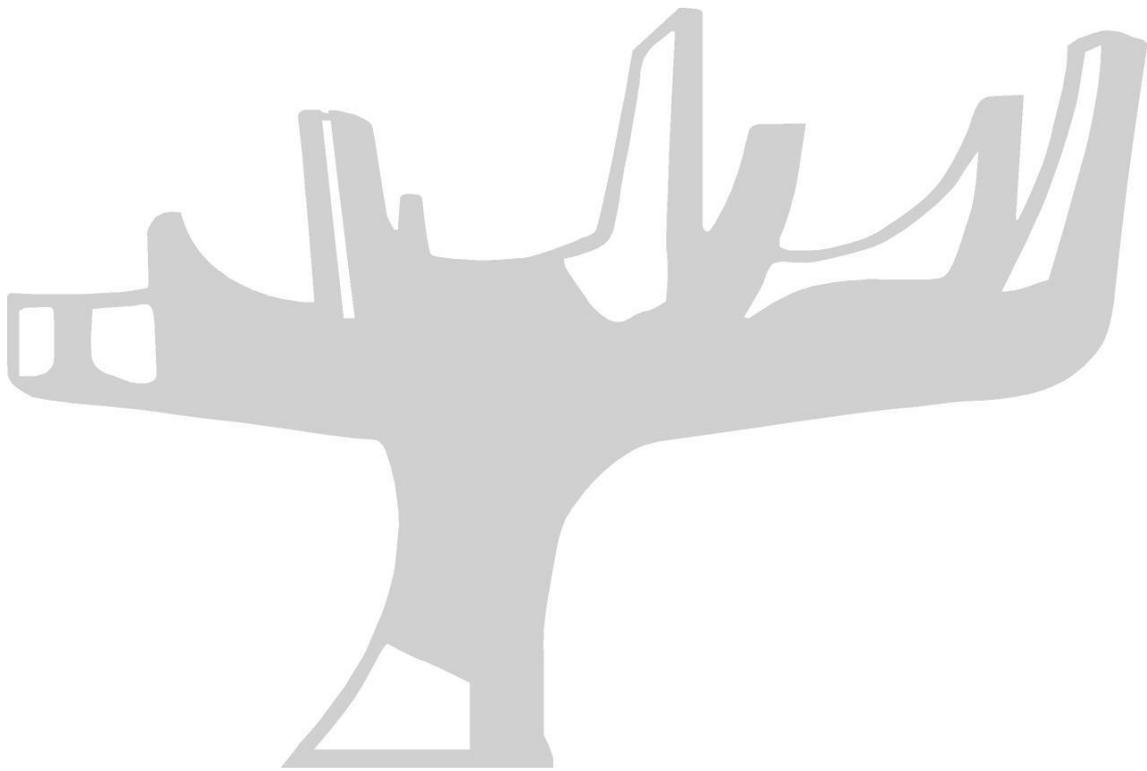


M I D D L E   E A S T   T E C H N I C A L   U N I V E R S I T Y



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



# TABLE OF CONTENTS

- **GENERAL INFORMATION ABOUT METU**
  
- **ACADEMIC STAFF MEMBERS ON CONTRACT**
  - Employment Procedures and Work Permits
  - The Contract
  - Social Security
  - Residency Permit
  - Health Insurance
  - Taxes
  - Bank Account
  - Leaves of Absence and Vacations
  - Work on Special Projects
  - Travel Support
  
- **VISITING ACADEMIC STAFF MEMBERS**
  - Procedures for Assignment
  - Applying for a METU Smart Card
  - Residency Permit
  
- **CAMPUS LIFE**
  - Accommodation
  - Transportation
  - Food and Drink
  - Shopping
  - Library Services
  - Sports Facilities and Recreation
  - Health Services
  
- **OTHER USEFUL INFORMATION**
  - The METU Smart Card
    - E-Wallet
    - E-Identification
  - Educational Services for Children
  - Language Courses
    - Useful Turkish Phrases

## GENERAL INFORMATION ABOUT METU

Founded in 1956, Middle East Technical University (METU) is a state university that currently boasts approximately 26,500 students. METU offers 43 undergraduate programs organized within five schools (referred to as “faculties,” according to British convention). Additionally, there are five graduate schools, which house 100 master’s and 66 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>.

## ACADEMIC STAFF MEMBERS ON CONTRACT

### Employment Procedures and Work Permits

METU is required to obtain permits from the Higher Education Council of Turkey (*Yüksek Öğretim Kurulu Başkanlığı* in Turkish) to employ international academic staff on contract.

An invitation letter, which includes the necessary permits to work in Turkey, is sent to those whose work visas have been obtained by METU from YÖK. Upon receiving the invitation and necessary permits, you must contact the nearest Turkish consulate to begin the procedures for obtaining a work permit.

### The Contract

As an international academic staff member, you are obligated to carry out your duties in accordance with your employment contract and existing laws. The contract prepared by the Directorate of Personnel Affairs (*Personel Dairesi Başkanlığı* in Turkish) must be signed before employment may commence. The contract is valid for one year.

At the request of the foreign faculty member’s department, the contract can be renewed if the period of assignment has been extended. General legislation will be consulted for matters that are not covered by the contract. For detailed information on promotion and appointment processes and criteria, foreign faculty members may consult the following link: <http://pdb.metu.edu.tr/information-international-teaching-staff>.

If the foreign faculty member is granted Turkish citizenship, the contract must be terminated. In cases of impending Turkish citizenship, the faculty member should apply to the Directorate of Personnel Affairs’ Academic Appointment Office immediately for a different type of employment procedure.

### Social Security

Please submit the following to the Directorate of Personnel Affairs to initiate the procedures for obtaining employment insurance:

- 6 passport-style photographs
- Photocopy of passport (page containing the passport holder’s official information)

### Residency Permit

METU's Directorate of Personnel Affairs will write a letter to the Turkish General Directorate of Security (*Emniyet Genel Müdürlüğü* in Turkish) so that you may obtain residency permits (*Oturma izni* in Turkish) for you and your accompanying family members.

You must apply in person at the General Directorate of Security (*Emniyet Genel Müdürlüğü, Yabancılar Şube Müdürlüğü* in Turkish) with this letter. For detailed information on where to go and what other documents to bring, see: <http://www.ankara.pol.tr/Sayfalar/Yabancılar-Sube-Mudurlugu.aspx>

Please inform the Directorate of Personnel Affairs of your residency permit number once you have received it.

### **Health Insurance**

The international academic staff member must abide by all the rules and regulations specified in the Law of Higher Education No. 2547 and the Personnel Law of Higher Education No. 2914 and is subject to all other relevant legislation in effect. Hence, after the employment contract is signed, you will be assigned a social security number by the Republic of Turkey Social Security Institution (*Sosyal Sigortalar Kurumu* in Turkish), and then, you may benefit from all health insurance facilities provided by the Institution. For social security number assignment, foreign faculty members should inquire at the Directorate of Personnel Affairs' Academic Appointment Office after the contract is signed.

### **Taxes**

In order to obtain a tax number, you must apply at the nearest tax office (*Vergi Dairesi* in Turkish). For example, Çankaya Vergi Dairesi, Ulus Vergi Dairesi, and similar are possible locations. Please inform the Directorate of Personnel Affairs of your assigned tax number.

Your tax rate for each paycheck is based on your cumulative income for that year, i.e., your total income to date. As your cumulative income increases throughout the year, your tax rate will also increase. A typical international faculty member with the rank of Assistant Professor will start the year at a 15% tax rate, which will increase to approximately 22% and 29% in June and September, respectively.

### **Bank Account**

For your salary payments, you must open an account at the METU branch of Türkiye İş Bankası, located near Çarşı Merkezi (described later in this handbook).

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

### **Leaves of Absence and Vacations**

Staff members who have been employed fewer than 10 years are permitted 20 days of leave. Staff members who have been employed more than 10 years are allowed 30 days of leave. Academic staff members can use their allotted vacation days in the current year, or they may carry over their unused vacation days to the following year.

Because their contracts are renewed on a yearly basis, foreign faculty members cannot benefit from sabbatical leave opportunities. However, they may make use of unpaid leave.

Expecting staff members are entitled to 16 weeks of paid maternity leave, which will be scheduled for eight weeks before the birth and eight weeks after the birth. In the case of multiple expected births, two weeks will be added to the eight-week maternity leave that is scheduled before the birth, allowing for 10 weeks of leave pre-birth and eight weeks post-birth. After the faculty member returns from her post-birth maternity leave, class sessions/course schedules will be arranged to allow for 1.5 hours of breastfeeding leave per day for a period of one year.

### Work on Special Projects

Foreign faculty members on contract who are assigned to TÜBİTAK projects may receive a “Project Incentive Premium.”

### Travel Support

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

To ensure the compensation of your return travel expenses, you must leave Turkey within one month after your contract’s expiration date. Return travel expenses will not be paid if you go abroad on leave, assignment, or abandon your duties and fail to return, thus annulling the work contract.

In the event of the staff member’s death, the fee for transporting his or her remains back to his or her home country will be paid by METU.

Travel and other expenses for temporary assignments in locations other than METU will be compensated according to academic title.

## VISITING ACADEMIC STAFF MEMBERS

### Procedures for Assignment

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

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

Upon your arrival in Turkey, METU will obtain a permit from the Higher Education Council of Turkey for your assignment in Turkey.

### Applying for a METU Smart Card

Please submit one photograph to the Directorate of Personnel Affairs to ensure that you receive a METU Smart Card. The benefits of the METU Smart Card are explained later in this handbook.

### Residency Permit

After receiving approval from the Higher Education Council of Turkey (*Yüksek Öğretim Kurulu Başkanlığı* in Turkish), METU's Directorate of Personnel Affairs will write a letter to the Turkish General Directorate of Security (*Emniyet Genel Müdürlüğü* in Turkish) so that you may obtain residency permits (*Oturma izni* in Turkish) for you and your accompanying family members.

You must apply in person at the General Directorate of Security (*Emniyet Genel Müdürlüğü, Yabancılar Şube Müdürlüğü* in Turkish) with this letter. For detailed information on where to go and what other documents to bring, see: <http://www.ankara.pol.tr/Sayfalar/Yabancilar-Sube-Mudurlugu.aspx>

Please inform the Directorate of Personnel Affairs of your residency permit number once you have received it.

## CAMPUS LIFE

### 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.

### Transportation

There are several means of transportation within campus and from METU to various locations in Ankara:

- Campus buses (called “Ring” buses) that circle the campus depart every 15 minutes from the dormitory areas between 9:00 AM and 4:45 PM.
- Personnel buses (*Servis* in Turkish) arrive on campus at 8:30 AM each morning and return at 5:40 PM to many of the districts in Ankara.
- “Ring” buses operate on a schedule to the Sıhhiye, Ulus, and Tunus districts, as well as to AŞTİ, the intercity bus terminal.
- EGO buses operate to and from the Kızılay and Ulus districts (bus numbers for Kızılay and Ulus: 132, 133, and 198).
- Minibuses (*dolmuş* in Turkish) run to and from Kızılay, Ulus, and Ayrancı districts from 6.30 AM to 01.00 PM when the classes are in session.
- Taxis are also available on campus at taxi stations or by telephone.

For more detailed information, please visit: <http://www.metu.edu.tr/transportation>.

### Food and Drink

There are a variety of options for dining on campus. The main METU dining facilities where you may use your METU Smart Card include:

- The Cafeteria (near Chemistry Department Building)
- The Social Lounge (near Presidency Office)
- The Faculty Club (in KKM)

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 located 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

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

- Academic staff may borrow up to 25 books for 30 days. Five of these 25 may be textbooks, which may be borrowed for up to one semester.
- 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. The due date of textbooks borrowed for a full semester may not be extended.
- Academic staff of the Middle East Technical University may borrow materials from the Reserve Collection, according to the type and the loan period of the source:
  - Type "A" books are lent for three hours.
  - Type "B" books are lent overnight.
  - Type "C" books are lent for three days.
  - Type "D" books are lent for seven days.
- Bound periodicals can be borrowed only by METU academic staff. At most, two bound periodicals can be borrowed for a one-week period. Their due date cannot be extended.
- 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 Renewals & Holds Guide at <http://ww2.lib.metu.edu.tr/help/renew-hold-en.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](#). Detailed information and the form to be completed can be found here: [http://www.lib.metu.edu.tr/en/recommend\\_library\\_material](http://www.lib.metu.edu.tr/en/recommend_library_material).
- Full-time academic staff of Middle East Technical University may borrow directly from Bilkent, Hacettepe, Ankara, Gazi, TOBB ETÜ, and Atılım University Libraries, as well as from MTA and TODAİE 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 Middle East Technical University may borrow books from other research libraries in Turkey via Inter-Library Loan (ILL).
- Electronic resources may be accessed online from off-campus locations. For details, please see: <http://www.cc.metu.edu.tr/ccmscontent/articleRead/articleId/712>.

For more information about METU library services, please visit:

<http://ww2.lib.metu.edu.tr/en/yan.php?id=5>.

## 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.

- Outdoor pool
- Indoor pool (Olympic-sized)
- 3 gymnasias
- 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 and next to the stadium require prior reservation.*

- Outdoor basketball courts
- Outdoor volleyball courts
- Table tennis (in the Grand Sports Hall and within various departments for ex: Physics Dep.)
- Yalıncağ (6 km.) and Çamlık (2 km.) running tracks
- Grass pitch for cricket
- American football field
- Fitness center
- Gymnastics hall
- Sports center (including fitness equipment, squash courts, sauna)
- Artificial soccer field
- Squash courts

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

### Health Services

The METU Health and Psychological Counseling Center, located on campus, provides health services for METU students and faculty. You may use your METU Smart Card to benefit from these services.

Over-the-counter and prescription drugs may be purchased from the two pharmacies located on campus.

Should the need arise, you may go directly to any of the hospitals in Ankara (Emergency number for Turkish Police: 155, Ambulance: 112 and Fire Department: 110).

If you decide to purchase private health insurance or private retirement insurance, you may take advantage of tax deduction policies. To participate, provide proof of payment (e.g., insurance policy document or monthly receipts) to the METU Directorate of Personnel Affairs.

On the subject of private retirement, there are no specific regulations for foreign citizens (Law number: 6327). Depending on your insurance company's rules and regulations, you may benefit from private retirement insurance. The procedures and rules governing retirement are the same for foreign and Turkish citizens.

However, if the foreign academic staff member decides to move to another country before his or her retirement date and wants to retain his or her retirement rights and tax deductions, he or she should visit the SGK website to check the list of countries that have an agreement with Turkey on this issue: [http://www.sgk.gov.tr/wps/portal/tr/emeklilik/yurtdisi/sozlesme\\_imzalanmis\\_ulkeler](http://www.sgk.gov.tr/wps/portal/tr/emeklilik/yurtdisi/sozlesme_imzalanmis_ulkeler).

## OTHER USEFUL INFORMATION

### The METU Smart Card

The METU Smart Card is used as both an electronic spending account and electronic identification card.

#### ○ E-Wallet

Through machines designated for electronic spending account operations, you can transfer money from your Türkiye İş Bankası account to your METU Smart Card and use it in the following ways:

- Table d'hôte and à la carte bill payment at the Cafeteria
- Bill payment at the Social Lounge (cash is also accepted)

- Bill payment at the Faculty Club
- Entry fee and course fee payment at the Sports Center
- Entry fee payment for the fitness hall and synthetic soccer field at the Baraka Gymnasium
- Entry fee payment for the sauna, open-air swimming pool, and covered swimming pool at the Pool (cash is also accepted)
- Loading balances for printouts in the PC rooms and buying Computer Center CDs or booklets at the Computer Center
- Fine payments for overdue books at the Library

In order to benefit from these services, you must:

- Link your Smart Card with your Türkiye İş Bankası account.
- Transfer money from your account to your card using Türkiye İş Bankası *Cüzdanmatik* machines, which can be found in several locations around campus.

You can find more information about the locations of METU *Cüzdanmatik* machines and how to use them at: <http://smartcard.metu.edu.tr/tr/cuzdanmatik>.

#### ○ E-Identification

The E-identification feature of your Smart Card provides automatic access to certain locations, once you have been authorized to enter those areas.

At METU, electronic identification card readers showing the METU logo are used to gain access to campus, building, and PC room entrances. At these electronic checkpoints, holding your card just a few centimeters away from the card readers should be sufficient for the reader to read your card. If there are no authorization conflicts and no physical problems with the card, the reader will beep, and the gate or door will open.

For more details about the METU Smart Card, please visit: <http://www.smartcard.metu.edu.tr>.

#### Educational Services for Children

METU operates a campus preschool and kindergarten for children aged 3 to 6. The METU Development Foundation School is also located on campus and includes primary-, secondary-, and high-school-level classes. In the summer, there is a sports program for children called the *METU Summer Sports School for Children*. Children between the ages of 5 to 14 are eligible to attend the summer sports school. The program includes activities such as basketball, soccer, 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. He can be reached at: (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 (*MEHR•hah•bah*)

Hi! ..... Selam (*seh•LAHM*)

|  |  |
|--|--|
| 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, teşekkürler. ( <i>EE•yee•yeem•teh•SHEK•kyur•lehr</i> )   |
| 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 üzere.<br>( <i>TEHK•rahr•goo•roosh•MEHK•oo•ZEH•reh</i> )                               |
| 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?<br>( <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 ( <i>MEH•troh•ee•STAH•syoh•noo</i> )   |
| How far is it? .....                               | Ne kadar uzakta? ( <i>NEH•kah•dahr•oo•ZAHK•tah</i> )   |
| Ticket.....  | Bilet ( <i>bee•LEHT</i> )  |
| Where can I buy tickets?.....                      | Nereden bilet alabilirim? ( <i>NEH•reh•dehn•bee•LEHT•ah•lah•bee•LEER•im</i> )                          |
| A single [one-way]/return [round-trip] ticket..... | Sadece gidiş/gidiş-dönüş bileti. ( <i>SAH•deh•jeh•gee•DISH/tee•DISH•duh•NOOSH•bee•LEH•tee</i> )        |
| Where can I rent a car?.....                       | Nereden bir araba kiralayabilirim? ( <i>NEH•reh•dehn•beer•AH•rah•bah•KEE•rah•lah•yah•bee•LEER•im</i> ) |
| Can I have a map?.....                             | Bir harita alabilir miyim? ( <i>beer•AH•reeh•tah•ah•lah•bee•LEER•mee•yeem</i> )                        |