

M I D D L E E A S T T E C H N I C A L U N I V E R S I T Y



M E T U

H A N D B O O K
F O R
I N T E R N A T I O N A L
A C A D E M I C S T A F F

2025



TABLE OF CONTENT

1. GENERAL INFORMATION ABOUT METU	5
2. ACADEMIC STAFF MEMBERS ON CONTRACT	6
Employment Procedures and Work Permits	6
The Contract	6
Applying for a METU Smart Card.....	6
METU E-Mail Address	6
Residency Permit.....	7
Health Insurance	7
Taxes	7
Bank Account	8
Leaves of Absence and Vacations.....	8
Travel Support	8
Private Insurance & Retirement.....	9
3. VISITING ACADEMIC STAFF MEMBERS	10
Procedures for Assignment.....	10
Applying for a METU Smart Card.....	10
METU E-Mail Address	10
Residency Permit.....	10
Work Permit Exemption for Visiting Scholars	10
4. CAMPUS LIFE.....	11
METU Campus Map	11
Visitor Registration / METUPASSS.....	11
Transportation	11
Food and Drink.....	12
Shopping.....	12
Library Services	12
Sports Facilities and Recreation	15
Health Services at METU.....	15
Pharmacies	16
Mental Health and Well-being	16
Yalıncağ Facilities & Eymir Lake.....	16
Arts, Culture & Museums at METU.....	19
5. RESEARCH AT METU	20
OpenMETU	20

Project Support	20
Research Centers.....	20
ODTÜ Teknokent.....	21
Learn & Connect: 5.40 Lecture Series	21
Primary Research Values at METU	21
6. OTHER USEFUL INFORMATION.....	22
Administrative Roadmap & Key Offices.....	22
Digital Systems at METU.....	23
Educational Services for Children	25
Language Courses.....	25
Code of Ethics & Core Values	27
Contact	28

1. GENERAL INFORMATION ABOUT METU

Founded in 1956, Middle East Technical University (METU) is a state university that currently boasts approximately 25,000 students. METU offers 41 undergraduate programs organized within five schools (referred to as “faculties,” according to British convention). Additionally, there are five graduate schools, which house 105 master’s and 70 doctorate programs, and a School of Foreign Languages, which includes the English Preparatory Department. Fifteen undergraduate programs and three graduate programs are offered in conjunction with METU Northern Cyprus Campus.

For further information about METU, please visit: <http://www.metu.edu.tr/general-information>.

2. ACADEMIC STAFF MEMBERS ON CONTRACT

Employment Procedures and Work Permits

METU is obliged to obtain a pre-approval from the Higher Education Council of Turkey (YÖK) and a work permit from the Ministry of Labor and Social Security in order to employ contracted international academic staff.

For those who have received pre-approval from YÖK and are not yet in Turkey, the YÖK pre-approval letter will be sent to them via e-mail. After receiving the YÖK letter, you must apply to the nearest Turkish Consulate to obtain a reference code in order to start the work permit process.

The Contract

As an international academic staff member, you are obliged to fulfill your duties in accordance with your employment contract and current laws. The contract prepared by the Directorate of Personnel Affairs must be signed before employment begins. The contract is valid for two years.

At the request of the department of the foreign academic staff member, the contract may be renewed if the term of assignment has been extended. For issues not covered by the contract, general legislation will apply. For detailed information on promotion and appointment processes and criteria, please see:

<http://pdb.metu.edu.tr/information-international-teaching-staff>

If the foreign academic staff member is granted Turkish citizenship, the contract must be terminated. In the event of acquiring Turkish citizenship, the academic staff member must immediately notify the Academic Appointment Office of the Directorate of Personnel Affairs and apply to the Academic Personnel Office to obtain information on a different employment procedure.

Applying for a METU Smart Card

Use <https://cardinfo.metu.edu.tr/to> apply for the METU Smart Card, which is used both as an electronic ID card and as an on-campus spending account.

METU E-Mail Address

In order to get the metu e-mail address, F1 form here below should be filled in and be signed by your department.

https://bidb.metu.edu.tr/system/files/u42/f1_form.pdf

The signed copy of the form should be submitted to METU -Computer Center.

Residency Permit

Your work permit granted by the **Ministry of Labor and Social Security** also serves as a residence permit. However, your accompanying family members must apply separately for a residence permit through the Directorate General of Migration Management at: <https://e-ikamet.goc.gov.tr/>

Once you have received your residence permit number, please inform the Directorate of Personnel Affairs.

Health Insurance

International academic staff are required to comply with all the rules and regulations specified in the Higher Education Law No. 2547 and the Higher Education Personnel Law No. 2914. They also accept to comply with all other provisions of legislation required by their duties in force. After the employment contract is signed, and following the submission of the employment insurance entry declaration, they will be assigned an insurance registration number by the Republic of Turkey Social Security Institution (SGK). With this number, they will be covered by Social Security within Turkey. After 30 days of employment, the academic staff member will benefit from General Health Insurance, and after 90 days, their spouse and children will also benefit free of charge.

In accordance with the Social Insurance and General Health Insurance Law No. 5510, 14% of the gross contractual salary of international academic staff is deducted as Social Security Premium. These premiums include general health insurance as well as disability and retirement insurance. The premiums paid cover the healthcare and retirement contributions of international academic staff.

Taxes

To obtain a tax number, you must apply to the nearest tax office (Vergi Dairesi). Examples include Çankaya Tax Office, Ulus Tax Office, etc. After obtaining your tax number, please inform the Directorate of Personnel Affairs.

International academic staff receive their salary on the last day of each month (after 24:00 on the 14th day of every month worked). Salaries are transferred to the bank account opened in the branch where the University works. Legal deductions are made from salaries under the names of Income Tax and Stamp Tax. The income tax rate increases proportionally depending on the total salary received during the year, and accordingly the amount of deduction increases.

For example, a typical international academic staff member with the title of Assistant Professor will start the year at a 15% tax rate, which will increase to approximately 20% in May and 27% in August. For Associate Professors and Professors, these rates may change earlier and may reach up to 35% towards the end of the year.

Bank Account

For salary payments, you must open an account at the METU branch of Türkiye İş Bankası located on campus (explained in later sections of this handbook).

Please inform the Directorate of Personnel Affairs of your bank account number and IBAN to ensure the payment of your salary.

Leaves of Absence and Vacations

Staff who have been employed for fewer than 10 years are entitled to 20 days of leave. Staff who have been employed for more than 10 years are entitled to 30 days of leave. Academic staff may use their annual leave days within the current year or carry over unused leave to the following year. (Except for the current and previous year, unused leave rights from earlier years expire.)

Since their contracts are on a fixed-term basis and in line with the decision taken at the YÖK Executive Board meeting dated 24.09.2014, foreign academic staff cannot benefit from sabbatical leave.

Pregnant staff (Expecting staff) are entitled to a total of 16 weeks of paid maternity leave: eight weeks before birth and eight weeks after. In the case of multiple pregnancies, two additional weeks are added to the pre-birth leave, making it 10 weeks before and 8 weeks after. After returning from maternity leave, teaching schedules will be arranged to provide breastfeeding leave for one year: 3 hours daily during the first 6 months, and 1.5 hours daily during the second 6 months.

Illness

Since international academic staff are insured under all branches of social security like Turkish citizens, they can be treated in hospitals contracted with SGK when they fall ill. In case of illness, they may use sick leave for the duration indicated in temporary incapacity reports provided by doctors. During this period, their salary will be paid in full. However, for reports longer than 2 days and during maternity leave, the temporary incapacity allowance paid by SGK must be deposited into the University's account at Ziraat Bank.

Travel Support

If your contract period is at least six months, METU will cover the expenses incurred for travel to Ankara at the beginning of your employment and for travel back to your home country at the end of your employment. If your contract is for one year or longer, both your and your spouse's travel expenses will be covered.

To ensure reimbursement of your return travel expenses, you must leave Turkey within one month of the expiration date of your contract. Return travel expenses will not be paid if you

go abroad on leave, on assignment, or if you terminate your contract by abandoning your duties and failing to return.

In the event of death, the expenses for transporting the remains of the staff member to their home country will be covered by METU.

Travel and other expenses for temporary assignments outside of METU will be reimbursed according to academic title.

Private Insurance & Retirement

Staff who purchase private health or retirement insurance may benefit from tax deductions. To do so, submit your policy or payment receipts to the Personnel Directorate.

There are no special retirement regulations for foreign nationals (Law No. 6327). Rules are the same for Turkish and foreign citizens. Depending on the insurance company's policies, foreign staff may benefit from private retirement schemes.

International staff planning to relocate before retirement and wishing to retain their rights should check the list of countries that have agreements with Turkey:

http://www.sgk.gov.tr/wps/portal/tr/emeklilik/yurtdisi/sozlesme_imzalanmis_ulkeler

3. VISITING ACADEMIC STAFF MEMBERS

Procedures for Assignment

Visiting international academic staff may come to Turkey upon the invitation of local researchers and/or departments at METU, or upon their own request.

Those to be employed as visiting international academic staff must contact the relevant academic department.

After your arrival in Turkey, you must personally apply for a work permit related to your assignment in Turkey through the Ministry of Labor and Social Security at: <https://emuafiyet.csgb.gov.tr>

Applying for a METU Smart Card

Use <https://cardinfo.metu.edu.tr/> to apply for the METU Smart Card, which is used both as an electronic ID card and as an on-campus spending account.

METU E-Mail Address

In order to get the metu e-mail address, F1 form here below should be filled in and be signed by your department.

https://bidb.metu.edu.tr/system/files/u42/f1_form.pdf

The signed copy of the form should be submitted to METU -Computer Center.

Residency Permit

Your work permit granted by the **Ministry of Labor and Social Security** also serves as a residence permit. However, your accompanying family members must apply separately for a residence permit through the Directorate General of Migration Management at: <https://e-ikamet.goc.gov.tr/>

Once you have received your residence permit number, please inform the Directorate of Personnel Affairs.

Work Permit Exemption for Visiting Scholars

In order to be exempt from work permit, visiting scholars should apply Ministry of Work. The applications are made personally through the electronic system <https://emuafiyet.csgb.gov.tr/welcome>

A support letter from the University can be provided by Research Coordination Unit so that the researchers can upload during their online application for e-muafiyet.

4. CAMPUS LIFE

METU Campus Map

The official campus map can be found here: [Campus Map PDF](#)

Accommodation

You may apply to your department for campus housing. Campus housing is assigned only with the approval of the President's Office, based on the Campus Housing Assignment Guidelines, and a contract will be drawn up for you. Contracts for campus housing are for a period of one year; however, if your contract with METU continues, your housing contract may be extended for additional one-year periods with the approval of the President's Office. You may be provided with a furnished guest residence or an unfurnished personnel residence, according to your preference.

Visitor Registration / METUPASS

All visitors to METU must be registered before entering campus. Staff may register their guests online via the [Visitor Registration System](#). METUPASS is the system that enables automated entry for both pedestrians and vehicles through the campus gates. Once you have a METU email address and password, you can use the online system to inform the gates in advance when you are expecting a visitor.

Transportation

Website with all information: www.metu.edu.tr/transportation
<https://route.metu.edu.tr/rota/1>

Daytime Ring Buses (Yellow Ring): Operate every weekday between **09:00 – 17:35**, every 20 minutes, starting from the **A-2 Metro Gate** (marked with “Yellow Ring” signs).

Light Brown Ring Buses (Weekdays, During Term): Operates with METU and EGO buses

- 08:00 – 10:00 → every 5 minutes
- 10:00 – 17:00 → every 12 minutes
- 17:00 – 18:00 → every 15 minutes

Starting point: **A-1 Gate**, ending at Rectorate–Preparatory School area.

Evening service: 18:20 – 20:00 operated by official METU buses.

- **Turquoise Ring Buses:** Two services on weekdays at **08:15 – 08:30**.
- **Orange Ring Buses:** Eight services on weekdays between hours at **08:15, 08:20, 08:25**.
- **Dark Blue Ring Buses:** Weekdays after working hours, between **18:00 – 20:00**, every 30 minutes.
- **Purple Ring Buses:** Weekdays between **20:30 – 00:30**, every 40 minutes.

- **Weekend Gray Ring Buses:** Saturdays and Sundays, between **08:30 – 18:30**, 11 services.
- **Weekend Evening Gray Ring Buses:** Saturdays and Sundays, between **19:30 – 23:30**, 5 services.

Public Transport Connections

- **EGO City Buses:** Lines 339-5, 419-5, 511, 512, 521, 530, 532, 541, 602-6 stop near campus.
- **Dolmuş (Shared Minibus):** Ayrancı–METU route, departing weekdays from the Cafeteria stop until 18:00, and after 18:00 from the Dormitories stop.
- **Metro:** Kızılay–Koru metro line connects the city center with METU (ODTÜ station and Bilkent station on the campus).
- **Taxis:** Available at on-campus taxi stands, or can be called from Söğütözü Taxi stand and Mustafa Kemal Mahallesi stand:
- Söğütözü Taxi: (0312) 219 51 51
- Mustafa Kemal Mahallesi Taxi: (0312) 285 07 07

Food and Drink

There are various dining options on campus. The main METU dining facility where you can use your METU Smart Card is The Cafeteria (near Chemistry Department Building).

There are also canteens in each department, several cafes on campus, and a cafe-bar in the METU Culture and Convention Center. You can also find a range of restaurants and cafes in the METU Shopping Center (*Çarşı Merkezi* in Turkish), which is open from 8:30 AM to 11:30 PM when classes are in session.

For more details, please visit: <http://www.metu.edu.tr/food-drink>

Shopping

You can find a variety of shopping opportunities on the METU Campus. Snacks, toiletries, and limited groceries are available at Şok Market and in the shopping center, which are in Çarşı Merkezi. Specifically, in the shopping center, you may find pharmacies, a photography shop, a stationery and office supply store, a billiards room, a boutique, a bookstore, a tailor, a shoemaker, a hairdresser, and a barber, in addition to a range of places for dining. You can obtain both English-language and Turkish-language newspapers and magazines from the small stand at the entrance of the cafeteria, from the buffet in front of Dormitory 3, and from the newspaper stand in the Çarşı Merkezi.

Library Services

The METU Library is a powerful and rich source of information and documentation for students, academic members, researchers, and the community.

The library collection consists of 540.568 printed books, 28 current journals, 199.853 bound journals, 33.610 printed theses, 166 databases, 1.478.039 e-books, 81.332 e-journals, and 15.100 e-theses.

The library, which has a usable area of 12.280 m², includes 24 personal study rooms, 2 meeting and conference halls, 1 exhibition hall, and 1 cinema room.

The library began ISO 9001:2008 Quality Management System activities on July 1, 2011, and received its Quality Certificate on April 25, 2012. In addition, in July 2017, it incorporated the principles of the Information Security Management System into its business processes, and, in December 2017, it was awarded the Information Security Management System certificate in collaboration with the METU Computer Center.

Thanks to the services provided by internet service providers, the library offers METU members access to subscribed resources from outside the campus.

The Library is open 24/7 during the academic semesters.

Digital Collection: The ODTÜBELLEK platform, created for the purpose of compiling, preserving, and sharing METU's institutional memory in a digital environment, was made available to the public in 2023. ODTÜBELLEK (<https://bellek.metu.edu.tr/>) contains rich visual and written materials such as photographs, videos, documents, ephemera, maps, and architectural plans that reflect the university's institutional history and cultural heritage. ODTÜBELLEK, one of the few institutional digital memory projects developed by a university in Turkey, aims to make the academic and cultural heritage accessible and to carry METU's inspiring story to future generations.

OpenMETU: Middle East Technical University's institutional academic archive, OpenMETU (<https://open.metu.edu.tr/>), provides digital access to over 100,000 scientific publications, theses, and research outputs produced by university members, in accordance with open access principles. As one of the institutional archives leading the open science and open access movement in Turkey, OpenMETU both increases research visibility and supports the public circulation of academic knowledge.

As of Date 15 April 2025, the submission of printed copies of Master's and Doctoral theses to the **METU Library is no longer required**. The library will **only accept electronic copies** of theses.

You may make use of METU library services with your METU Smart Card.

- Academic staff may borrow up to 25 books for 30 days. If the library material has not been placed on hold by another patron, patrons may renew the due date of their borrowed items up to three times.
- Academic staff of the Middle East Technical University may borrow materials from the Reserve Collection.
- Academic staff may borrow two multimedia items for up to three days. If the material has not been placed on hold by another patron, the due date can be extended once.

- Users can place up to three unavailable books (which were borrowed by another user) on hold. If the items are not borrowed within three days of availability, the hold request will be cancelled by the library system.
- Please see the Renewing Guide https://lib2.metu.edu.tr/ek/kilavuz/KOHA_Renewing.pdf and Holding Guide at https://lib2.metu.edu.tr/ek/kilavuz/KOHA_Holding.pdf for more details.
- Current periodicals may not be borrowed.
- The books in the reference collection, standards, master theses, and dissertations are not for lending. This collection is for in-library use only, but photocopies of these resources may be made.
- Academic staff may recommend the purchase of library materials by completing the [Book Request Form](#).

RULES TO BE APPLIED IN CASE OF FAILURE TO RETURN, LOSS, OR DAMAGE OF LIBRARY RESOURCES						
DAILY/HOURLY OVERDUE FINES IN CASE OF LATE RETURN				LOSS OR DAMAGE OF MATERIALS		
				If the material is still in print*		If the material is out of print
Type of Resource		Daily	Hourly	Foreign Language	Turkish	The latest edition must be obtained and submitted to the Library. If not possible, the current replacement cost plus the overdue fine shall apply.
Books	General Collection	5 TL		150 USD ** + overdue fine + 50% processing fee	500 TL + overdue fine + 50% processing fee	
	Short-Term (Reserve)		5 TL			
Multimedia Resources		5 TL		CD/DVD 50 USD ** + overdue fine	CD/DVD 500 TL + overdue fine	
Lockey Key		5 TL		In case of key loss, a fee of 50 TL shall be charged.		
Individual Study Room Key			5 TL			

* The current value of the library material is determined by the Selection and Valuation Committee under the Division of Library and Documentation Services. The assessed value is charged accordingly. In the absence of an assessed value, the predetermined standard rates are applied.

** The amount is calculated in Turkish Lira based on the daily foreign exchange selling rate of the Central Bank of the Republic of Türkiye.

The loss or overdue charges are updated annually based on the revaluation rate determined by the Ministry of Treasury and Finance (Revenue Administration) in accordance with the General Communiqué of the Tax Procedure Law.

Full-time academic staff of the Middle East Technical University may borrow directly from Ankara Hacı Bayram Veli, Ankara, Ankara Yıldırım Beyazıt, Atılım, Başkent, Bilkent, Çankaya, Gazi, Hacettepe, Social Sciences University of Ankara, TED, , THK, TOBB ETÜ University Libraries, as well as from General Directorate of Mineral Research and Exploration (MTA), TENMAK (Turkish Energy, Nuclear and Mineral Research Agency) and Turkish Court of Accounts Libraries, through mutual protocols. Requests to borrow books from these other libraries must be made in person at the METU Library Circulation Desk.

Full-time academic staff of the Middle East Technical University may borrow books from other research libraries in Turkey via Inter-Library Loan (ILL).

For more information <https://lib.metu.edu.tr/articlebook-supply-serviceill>

Electronic resources may be accessed online from off-campus locations. For details, please see: <https://faq.cc.metu.edu.tr/groups/vpn-service>

For more information about the METU library services, please visit: <https://lib.metu.edu.tr/>

Sports Facilities and Recreation

METU provides facilities for many sports and recreational activities. You may access the sports facilities on campus using your METU Smart Card. In order to use the some of the indoor and outdoor facilities you should make a reservation by using the reservation system <https://rez.metu.edu.tr/>

- Outdoor pool
- Indoor pool (Olympic-sized)
- gymnasia
- Football stadium (13,000-seat capacity and a running track with six lanes)
- 7 soccer fields of various sizes
- Tennis courts (15 outdoor, 2 indoor) *The courts behind the Grand Sports Hall, next to the Stadium and Center Tennis Courts require prior reservation.*
- Outdoor basketball courts
- Outdoor volleyball courts
- Table tennis (in the Grand Sports Hall and within various departments for ex: Physics Dep.) To use the Table Tennis in Grand Sports Hall, you should make a reservation from <https://rez.metu.edu.tr/> web site
- Yalincak (6 km.) and Çamlık (2 km.) running tracks
- Grass pitch for cricket
- American football field
- Two Fitness centers, one in Baraka Sports Hall and one in ODTÜKENT Sports Center
- Gymnastics hall
- ODTÜKENT Sports Center (including fitness equipment, squash courts, main hall for Handball, Futsal (indoor soccer), dance studios for varies sports clubs at METU)
- Artificial soccer field
- Squash courts

For more details, please visit: <https://spormd.metu.edu.tr/en/facilities>

Health Services at METU

The Health and Guidance Center (SRM), under the Directorate of Health, Culture, and Sports, provides health services to students and staff on campus. The SRM complex consists of three buildings: the main building, the Biochemistry & Clinical Microbiology Laboratory, and the First Aid Unit.

Outpatient clinic services are offered in the following specialties:

- Pediatrics (part-time)
- Internal Medicine
- Dermatology (part-time)
- Dentistry
- Chest Diseases
- Ophthalmology
- Gynecology
- Orthopedics & Traumatology
- General Practice
- Psychiatry
- Radiology

In addition, services are available from Physical Therapy & Rehabilitation and the Psychological Counseling and Guidance Center (PDRM), with referral from a physician.

More information: www.srm.metu.edu.tr

Working Hours

General Services: Weekdays 08:30 – 16:30

Outpatient Clinics: 09:00 – 12:00 / 13:30 – 16:00

First Aid Unit: 24/7 service, seven days a week

In emergencies, call 112 and state that you are on the METU campus.

Injections and similar procedures are performed only during physician working hours.

Pharmacies

There are two pharmacies on campus where prescribed medicines can be obtained.

Mental Health and Well-being

AYNA – Clinical Psychology Support Unit

Offers psychological assessment and psychotherapy; also serves as a supervised training and research unit for METU Clinical Psychology graduate programs. Appointments, services, aims, fees, and access info are on the AYNA website.

<https://ayna.metu.edu.tr/en/>

Yalıncak Facilities & Eymir Lake

Recreation areas owned by METU where staff can enjoy rowing, cycling, and picnicking. A faculty permit is required for vehicle entry to Eymir Lake.

YalıncaK Facilities (YalıncaK Tesisleri)

YalıncaK is a separate recreation area on METU's land, located near İncek, outside Ankara city center. It is often used for retreats, seminars, student camps, and faculty gatherings. Facilities include picnic spots, sports areas, and dormitory-style accommodation for organized student and staff activities.

- **Activities:** Barbecues, nature walks, and organized events. It is less of a daily hangout than Eymir, but often used for group activities and summer programs.
- **Access:** Controlled by METU; events usually require reservation through the Directorate of Health, Culture, and Sports.
- **Community use:** Faculty can reserve the space for departmental events, staff picnics, or student club activities.

[YALINCAK | METU Archeology Museum](#)

Eymir Lake (Eymir Gölü)

Eymir Lake is one of METU's most well-known recreational areas, located about 20 minutes from the main campus. It is owned and managed by the university and serves as a natural retreat for students, staff, and alumni. The area is popular for rowing (METU has an active rowing team with a boathouse by the lake), cycling, jogging, fishing, and picnicking. There are small cafés and picnic areas around the lake.

- **Access:** Pedestrians and cyclists may enter freely. To drive a car inside, staff must obtain a vehicle entry permit from the Directorate of Health, Culture, and Sports.
- **Use for staff:** Faculty and international staff can apply for this permit; once granted, it allows vehicle access through the security gate.
- **Environmental note:** The lake and its surrounding forest are a protected natural area, so no construction or disruptive activities are allowed.

Eymir Lake Rules

- Pedestrian entry to the Eymir Lake Campus is permitted between 06:00 – 22:00.
- Vehicle entry for visitors who have an Eymir Lake entry card is allowed between 06:00 – 22:00 on weekdays.
- If restrictions are in place, on weekends vehicle entry is not allowed between 06:00 – 19:00 even if you have a card.
- Except for periods and hours determined by the University, only vehicles belonging to veterans, disabled persons (with official cards shown at the gate), commercial enterprise vehicles, official inspection vehicles, and other specially permitted vehicles are allowed. Other vehicles are prohibited.
- No visitors are accepted after 22:00. Businesses on site remain open until 23:00, but all visitors must leave by 23:30.
- A Lake entry card is required for vehicle entry.
- The card is personal and cannot be transferred or shared.
- If the card is lost, a new one can be issued for a fee.

- If a cardholder also has a METU membership card, it must be surrendered to the Lake Administration.
- By receiving a card, the holder accepts all Lake rules.
- The cardholder may bring up to five (5) guests.
- Cardholders who violate rules will have their cards permanently revoked.
- Maximum speed limit in the campus is 30 km/h.
- Driving lessons and use of car horns are forbidden.
- Roads are one-way with spikes; driving in the opposite direction is dangerous and prohibited.
- Parking in fire lanes or inside the forest is prohibited.
- Heavy vehicles (minibuses, buses, trucks, vans) are not allowed.
- Motor sports (e.g., motocross) are prohibited.
- Playing loud music disturbing others is prohibited.
- Picnics are only allowed along the lake shore.
- Camping and tenting are prohibited.
- Swimming in the lake is dangerous and prohibited.
- Walking on the frozen lake in winter is dangerous and prohibited.
- Barbecuing or lighting fires is prohibited throughout the area.
- Visitors must dispose of all waste in trash bins; dumping debris is prohibited.
- Fishing is allowed only in controlled periods; each person may use one fishing rod.
- Fishing is prohibited along the shore where the Lake Administration building is located.
- Launching boats/rafts other than the patrol boat and permitted craft (rowboats, canoes, kayaks) is prohibited.
- Bringing airguns, firearms, or hunting weapons into the area is prohibited.
- Use of fireworks, sparklers, confetti, or other polluting/flammable materials is prohibited.
- Flying drones or aerial vehicles is prohibited.
- Abandoning animals at the lake is prohibited.
- Feeding cormorants and other waterbirds is prohibited.
- Planting saplings without permission is prohibited.
- Grazing animals in the area is prohibited.
- Placing beehives in the area is prohibited.
- Unauthorized excavation work is prohibited.
- Spraying agricultural chemicals is prohibited.
- Building treehouses or any other structures without permission is prohibited.

Wedding Photo / Event Application

Procedures:

- Communication is only via e-mail; no information is provided by phone.
- Fill out the Application Form and send it to ihm@metu.edu.tr by e-mail.
- You will receive a reply within 2 days to the e-mail address you provided.
- Once you receive approval by e-mail, deposit the fee to the bank account number specified in the Application Form. (Do not deposit the fee before approval. No refunds will be made.)
- After payment, no confirmation will be given regarding the transfer; keeping your bank receipt is sufficient.

- On the scheduled day, submit the approval e-mail, the completed application form, and the bank receipt to the Eymir Lake staff to enter.
- If you postpone the date, you must send the Application Form again with the new date.
- For wedding photos, METU staff members' first-degree relatives (parents, children) receive a 50% discount (125 TL).

Arts, Culture & Museums at METU

Museums on Campus

- **Science and Technology Museum:** It features outdoor exhibitions of aircraft, trains, and industrial machines.
- **The Geological and Natural History Museum:** It highlights Turkey's geological heritage. [Geological Museum](#)

Cultural Venues

- **Culture and Convention Center (KKM) :** It hosts national/international congresses, conferences, seminars, meetings, and cultural events. It features 9 halls, 2 foyers, and an exhibition hall, with in-house A/V & recording systems, presentation tech, internet, computer support, and catering. Set in METU's green campus, KKM offers a modern, cost-efficient venue for academic and cultural gatherings. The center regularly opens its doors to the METU community for concerts, theatre, Turkish classical and folk music shows, and student community performances. Upcoming events are listed on the [KKM Event Calendar](#). ([Kültür ve Kongre Merkezi](#))
- **ODTÜSanat (METU Art):** It hosts national/international congresses, conferences, seminars, meetings, and cultural events. It features 9 halls, 2 foyers, and an exhibition hall, with in-house A/V & recording systems, presentation tech, internet, computer support, and catering. Set in METU's green campus, METU's annual month-long arts festival, held since 1999, highlights the belief that art and science are inseparable. It features exhibitions, concerts, theatre, films, talks, and workshops, with proceeds supporting the Student Scholarship Fund. While some activities may involve a language barrier, art in all its forms is a universal language, making ODTÜSanat a unique chance to experience METU's cultural life. odtusanat.metu.edu.tr
- **Music and Fine Arts Department** (beneath the Library): Provides a venue for art exhibitions, concerts, and cultural activities, supporting creativity and artistic expression on campus. Staff and students can also visit painting and art exhibitions held here throughout the year, making it an accessible hub for visual arts. Announcements of upcoming events can be followed on the [Music and Fine Arts Department website](#).

5. RESEARCH AT METU

METU is one of Türkiye's leading research universities, with a breadth of interdisciplinary projects, wide range of international collaboration, and significant innovative contributions. Incoming academic staff can access a wide range of research support, facilities, and networks on campus.

Information on METU's research opportunities, facilities, and initiatives can be found here: [Research at METU](#).

OpenMETU

As it is mentioned in the **Library Services** section in the handbook, OpenMETU is METU's institutional open-access repository where academic staff can freely archive and share research outputs such as articles, theses, conference papers, data, software, and patents. It enhances visibility, supports collaboration, and ensures compliance with open science requirements: [OpenMETU](#)

Project Support

METU's [Project Support Office \(PDO\)](#) is the first contact point for researchers regarding project funding and management at both national and international levels:

- TÜBİTAK as the most exploited national R&D funding agency and,
- Programmes such as Horizon Europe, COST, Erasmus+ as the most exploited international R&D funding opportunities.

The office not only informs researchers about funding opportunities, but also supports proposal preparation and submission, and provides administrative and career guidance throughout the project lifecycle.

METU's Scientific Research Projects Coordination Unit (Bilimsel Araştırma Projeleri Koordinasyon Birimi – BAP) is the first contact point for researchers regarding project funding and management at both national and international levels.

- **BAPSİS (Scientific Research Projects System):** Supports internal funding applications and project tracking.
- **Travel and Seed Funding Support:** Within certain schemes, travel and subsistence support can be provided to attend project-related events and initiate collaborations.

More information can be found on the [BAP website](#).

Research Centers

METU hosts numerous research centers that conduct interdisciplinary studies, support projects, and collaborate with national and international partners. See the full list here: [Research Centers](#).

ODTÜ Teknokent

ODTÜ Teknokent is Türkiye's first and leading science and technology park. It brings together researchers, entrepreneurs, and industry partners to develop innovative, high-tech products and solutions. Learn more: [ODTÜ Teknokent](#).

- **Technology Transfer Office (TTO):** Supporting intellectual property rights, patents, and technology commercialization.

Learn & Connect: 5.40 Lecture Series

A monthly lecture series designed to bring the METU community together to exchange knowledge and experiences, inspire new ideas, and strengthen METU's culture of collaborative learning. Dates and topics are announced via general campus e-mails.

Primary Research Values at METU

* METU is committed to fostering a supportive, inclusive, and internationally competitive research environment. Two key institutional policies ensure that incoming researchers can work within a framework aligned with European standards:

- **Human Resources Strategy for Researchers ([HRS4R](#))**

Since 2020, METU has held the **HR Excellence in Research Award** granted by the European Commission. This recognition confirms that the university follows the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* to ultimately strengthen:

- Transparent and fair recruitment processes, through international platforms such as **EURAXESS**
- A supportive and career-friendly environment for early-stage and senior researchers,
- Institutional alignment with European Research Area (ERA) principles.

- **Gender Equality Plan ([GEP](#))**

METU has developed and implemented a Gender Equality Plan aligned with Horizon Europe values. METU's GEP aims to:

- Ensure gender balance in research teams, decision-making, and leadership roles,
- Provide equal opportunities in career progression and working conditions,
- Promote awareness and training on gender equality across the institution.

* METU is committed to having all its R&D projects comply with national and international ethical standards. METU has dedicated [Ethics Committees](#) for human subjects, data collection, and animal research. Foreign researchers can apply for approval through these committees.

6. OTHER USEFUL INFORMATION

Administrative Roadmap & Key Offices

Directorate of Personnel Affairs (Personel Dairesi Başkanlığı)

This office manages all matters related to contracts, permits, social security, and salaries. For international academics, it is the primary point of contact for work permits, residency requirements, and onboarding paperwork. They also provide guidance on employment categories (permanent staff, contracted, project-based) and coordinate with the Ministry of Labor when necessary.

[Personnel Affairs Directorate – METU](#)

International Cooperations Office (ICO)

The International Cooperations Office supports international faculty, Erasmus+ staff, and visiting scholars. It helps with institutional partnerships, cultural integration programs, and provides information on mobility schemes. ICO is the first contact point for many international academics upon arrival, especially for visa-related letters, housing information, and orientation.

[International Cooperations Office – METU](#)

Registrar / Student Affairs (Öğrenci İşleri Dairesi Başkanlığı)

Although primarily focused on students, this office is important for staff since it oversees course registration, academic calendars, exam schedules, and enrollment procedures. International instructors may need to consult with this office for grade submission and for managing special student requests (late registration, course add-drop). [Registrar's Office \(ÖİDB\)](#)

IT & Computer Center (Bilgi İşlem Dairesi Başkanlığı – BİDB)

The IT & Computer Center provides and manages your official METU email address, Wi-Fi access (eduroam and campus networks), VPN services for secure off-campus access, and ODTÜClass (the university's Moodle-based learning management system). You can submit support tickets here for any digital access problems. [METU Computer Center](#)

For support tickets: [IT Support System](#)

Health, Culture, and Sports Directorate

This directorate provides access to the on-campus health center, psychological counseling and guidance services, student and staff clubs, and sports facilities. International staff can register for gym memberships, participate in fitness and cultural events, or receive referrals for medical care outside campus. [METU Health, Culture, and Sports Directorate](#)

Digital Systems at METU

- **ODTÜClass:** A Moodle-based LMS where instructors upload lecture notes, assignments, and make announcements. Access with your METU username and password.
- **AVESIS (Academic Data System):** Academic staff are required to upload CVs, publications, and project details here. It is used for performance evaluations and academic promotions.
- **Email & Intranet:** Your official METU email (username@metu.edu.tr) is the main channel for official communication. The intranet also includes HR forms, announcements, and internal services.
- **Library Portal:** Provides access to electronic databases, e-journals, and e-books. Faculty can also place interlibrary loan requests here. [Library E-Resources](#). For more information check **Library Services** section in the handbook.

Search for all the digital services at METU with The METU Services Portal. It is the single online entry point where staff can access all academic, administrative, IT, and daily campus services with their METU username and password.

<https://portal.metu.edu.tr/>

What You Can Find on the Portal

- **Research & Academic:** Update academic CV (AVESIS), apply for and track research projects (BAPSİS), submit academic performance/evaluation forms (APSİS), upload to OpenMETU repository.
- **Teaching & Students:** Manage courses on ODTÜClass, enter grades via SIS, view class lists, check syllabus info, use remote PC rooms, order books.
- **Administration:** Access e-Payroll (salary slips), use EBYS (electronic documents), manage budget and project funds, apply for campus vehicle stickers, make facility reservations.
- **IT & Accounts:** Access webmail, create mailing lists, set up Wi-Fi and VPN, download licensed software, manage smart card balance, request IT support.
- **Communication & Info:** Find contacts in the phonebook, check campus map, follow shuttle bus (“Ring”) routes, read weekly METU news, alumni updates.
- **Mobile Access:** Use the METU Mobile App for many of these services on the go.

VPN Service

With METU VPN Service, by installing a packaged program (VPN Client) on personal computers and/or mobile devices, our members and students could access to our campus network resources when they are outside the campus. To use VPN Service on your device, follow the steps in faq.cc.metu.edu.tr related with your devices' operating system.

The VPN service can be used by your Metu username and your password. Any information about VPN can be reached at <http://faq.cc.metu.edu.tr/tr>. First click Ağ (Network) -> VPN Hizmeti (VPN Service).

For your questions, you can contact hotline@metu.edu.tr e-mail or you can call 0090 210 3355. To download the VPN application, please visit <https://netregister.metu.edu.tr> click "VPN Service" icon. In the VPN Service menu, please click "**Download**" or "**View**" link to download the VPN application which suits your Operating System.

METU Smart Card

The METU Smart ID Card serves both as an electronic spending account and an electronic identification card.

E-Wallet

You can load money onto your Smart ID Card using designated **kiosks**, **internet banking (İşCep, Maximum Mobil)**, the **SoliClub mobile app**, or the **online balance loading system** (odtucard.metu.edu.tr) with your Türkiye İş Bankası or other bank cards.

The card can be used in the following locations:

- Cafeteria
- Sports Center
- Baraka Sports Hall
- Football Fields
- Swimming Pools
- Health and Guidance Center

How to load balance:

- **SoliClub mobile app**: Download from Play Store or App Store, open an account, register your bank card, and connect through BKM Express to use your card as a payment method. [Detailed info](#)
- **Online payment system**: Enter your staff/student ID number at odtucard.metu.edu.tr, type the desired amount, and complete payment with your bank card. [Detailed info](#)
- **Kiosks**: Insert your Smart Card, follow on-screen instructions, and load balance with a bank/credit card.
- **İşCep or Maximum Mobil apps**: Follow steps described [here](#).

E-Identification

The **e-ID feature** of your Smart Card provides automatic access to specific areas when you are authorized.

At METU, electronic card readers are used at campus, building, and computer lab entrances. Simply hold your card a few centimeters from the reader. If there are no authorization conflicts or physical issues with the card, the reader will beep and the door or gate will open.

More information:

- [Smart Card – METU Health, Culture, and Sports Directorate](#)
- [Smart Card FAQ](#)

Membership to E-Mail Groups

According to your status written on your Metu ID cards, you will automatically receive University e-mails.

Educational Services for Children

METU operates an on-campus preschool and kindergarten for children aged 3 to 6. Detailed information about the school can be found on its website. The METU Development Foundation School is also located on campus and offers classes at the primary, middle, and high school levels.

During the summer, the METU Summer Sports School for Children is organized for ages 5 to 14. Activities include basketball, football, handball, tennis, swimming, capoeira, dance, orienteering, volleyball, and chess.

For more detailed information, please contact Özgür Norman at the METU Directorate of Health, Culture, and Sports: (0312) 210 38 38.

Language Courses

The School of Foreign Languages (SFL) at METU offers language courses (in particular, Turkish courses) for international staff employed at METU. These courses are optional and organized according to demand.

Useful Turkish Phrases

Hello	Merhaba (<i>MEHR•hah•bah</i>)
Hi!	Selam (<i>seh•<u>LAHM</u></i>)
Yes	Evet (<i>Eh•VET</i>)
.....	

No.....	Hayır (<i>High•YUHR</i>)		
.....			
Please.....	Lütfen (<i>LEWT•fen</i>)		
.....			
Excuse me!	Affedersiniz! (<i>ah•FEH•dehr•sin•nizz</i>)		
.....			
Okay.....	Tamam (<i>TAH•mam</i>)		
.....			
Thank you.....	Teşekkür ederim (<i>Teh•SHEK•kewr•eh•deh•rim</i>)		
How are you?	Nasılsınız? (<i>NAH•suhl•suh•nuhz</i>)		
Fine, thanks.	İyiyim, <i>(EE•yee•yeem•teh•SHEK•kyur•lehr)</i>	tesekkürler.	
Goodbye. (said by departing persons).....	Hosçakalın. (<i>HOSH•chah•kah•luhn</i>)		
Goodbye. (said by persons staying behind).....	Güle güle. (<i>GOO•leh•GOO•leh</i>)		
....			
See you later.....	Tekrar görüşmek <i>(TEHK•rahr•goo•roosh•MEHK•oo•ZEH•reh)</i>	üzere.	
Water.....	Su (<i>Soo</i>)		
.....			
Very cheap	Çok ucuz (<i>Chok•oo•juz</i>)		
Very expensive.....	Çok pahalı (<i>Chok•pa•HA•luh</i>)		
I don't understand.....	Anlamıyorum (<i>An•LAH•mee•yo•room</i>)		
How much?.....	Ne kadar? (<i>NEH•kah•dahr</i>)		
Do you speak English?.....	İngilizce biliyor musunuz? <i>(EEN•geh•leez•JEH•bill•ee•YOHR•moo•soo•nooz)</i>		
The airport.....	Havaalanı (<i>HA•vah•ah•LAHN•uh</i>)		
The railway [train] station.....	Tren garı (<i>TREHN•gah•RUH</i>)		
The bus station.....	Otobüs garajı (<i>OH•toh•byus•gah•RAH•juh</i>)		

The underground [subway] station.....	Metro istasyonu (MEH•troh•ee•STAH•syoh•noo)
.....	
How far is it?	Ne kadar uzakta? (NEH•kah•dahr•oo•ZAHK•tah)
Ticket.....	Bilet (bee•LEHT)
.....	
Where can I buy tickets?.....	Nereden bilet alabilirim? (NEH•reh•dehn•bee•LEHT•ah•lah•bee•LEER•im)
A single [one-way]/return [round-trip] ticket.....	Sadece gidiş/gidiş-dönüş bileti. (SAH•deh•jeh•gee•DISH/gee•DISH•duh•NOOSH•bee•LEH•tee)
Where can I rent a car?.....	Nerden bir araba kiralayabilirim? (NEH•reh•dehn•beer•AH•rah•bah•KEE•rah•lah•yah•bee•LEER•im)
Can I have a map?.....	Bir harita alabilir miyim? (beer•AH•reeh•tah•ah•lah•bee•LEER•mee•yeem)

Code of Ethics & Core Values

METU's guiding principles and core values shape the academic, social, and professional conduct of its community. [Code of Ethics & Core Values.](#)

In daily life, you will notice some key norms:

- **“Hocam”:** The most common and respectful way students and colleagues will address you. It conveys respect and collegiality.
- **Formal Address:** In Turkish, people may say “[First Name] Bey” (Mr.) or “[First Name] Hanım” (Ms.). In English, use “Prof.” or “Dr.” with the surname.
- **Emails:** Written communication tends to be formal. Open with “Dear Prof. [Surname]” and maintain a professional tone. Reply promptly, as email is the primary formal communication tool.
- **Bureaucracy:** Patience is essential. Paperwork and approvals are part of the process, and official stamps/signatures are often required.
- **Tea & Coffee Culture:** Social bonding often happens during tea breaks. Accepting tea or coffee when offered is considered polite and helps with integration into faculty life.

Contact

This handbook covers many topics about METU and campus life. If you still have any questions or experience any communication issues with the departments, please write to internationalstaff@metu.edu.tr

Last update date: September 2025