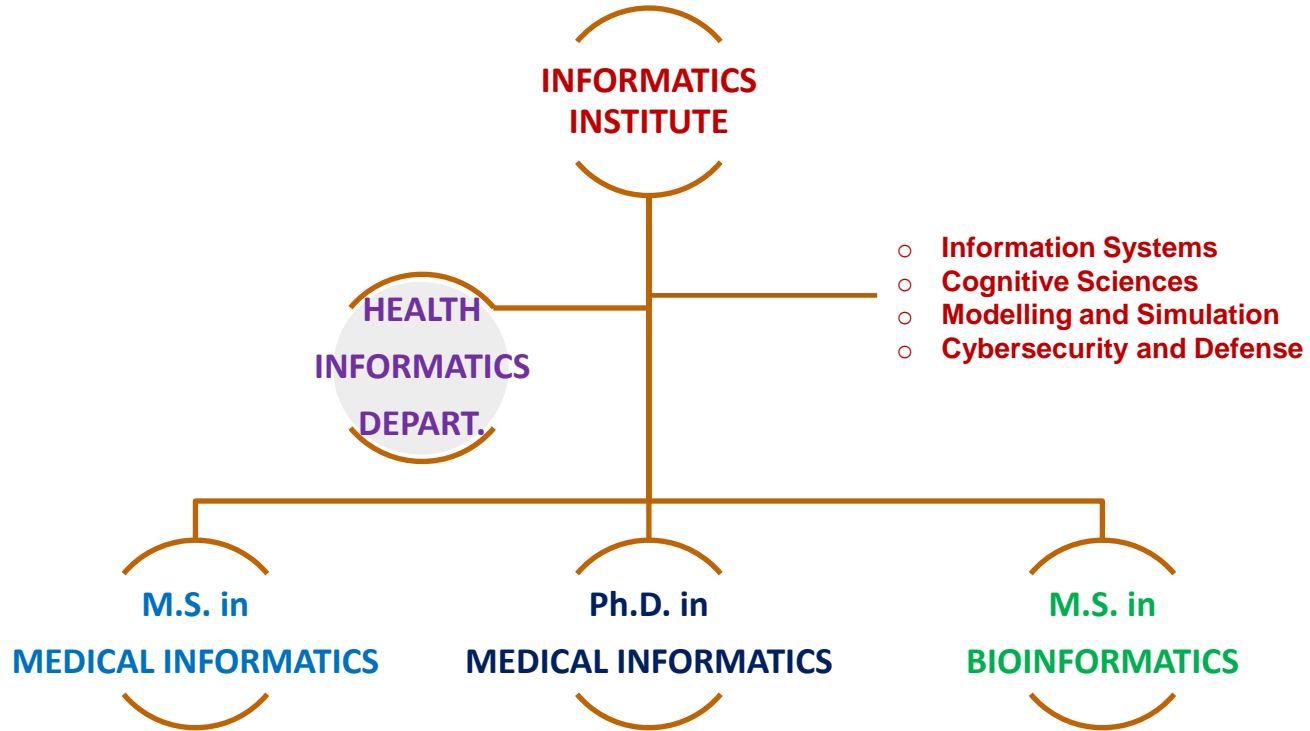
- Information Systems
- Cognitive Science
- Modelling and Simulation
- **Health Informatics**
- Cyber Security
- Data Informatics

Close ties and collaboration between all departments

You may take courses from other departments.  
Discuss with your advisors.



# GRADUATE SCHOOL of INFORMATICS



# Health Informatics Faculty

- Dr. Aybar Can Acar
- Dr. Yeşim Aydın Son
- Dr. Erkan Mumcuođlu
- Dr. Burçak Otlu Sarıtaş
- Dr. Tolga Özkurt



# Health Informatics Teaching Assistants

- Anıl Deliberk
- Arda Eskin
- Bengi Yavuz
- Cahit Burdurođlu
- Ece ađlayan
- Esra Nalbat



# METU Code of Honor

All members and students of our university adopt the following METU Code of Honor:

***"As reliable, responsible and honorable individuals, all members of Middle East Technical University embrace only the success and recognition they deserve, and act with integrity in the use, evaluation and presentation of facts, data and documents."***



# Academic Integrity

- Academic Integrity entails carrying out original work and sharing ideas and findings of others provided that the source is cited.



# Infringements of Academic Integrity

- Plagiarism
- Cheating
- Presenting or submitting in different courses the whole or part of a personal study, homework or project done previously with a different purpose without citing the source
- Indicating sources that do not actually exist as references or creating a false data set
- Conducting academic work on behalf of other students
- Behaving in a manner so as to obtain an unfair advantage (obtaining false medical reports, declaring false excuses for period extensions and make-ups, transferring or obtaining the right of enrollment to a course in exchange for a personal gain, etc.)
- Producing or making use of fraudulent documents (reference letters, medical reports, proficiency documents/scores, transcripts, etc.)
- Impersonating someone else in an exam; having someone else impersonate oneself.



# Plagiarism

- “Plagiarism is intentionally or unintentionally acquiring and using someone else’s ideas and opinions and presenting them as if one’s own without making a reference to or citing the source.”  
(ODTÜ UEAM)
- Detailed information on the types of plagiarism can be found at the address:  
<http://ueam.metu.edu.tr/intihal>.





# Plagiarism is easy to check with **turnitin**<sup>®</sup>

This first bit is different. Brilliant example of a new originality report.

**1** Academic writing in American institutions is filled with rules that writers often don't know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of somebody else's words or ideas. While other cultures may not insist so heavily on documenting sources, American institutions do. A charge of plagiarism can have severe consequences, including expulsion from a university. This handout, which does not reflect any official university policy, is designed to help writers develop strategies for knowing how to avoid accidental plagiarism.

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

**5** Plagiarism means using another's work without giving credit. You must put others' words in quotation marks and cite your source(s) and must give citations when using others' ideas, even if those ideas are paraphrased in your own words.

**3** It is an unfortunate fact of life for University lecturers that the pressure on students leads some of them to copy other students' assignments or at least to obtain more assistance from their friends than is appropriate. Apart from discrediting the use of assignments for assessment, the copying of assignments also vitiates the assignments' educational aims. The typical institutional response is to require that assignments only form a small part of a student's assessment. However, such a response is inappropriate because it either results in trivial assignments or in assignments which do not adequately repay students in marks for the effort that they have invested.

**4** A crucial phrase in this definition is "as one's own." In all learning at University it is completely acceptable to use another person's thoughts, writings or inventions to aid our own learning and understanding. Indeed, this is a primary method of learning. We all read textbooks, research papers, manuals and many other documents, and make use of the material contained in them. This is perfectly normal and acceptable.

**2** David Nightingale, the deputy vice-chancellor of Kent University said he would not comment on individual cases because the external examiners' meeting for the School of English would take place next week, when exam entries would be considered.

But he said: "I would stress that throughout their time at Kent, all students are given clear guidelines as well as practical advice and support as to what constitutes plagiarism. These spell it out that it is not acceptable under any circumstances."

<b>1</b>	Submitted to University... Student paper	30%
<b>2</b>	www.helpers.org Internet source	28%
<b>3</b>	www.cs.su.oz.au Internet source	20%
<b>4</b>	www.cs.bham.ac.uk Internet source	13%
<b>5</b>	www.uwo.ca Internet source	7%



# Awards for successful students

- Under 3 categories:
  - Course performance award
  - Publication award
  - Thesis award
- Conference Award
- Erasmus/ Exchange Programs



# Course Performance Award

- Aim: To speed up the process of course completion during the graduate studies and increase student's cumGPA.
- Student should have 7 courses (21 credits)
- Student should have no unsuccessful courses
- CumGPA should be at least 3.50 (3.75 for non-thesis students)
- Student should not be unregistered or on-leave, except for Erasmus or Health reasons.
- If there are more than one student with the same highest GPA in a program, then they all get the award.



# 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” (ÜYK 29.02.2000 date and 2000/5-10 attachment decree)

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



# Thesis Award

- Aim: To contribute to the world of culture and thought in our country and to increase the research power of our country as METU.
- Given to those 16 theses (8 MSc and 8 PhD)
  - a) Which contribute to the economical, social and spatial development of the country (3 theses)
  - b) Which develop a new product or method that will contribute to human health, safety and prosperity experimentally or theoretically(4 theses)
  - c) Which contribute to the world of culture and thought in our country (3 theses)
  - d) Which integrates theory with practice (2 theses)
  - e) Which have the potential of international scientific publication (4 theses)
- Categories through (a)-(e), and the number of MSc and PhD theses stated for each category are recommendatory.
- Articles published in international journals or patents or reports presented at International Congresses/printed at Congress booklets or articles published in national refereed journals, or reports presented at National Congresses/printed at National Congress booklets can give theses priority.



# Mustafa Parlar Thesis Award

- Every year a graduate thesis is awarded by the Prof. Dr. Mustafa N. Parlar Foundation
- Priority is given to the thesis which produce technology.



# Conference Support

- Get involved in a funded project (Tübitak, H2020, COST, Marie Curie, etc).
- Apply to Tübitak 2224-A Yurt Dışı Bilimsel Etkinliklere Katılımı Destekleme Programı
  - <http://www.tubitak.gov.tr/tr/destekler/bilimsel-etkinlik/etkinliklere-katilma-destekleri/icerik-2224-a-yurt-disi-bilimsel-etkinliklere-katilimi-destekleme-programi>
  - Covers registration fee, travel and accommodation expenses.
  - Only for oral presentations (Posters are not supported) at regularly held international, refereed conferences (For at least 3<sup>rd</sup> event of the conference)
  - Check the link for application dates!



# Exchange Programs

- There are overseas exchange programs, available to you
  - Erasmus+ European Mobility,
  - Erasmus+ Non-European Mobility
  - Mevlana
- In these programs you can
  - Take courses abroad as part of your studies
  - Carry out projects as part of your thesis study
  - Carry out internship after you graduate.
- For info visit: <https://ico.metu.edu.tr/>





# Attending Face-to-Face Classes during the Pandemic: University Regulations

- In order to attend the face-to-face classes and enter common places such as studying areas, all students and personnel must complete their vaccination processes as specified on e-Nabız.
- Students and personnel who have not yet completed their vaccinations are required to submit a negative PCR test taken no more than 3 days ago, including the day of submission.
- These checks will be made automatically if you enter your HES codes.
- For your convenience, make sure that you have registered your HES codes before the classes begin:
- <https://portal.metu.edu.tr/pages/uygulamalar/hesSorgulamaKayit/hesKayit/hesKaydet.xhtml>



# Attending Face-to-Face Classes during the Pandemic:

## University Regulations (cont'd)

- It is compulsory to wear face masks in the classrooms and all the other indoor places.
- Those who do not want to fulfill this requirement will not be admitted to the classes and other related places.
- Executives of the relevant academic and administrative units will be responsible for monitoring and implementation of this rule.



# Interacting with Advisors

- Advisors are there to
  - Help you select courses
  - Select a thesis topic
  - Guide you in your research
  - Track your progress
- Meet regularly
- Keep communication lines open
  - Especially if you are having a difficulty which is affecting your studies



# Interacting with Advisors during the Pandemic

- Zoom made it easier to have meetings – No more waiting at the door 😊
- Zoom office hours and links for our Academic Staff will be announced at the beginning of the semester.
- For other times, you can phone or email us as usual and demand a Zoom meeting if needed.



**Forms**

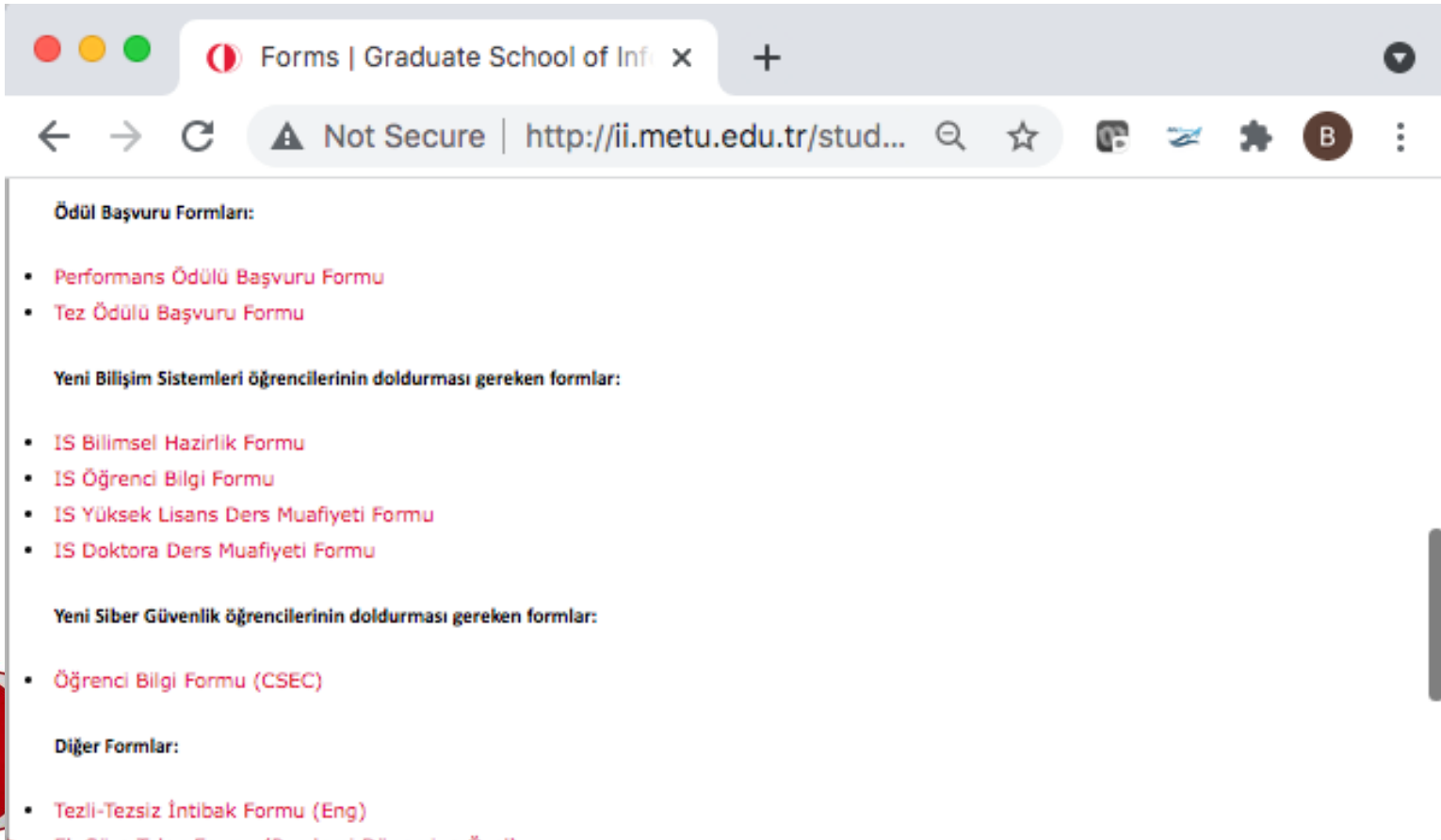
**And**

**Registration Process**



# Student Forms to be filled in today

- <http://ii.metu.edu.tr/student-forms>



Forms | Graduate School of Information Systems

Not Secure | http://ii.metu.edu.tr/stud...

**Ödül Başvuru Formları:**

- Performans Ödülü Başvuru Formu
- Tez Ödülü Başvuru Formu

**Yeni Bilişim Sistemleri öğrencilerinin doldurması gereken formlar:**

- IS Bilimsel Hazırlık Formu
- IS Öğrenci Bilgi Formu
- IS Yüksek Lisans Ders Muafiyeti Formu
- IS Doktora Ders Muafiyeti Formu

**Yeni Siber Güvenlik öğrencilerinin doldurması gereken formlar:**

- Öğrenci Bilgi Formu (CSEC)

**Diğer Formlar:**

- Tezli-Tezsiz İntibak Formu (Eng)



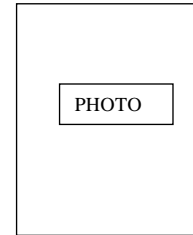
# Student Form 1:

## MIN/BIN Öğrenci Bilgi Formu

- Contact information, etc.
- Easy to fill in.



**GRADUATE SCHOOL OF INFORMATICS  
STUDENT INFORMATION FORM**



**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

Graduate Program Entered:

- M.S. in Information Systems (with Thesis)**
- M.S. in Information Systems (without Thesis)**
- Ph.D. in Information Systems**

**Year/Term of Entrance:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Alternative Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_

\_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Cellular Phone:** \_\_\_\_\_

**Sponsor (if any):** \_\_\_\_\_





# Student Form 2: IMPORTANT Yüksek Lisans Ders Muafiyeti Formu or Doktora Ders Muafiyeti Formu

- Used to determine the deficiency and program courses you are exempt from and why.
- Enter all equivalent courses you have taken before, but...
  - No older than **10 years**
  - For deficiency course equivalents, your grade should be at least **CC** if the course was an undergraduate course, **CB** if the course was a graduate course
  - For core course equivalents, your grade should be at least **BB**.
  - **Read the relevant footnotes for guidance**



**GRADUATE SCHOOL OF INFORMATICS  
M.S. IN INFORMATION SYSTEMS  
COURSE EXEMPTION FORM**

Name Surname: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program:  M.S. with Thesis  M.S. without Thesis

B.S. Institution, Dept.: \_\_\_\_\_

B.S. CGPA: \_\_\_\_\_

DEFICIENCY COURSES (3)	Year/Term <sup>(1)</sup>	Institution	Course Code/Name	Grade <sup>(2)</sup>
IS 503 Database Concepts and Applications / CENG 302				
IS 504 Comp. Networking for Information Systems / CENG 435 / EE 444 /CENG530				
IS 507 Introduction to Software Engineering / CENG 350				
IS 545 Object Oriented Programming and Data Structures / MIN 545/ OOP (Ex:BIN 500) + (EE441/CENG 310)				
IS 500 Contemporary Issues in Business/BA 1101				

CORE COURSES <sup>(6)</sup>	Year/Term <sup>(1)</sup>	Institution	Course Code/Name	Grade <sup>(4)</sup>
IS 501 Introduction to Information Systems				
IS 502 IS Project <sup>(5)</sup>				
IS 520 Research Methods in Information Systems / COGS 536				

**Important:**

- (1) Courses taken more than 10 years ago cannot be used for exemption.
- (2) Grade should be greater than or equal to **CC** if the course was an undergraduate course, **CB** if the course was a graduate course. If there are two or more courses which correspond to the content of a single deficiency course, then all such courses should be entered together.
- (3) To be formally exempt from a Deficiency course, it should be removed from the IS Bilimsel Hazırlık Formu course list.
- (4) Grade should be greater than or equal to **BB**.
- (5) Only equivalent courses taken from the Information Systems Department should be written.
- (6) An additional elective course should replace a core course taken elsewhere. To be formally exempt from a core course, students should apply with a petition after finishing the Deficiency Program.
- (7) This form should be signed only after checking the student transcripts.

Registration Advisor: \_\_\_\_\_ Advisor Signature<sup>(7)</sup>: \_\_\_\_\_



# Student Form 3: VERY IMPORTANT

## Bilimsel Hazırlık Formu:

- Details the Deficiency Program courses you need to take and its duration based on the previous course exemption form.
- **Do not change any text on the gray area.**
- **Delete the whole row only if you are exempt.**
- Enter program courses (right column) that you plan to take while you are in the Deficiency Program – it can be updated later
- For duration, tick
  - 1 semester (1 dönem), if you are to take 1 or 2 deficiency courses
  - 2 semesters (1 yıl), if you need to take more than 2 deficiency courses
- **Changes to this form is not possible after add/drops.**
- **At the end of the selected duration, your transcript should show the exact course code written on the left successfully taken or bye bye!!!**



O.D.T.Ü  
ENFORMATİK ENSTİTÜSÜ  
BİLİMSEL HAZIRLIK PROGRAMI FORMU

Gönderilen : Enformatik Enstitüsü

Gönderen : Bilişim Sistemleri.....EABD Başkanlığı

Öğrencinin Adı Soyadı : .....

Öğrenci No. : ..... 35. Madde  ÖYP

Öğrencinin İmzası : .....

Programı : Tezsiz Yüksek Lisans  Tezli Yüksek Lisans  Lisans Sonrası Doktora  Doktora

Mezun Olduğu Üniversite ve Bölümü : .....

Programa Başladığı Yıl ve Dönemi : 20.... / 20.... Ders Yılı ..... Dönemi

İlk Kayıt / Değişiklik : İlk Kayıt  Değişiklik

Süresi : Bir Dönem  Bir Yıl

Bilimsel Hazırlık Programı Zorunlu Dersleri				Lisansüstü Programa Sayılmak Üzere Alınacak Dersler		
Kodu	Kredi si	Adı	Yıl / Dönem	Kodu	Adı	Yıl / Dönem
IS 503 / CENG 302	3	Database Concepts and App / Int. to Database Management Sys.				
IS 504 / CENG 435 / EE 444 / CENG 530	3	Comp. Networking for Inf. Sys./ Data Communications and Networking / Int. to Comp. Networks / Computer Networks and Communications				
IS 507 / CENG 350	3	Int. to Software Engineering / Software Eng.				
IS 545 / MIN 545 / OOP (Ex:BIN 500) + (EE441/CENG 301)	3	Object Oriented Programming and Data Structures				
IS 500 / BA 1101	3	Contemporary Issues in Business / Fundamentals of Business				

Tarih \_\_\_\_\_ Enstitü Anabilim Dalı Başkanı \_\_\_\_\_

❖ Bilimsel Hazırlık Programı en fazla **bir takvim yılı** olup toplam **18 krediyi** geçmemelidir.

❖ Bilimsel Hazırlık Programında öğrencinin alacağı derslerde yapılacak değişikliklerin, yeni bir form düzenlenerek en geç o dönemin ders ekleme-düşürme süresinin son gününe kadar Enstitü'ye bildirilmesi gerekir.

ENSTİTÜ YÖNETİM KURULU KARARI	Tarih:	Karar No:
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Adayın Bilimsel Hazırlık Programına Kaydı : Uygundur  Uygun değildir

Tarih \_\_\_\_\_

Enstitü Müdürü \_\_\_\_\_



# Registrations – First Step

- Before registering for any course:
- Download fill in these 3 forms electronically and sign (insert your scanned signature to the relevant places)
- Get digital copies of all of your transcripts (including for programs that you have left without graduating)
- Get digital copies of syllabus of courses that you think are equivalent to our Deficiency and core courses, if they have been taken from a university other than METU
- Email all these to your advisor ASAP (ideally today)



# Registrations – Second Step

- The information you have provided on these forms will be checked by your advisor.
- When your advisor agrees and signs, you will know which courses you need to take and which courses you are exempt from.



# Registrations – Third Step

- Proceed to adding (registering to) courses:  
<http://register.metu.edu.tr>
- For more info on interactive registrations during the pandemic:
  - <http://oidb.metu.edu.tr/en/general-information-about-interactive-registration>
  - <https://oidb.metu.edu.tr/en/duyuru/2020-2021-academic-year-fall-semester-registration-and-advisor-approvals>
- Do not panic if the course capacity is full.
  - Keep trying at different times. If it is still full and you really need to take that specific course, contact the course lecturer and/or your advisor.



# Registrations – Fourth Step

- Get advisor approval
- Due to the pandemic, advisor approvals will not be face-to-face
- Once you have added your courses, click on the “Request Advisor Approval” button.
- You will be notified by email, when your advisor approves your registration.
- You will also be notified by email if your advisor requests a correction.





# Important Note:

- You are in the Deficiency Program even if you need to take 1 Deficiency Course.
- You can take other Core or Elective program courses while you are in the Deficiency Program, but they need to be added with Not Included (NI) status.
- Otherwise your advisor would request a correction.



## All four steps complete?

You can now login to ODTUCLASS to follow your courses: <https://odtuclass.metu.edu.tr/>



# Following the classes, courses and announcements

- ODTUClass is for lecture notes, assignments, announcements, marks and online exams:  
<https://odtuclass.metu.edu.tr>
- Add it to your favorites and
- Check your course site on ODTUClass before coming to the first class every week



# Welcome to the Informatics Institute

Wish you a healthy & successful semester...

