

**MIDDLE EAST TECHNICAL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES DEPARTMENT OF BASIC ENGLISH**



**STUDENT MANUAL
2024-2025**



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1. FOREWORD

Dear Students,

We congratulate you on your acceptance to Middle East Technical University (METU). While studying at METU, you will have the chance to know new people, cultures and the varied aspects of academic study. During this journey, we will be here to help you with any issue, from your arrival on campus to the successful completion of your studies, and to provide you with a worthwhile and enjoyable educational experience.

We wish you all a successful and pleasant academic and social life here at our university. Your questions and feedback are always welcomed! Help us make sure we are meeting the needs of our department.

To this end, this manual aims to supply you with useful information about the Department of Basic English (DBE) and the related procedures. You are advised to read this student manual and keep it for future reference.

We wish you all a successful and pleasant academic and social life here at METU.

Instructors of the Department of Basic English



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2. WELCOME STATEMENT FROM THE CHAIRPERSON

Dear Students,

Welcome to the Basic English Unit of Middle East Technical University (METU). We are delighted to have you among us at the beginning of your educational journey at METU.

At this significant stage, we are here to help you maximize your academic achievements. By enhancing your English language skills, you are preparing to take the first steps on your academic journey. The knowledge and experiences you gain here will form the foundation of your future career. Our faculty members and administrative staff will guide you and stand by your side on the path to success.

We wish you a learning journey filled with achievements. If you have any questions or needs, our door is always open. We believe that together, we will achieve great success.

Regards,

Özkan Demirdaş
METU/SFL Assistant Chairperson
Department of Basic English



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3. MIDDLE EAST TECHNICAL UNIVERSITY

3.1. Academic Units

Faculty of Architecture

[Department of Architecture](#)
[Department of City and Regional Planning](#)
[Department of Industrial Design](#)

Faculty of Arts and Sciences

[Department of Biological Sciences](#)
[Department of Chemistry](#)
[Department of History](#)
[Department of Mathematics](#)
[Department of Philosophy](#)
[Department of Physics](#)
[Department of Psychology](#)
[Department of Sociology](#)
[Department of Statistics](#)

Faculty of Economic and Administrative Sciences

[Department of Business Administration](#)
[Department of Economics](#)
[Department of International Relations](#)
[Department of Political Science and Public Administration](#)

Faculty of Education

[Department of Computer Education and Instructional Technology](#)
[Department of Educational Sciences](#)
[Department of Elementary and Early Childhood Education](#)
[Department of Foreign Language Education](#)
[Department of Physical Education and Sports](#)
[Department of Mathematics and Science Education](#)

Faculty of Engineering

[Department of Aerospace Engineering](#)
[Department of Chemical Engineering](#)
[Department of Civil Engineering](#)
[Department of Computer Engineering](#)
[Department of Electrical and Electronics Engineering](#)
[Department of Engineering Sciences](#)
[Department of Environmental Engineering](#)
[Department of Food Engineering](#)
[Department of Geological Engineering](#)
[Department of Industrial Engineering](#)
[Department of Mechanical Engineering](#)



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[Department of Metallurgical and Materials Engineering](#)
[Department of Mining Engineering](#)
[Department of Petroleum and Natural Gas Engineering](#)

Graduate Schools

[Graduate School of Applied Mathematics](#)
[Graduate School of Informatics](#)
[Graduate School of Marine Sciences](#)
[Graduate School of Natural and Applied Sciences](#)
[Graduate School of Social Sciences](#)

[Technical Vocational School of Higher Education](#)

Department of Technical Programs
Department of Welding Technology
Electrics Program
Industrial Automation Program
Industrial Electronics Program

[School of Foreign Languages](#)

[Department of Basic English](#)
[Department of Modern Languages](#)
[Academic Writing Center](#)

Departments Reporting to Rectorate

[Department of Turkish Language](#)
[Department of Music and Fine Arts](#)

[METU Northern Cyprus Campus](#)

[METU-SUNY Dual Diploma Programs](#)



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3.2. History

Middle East Technical University is founded under the name of "Orta Doğu Yüksek Teknoloji Enstitüsü" (Middle East High Technology Institute) on November 15th, 1956 to contribute to the development of Turkey and Middle East countries and especially to train people so as to create a skilled workforce in the fields of natural and social sciences. "Arrangements and Procedures as for the Foundation of METU, Law No 6887" was enacted on January 29th, 1957. Finally, "Foundation Act No 7307", which sets forth the particular standing of METU and describes the conditions rendering METU as a juridical entity, was enacted on May 27th, 1959.

Middle East Technical University's presence brought about new methods and introduced innovations to Turkish higher education system manifesting METU as a pioneer of modern education nationwide.

In its earliest years, part of METU was located in a small building that belonged Social Security Office of Retirees at Kizilay's Müdafaa Street and the other section was located in the barracks behind the TBMM (Turkey's National Grand Assembly). In 1963, the University moved to its current campus location which is the first university campus of Turkey.

In 1956, the first academic program to start education was the Department of Architecture. Then in spring semester of 1957, Department of Mechanical Engineering launched its academic program. At the onset of 1957-1958 academic year, the Faculty of Architecture, Faculty of Engineering and Faculty of Administrative Sciences were established. In 1959, the tasks undertaken to establish Faculty of Arts and Sciences were completed. Faculty of Education launched its academic program in 1982. Today, there are a total of 41 undergraduate programs in five faculties of METU.

There are 105 graduate and 70 doctorate programs available in Graduate Schools of Natural Sciences, Social Sciences, Informatics, Applied Mathematics and Marine Sciences Graduate Schools. Marine Sciences conducts the academic program studies at İçel-Erdemli.

The language of instruction at METU is English. METU School of Foreign Languages takes the initiative to teach English to students at Preparatory School.

Owing to the quality academic education that emphasizes merit and excellence in scientific, cultural and intellectual studies as well as owing to the accomplished and qualified METU graduates, the University has become one of the distinguished and respectable institutions of Turkey. Today, the total number of METU alumni is above 120.000.

METU actively uses social media as a means of communication. You can follow METU via:

Facebook: <https://www.facebook.com/MiddleEastTechnicalUniversity>

Twitter: https://twitter.com/METU_ODTU

Instagram: https://www.instagram.com/metu_odtu/

Linkedin: <https://www.linkedin.com/edu/school?id=20482&trk=edu-cp-title>

Youtube: <https://www.youtube.com/user/middleeastechuniv>



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3.3. Mission

METU’s mission is to attain excellence in research, education and public service for society, humanity and nature by nurturing creative and critical thinking, innovation and leadership within a framework of universal values.

3.4. Vision

A pioneering university at the international level, which aims to transform its region and the world.

3.5. Code of Ethics and Core Values

METU’s mission is to attain excellence in research, education and public service for society, humanity and nature by nurturing creative and critical thinking, innovation and leadership within a framework of universal values. Within this scope, every member of METU community adopts the following honour code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted.

“The members of the METU community are reliable, responsible and honourable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents.”

METU, together with its members, realizes its goals in research, education and community services by considering the METU Honour Code and the following Core Values:

3.5.1. Commitment to Campus Heritage

METUnians are devoted to the METU campus as a cultural heritage and stake a claim to it as the campus enables the creation and institutionalization of a common culture with its relatively autonomous location in a human-grown forest, its set-up that collects all its units in a spatial continuity, its spaces and deep-rooted history that have ingrained in social memory, and offers an opportunity for the internalization of an aesthetic sensation with the impact of its unique architecture, landscape, works of art and events that realize within.

3.5.2. Cooperative Individualism

When expressing their individual opinions and values, METU students, as well as the administrative and academic staff, act together cooperatively, irrespective of their titles, positions, or units, typically exhibiting an egalitarian attitude.

3.5.3. Credibility

METUnians take their decisions based on objective data and information, independent of external manipulations and without allowing conflicts of interest; they fulfill their duties with a sense of responsibility in light of ethical values, scientific criteria and the rule of law.



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3.5.4. High Academic Quality

METUnians embrace the environment which enables the ability to follow scientific developments at an international level and to contribute to such developments, and which motivates the desire for learning and research, the conduct of scientific research and education at high standards in a framework of universal ethical principles, and the community of students and faculty selected, again through high standards, as the fundamental constituents of METU’s high academic quality.

3.5.5. Informed Self-Confidence

With an awareness of the boundaries of their knowledge, ability, and authority, METUnians act boldly and resolutely in fulfilling their responsibilities and solving the issues they encounter; when necessary, they self-criticize.

3.5.6. Innovativeness and Leadership

METUnians follow and implement novel methods and approaches in technology, education, research and management, and develop unique systems, programs and constructs that will serve as models in line with the needs of the society and universities.

3.5.7. Investigative Approach

METUnians adopt an investigative/critical approach before making a judgment. This involves accessing information, conducting scientific research, and (when social issues are in question) reaching a conclusion only after objectively analyzing a number of cases.

3.5.8. Merit

Embracing the fact that their success and positions are deserved rights as a natural consequence of their competence and perseverance, METUnians safeguard that recruitment and other evaluation processes are conducted on the basis of objective standards and self-efficacy.

3.5.9. Respect for Humanity

While METUnians consider and protect the rights and freedoms of others, they regard diversity as a wealth, oppose any kind of discrimination and exhibit an unbiased, egalitarian approach based on respect to humanity in all their relations.

3.5.10. Scientific Freedom

METUnians deem the conduct of scientific research and development, education and training activities without being subject to pressures and influences other than scientific criteria, and the creation of free discussion environments to this end, as the invariable conditions of scientific freedom.



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3.5.11. Sensitivity to the Natural Environment

METUnians regard the forest cultivated on the university’s land and the ecological diversity within as a value; they attach importance to its conservation and improvement, and, in general, strive for the creation of sensitivity towards the natural environment and the spread of protectionist tendencies.

3.5.12. Social Responsibility

METUnians are responsive to social problems and develop opinions on solutions to them, conduct social responsibility projects and engage in outreach activities for the widespread internalization of science and the scientific approach by the society.

4. DEPARTMENT OF BASIC ENGLISH

METU’s/ SFL Department of Basic English, provides basic language skills & general academic English for METU students through the use of opportunities made available by suitable instructional technologies, methods and materials, both in-house prepared and commercially available, so as to cater for the students’ needs to the full and to bring the students’ English proficiency level to a degree that will enable them to follow and fulfill the requirements of their departments when they start their courses. We design our courses according to Common European Framework of Reference for Languages (CEFR) standards. Our courses are compatible with international standards of English education, and they focus on developing the four major language skills that are reading, writing, listening, and speaking.

4.1. Our Mission

Department of Basic English provides basic language skills in addition to general academic English education for ODTÜ students through the use of opportunities made available by suitable instructional technologies, methods and materials, both in-house prepared and commercially available, in order to cater for the students’ needs to the full and to bring the students’ English proficiency level to a degree that will enable them to follow and fulfill the requirements of their departments when they start their courses. The department aims to equip the students with the necessary tools to meet their own emerging study. The Department of Basic English prepares the students for the social and academic environment at the university and contributes to their intellectual development as individuals who give priority to ethics and science, who are aware of their responsibility as autonomous learners and who are equipped with critical thinking skills. The Department of Basic English trains its new instructors in accordance with the teaching principles of the institution and emphasizes the importance of continuous professional development by providing a variety of opportunities. To this end, it organizes conferences and prepares in-house textbooks and materials available for public use for the benefit of all.



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4.2. Our Vision

The Department of Basic English is an English Language Teaching institution which sets the standard as an effective, professional, contemporary and internationally recognized institution whose competent, harmonious and dedicated faculty use adaptive, effective and compatible technology - both current and emerging- and materials to develop critical thinking and communication skills in English among language learners who are equipped with the necessary language competencies and thus who fulfill the requirements of their departments at the onset of their freshman year studies. The education is delivered in a welcoming, safe, and modern learning environment. The teaching material is in accordance with the latest developments in the field, and it is continuously being updated so as to carry the quality of education to the uppermost level and to adapt to emerging needs. With the efficiency and effectiveness it has created, the Department of Basic English sets an example for and is a leader among similar institutions and organizations, and when necessary, supports them by sharing knowledge and information.

4.3. Aims and Objectives

The objective of our language program is to provide the students with the language skills necessary for following the courses in their departments. After successful completion of the program, our students will be able to:

- cope with their departmental studies effectively by
 - reading authentic and semi-authentic texts using reading comprehension and vocabulary skills,
 - producing academic writing,
 - comprehending lectures using their listening skills,
 - speaking and interacting with confidence and competence in a wide range of situations.
- gain awareness about different cultures and broaden their vision.

4.4. The English Preparatory Program

The medium of instruction at the Department of Basic English is English. An English Proficiency Exam is given before the academic year starts to determine whether the students' have achieved English proficiency. Those who fail this exam or those who have not taken it must attend the Department of Basic English.

4.4.1. Medium of Instruction

METU is an English-medium university, so incoming students with a high level of English can prove this by taking the English Proficiency Exam (EPE), or they can submit one of the certificates below that



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4.4.1.1. Equivalence Table for English Language Exams Recognized by METU for Undergraduate and Graduate Students

EQUIVALENCE TABLE FOR ENGLISH LANGUAGE EXAMS RECOGNIZED BY METU FOR UNDERGRADUATE AND GRADUATE STUDENTS

METU EPE	TOEFL IBT	Online TOEFL IBT Special Home Edition <small>(TOEFL-IBT Special Home Edition exams taken after 14 April 2022 will not be accepted. TOEFL-IBT Special Home Edition exam, which is taken on or before 14 April 2022 (not more than 2 years have passed over the exam date) can be used.)</small>	IELTS ACADEMIC <small>(IELTS ACADEMIC exams taken after 23 December 2022 will not be accepted. IELTS ACADEMIC exams taken on or before 23 December 2022 (not more than 2 years after the exam date) can be used.)</small>	PTE ACADEMIC	EXPLANATIONS
95-100	119-120	119-120	9.0	87-90	-
90	110	110	8.5	83-86	SUNY program (BAS & GIA): Minimum score required for exemption from ENG 101
85	106	106	8.0	79-82	Undergraduate programs: Minimum score required for exemption from ENG 101
80	102	102	7.5	72-78	-
75	92	92	7.0	67-71	-
70	86	86	7.0	65	Foreign Language Education Department: Minimum score required for exemption from the Department of Basic English (Preparatory School) program (as of 2014 - 2015 admissions)
65	79	79	6.5	62	SUNY programs: Minimum score required for exemption from the Department of Basic English (Preparatory School) program Minimum score required for admission to graduate programs ³
60	75	75	6.0	55	Undergraduate programs: Minimum score required for exemption from the Department of Basic English (Preparatory School) program

Scores obtained on METU EPE are rounded off as follows:

59.50 = 60

64.50 = 65

69.50 = 70



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74.50 = 75

84.50 = 85 (excluding ENG 101 exemption)

89.50 = 90

METU EPE: METU English Proficiency Exam

TOEFL IBT: Test of English as a Foreign Language, Internet-based

IELTS: International English Language Testing System - Academic Version (Average of four components)

PTE ACADEMIC: Pearson Test of English, Academic Version

¹ The scores obtained from exams indicated on the equivalence table are valid for two years. ² TOEFL PBT, and TWE are no longer given here. The submitted valid scores are to be evaluated by the School of Foreign Languages.

³ The minimum English proficiency requirement may be raised by the concerned Graduate School /Program for graduate student admissions. Please check the announcements made by the graduate school.

Announced according to the University Senate Decision, dated December 23, 2022, decision no 2022/10-6.

The details on equivalent exams (TOEFL, IELTS) are available on the EPE website (www.epe.metu.edu.tr) and in the EPE booklet.

4.4.2. English Proficiency Exam

An English Proficiency Exam is given at the Department of Basic English in June, September, and at the end of Summer School. This exam is prepared by the School of Foreign Languages to determine whether a student's English proficiency has reached a level that will enable him/her to follow courses in the departments.

Students who get a minimum grade of **59.50** (**69.50 for FLE students and 64.50 for SUNY students**) on this exam have officially passed the Department of Basic English program and have the right to register for classes in their own departments.

The pre-requisites to be eligible for this exam and its passing grades are given in the “Passing / Failing” section of this document.

4.4.3. Department of Basic English Placement Exam

At the beginning of each academic year, students are given the Online Placement Exam (OPE) and placed in their groups accordingly.



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4.4.4. Groups

Groups at the Department of Basic English and daily class hours are as follows:

FIRST SEMESTER			SECOND SEMESTER	
Groups	Weekly class hours		Groups	Weekly class hours
DBE 501	18	→	DBE502	10
DBE 401	20	→	DBE402	20
DBE301	20	→	DBE302	20
DBE201	20	→	DBE202	25
DBE101	25	→	DBE102	30

FIRST SEMESTER:

- Students of the Department of Basic English are placed in different groups according to the score they have achieved on the Online Placement Exam and/or the English Proficiency Exam.
- Students attending the Department of Basic English for the second year can be placed in a different group depending on their level of English if deemed appropriate by the administration.
- Students from all groups may be transferred to a higher or a lower group after the first semester starts according to criteria specified in the tables below. Those eligible for an upper level will sit a Transfer Exam on a date that will be announced later.

	CRITERIA	GRADE	TRANSFER EXAM	NEW GROUP
Announced Quizzes (AQ) at the end of 3 weeks	AQ 1 and AQ 2 average	90 and above <i>(optional)*</i>	successful	Higher group
	+ AQ 0*	50 and below <i>(compulsory)**</i>	-	Lower group

* when necessary

** DBE reserves the right to place students in an appropriate level depending on the conditions (e.g. the number of instructors, classes, and/or students)



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- At the end of the first semester, students who fail to achieve the required grade average take the Achievement Exam. Detailed information can be found under *Achievement Criteria* on the Student’s Page.

SECOND SEMESTER

Students are placed in their groups in the Second (Spring) Semester according to their First (Fall) Semester grade averages. There is no student transfer in the Second Semester.

4.4.5. Attendance

- Attendance is obligatory at the Department of Basic English.
- The instructors record attendance every class hour, and those who do not attend are marked absent for the hour they are not present in class. The instructor submits these attendance records online on a regular basis.
- Every student is responsible for keeping his/her own attendance records and cross-checking them with the official records posted on the Student’s Page. Failing to follow the e-mail account and/or claiming not to have received messages from OdtüClass is not an excuse and the responsibility belongs entirely to the student.

The **unexcused** absence limit per semester for each group is as below:

First Semester Groups	The unexcused absence limit	Second Semester Groups	The unexcused absence limit
DBE 501	36 hours	DBE502	20 hours
DBE 401	40 hours	DBE402	40 hours
DBE301	40 hours	DBE302	40 hours
DBE201	40 hours	DBE202	50 hours
DBE101	50 hours	DBE102	60 hours



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Some important points about attendance:

- To take permission for special occasions (death, marriage, etc.), students need to apply to Student Affairs Office on the first floor of Building B. Such permissions will be granted if approved by the Administration.
- Students may attend debates, conferences, meetings, and other activities on campus during class hours within their unexcused absence limit.
- Information about students who exceed the absenteeism limits can be found at: <http://oidb.metu.edu.tr/orta-doqu-teknik-universitesi-yabanci-diller-yuksekokulu-temel-ingilizce-bolumu-yonetmeligi>

4.4.6. Medical reports

- Only medical reports issued or approved by the METU Medical Center are valid.
- Recorded Reports can be accessed online by instructors and students within 10-15 days. Students are responsible for the follow up of their reports. They can get information as to whether their medical reports have been processed or not on Student Page from the Grades, Absenteeism, etc. link. Absent hours with medical reports will be deducted from the total number of absent hours at the end of the semester.
- Hourly reports issued by dentists to document dental treatments are accepted.
- The total number of reports a student receives cannot exceed 10% of the total course hours in that semester (except for committee reports).
- **If students attend the course or take the Announced Quizzes or Midterm Exams despite having a medical report, they are required to cancel their reports at the Student Affairs Office on the 1st floor of Building B. Otherwise, a disciplinary investigation will be initiated against them.**

4.4.7. Student leave of absence

- Students may obtain a leave of absence for a maximum of one academic year with the approval of the SFL Administrative Board. In the necessary cases, the SFL Administrative Board might extend the duration of the leave of absence by one more year the most. As the academic program of the Department of Basic English comprises a full academic year, DBE students are not given a semesterly leave of absence.
- Students may also apply for a leave of absence in the first or second semester on condition that they provide documentation proving conditions such as serious health problems or financial difficulties, which need to be approved by the SFL Administrative Board (*These students reserve the right to continue their education the following year*).
- Students wishing to take a leave of absence must apply to the Department of Basic English Chair with a petition openly stating their excuse and documentation of their condition by



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the end of the add/drop week of the semester the latest. However, there is no deadline for students who apply for a leave of absence due to unforeseen circumstances.

- Students receive all announcements and notifications via the e-mail address they have provided during the registration process and/or the e-mail address that the University has provided them with.
- Academic failure and exceeding the absenteeism limit are not valid reasons for applying for a leave of absence.
- Time spent on a leave of absence does not count as part of the education period.

4.4.8. Passing / failing

To successfully complete the program at the Department of Basic English, students are required **to attend classes without exceeding the absenteeism limit and to have achieved a certain Yearly Achievement Grade. (YAG)**

Detailed information regarding this is as follows:

<http://oidb.metu.edu.tr/orta-dogu-teknik-universitesi-yabanci-diller-yuksekokulu-temel-ingilizce-bolumu-yonetmeliqi>

4.4.9. Yearly Achievement Grade (YAG)

<u>First Semester:</u>		
Mid-Terms	% 25	Rounding off:
Writing Portfolio	% 2.5	Exam grades are always rounded off to the nearest whole.
Announced Quizzes	% 15	<i>Example:</i> 75,50 → 76 75,49 → 75
Speaking Assessment	% 2.5	Averages and percentages are expressed in terms of thousandths and then they are rounded off to the hundredths
<u>Second Semester:</u>		
Mid-Terms	% 25	<i>Example:</i> 26,835 → 26,84 26,834 → 26,83
Writing Portfolio	% 5	4,366 → 4,37 4,364 → 4,36
Announced Quizzes	% 15	
Speaking Assessment	% 10	
TOTAL:	%100	



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4.4.10. English Proficiency Exam (EPE) during the year:

EPE I	At the beginning of the academic year (usually in September)
EPE II	At the end of the fall semester (usually in January)
EPE III	At the end of the academic year (usually in June)
EPE IV	At the end of the summer school (usually in August)

For the students who have studied at DBE for the first year, various outcomes or rights at the end of the year according to their Yearly Achievement Grade are as follows:

ALL LEVEL GROUPS (EXCEPT FOR REPEAT GROUPS):

YEARLY ACHIEVEMENT GRADE	EPE III		SUMMER SCHOOL + EPE IV		EPE I	RIGHT TO ATTEND DBE THE FOLLOWING YEAR
100 - 64,50	CAN TAKE THE EXAM	Pass*	CANNOT ATTEND or TAKE THE EXAM		CANNOT TAKE THE EXAM	NO
		Fail	CAN ATTEND&TAKE THE EXAM	Pass*	CANNOT TAKE THE EXAM	IF FAILED, YES
				Fail	CAN TAKE THE EXAM	
64,49 - 49,50	CANNOT TAKE THE EXAM		CAN ATTEND&TAKE THE EXAM	Pass*	CANNOT TAKE THE EXAM	IF FAILED, YES
				Fail	CAN TAKE THE EXAM	
49,49 - 0**	CANNOT TAKE THE EXAM		CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM	NO

**Students who pass the June EPE can enroll in the summer school classes of their departments.*

*** If students with a Yearly Achievement Grade of **49.49 or below** fail the English Proficiency Exam in September, they are dismissed from the university but have a right to take the September EPE in the following years (the number of which is decided by the Senate) provided that they register on time.*



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REPEAT GROUP:

YEARLY ACHIEVEMENT GRADE	EPE III		SUMMER SCHOOL + EPE IV		EPE I	RIGHT TO ATTEND DBE THE FOLLOWING YEAR
100 - 64,50	CAN TAKE THE EXAM	Pass*	CANNOT ATTEND or TAKE THE EXAM		CANNOT TAKE THE EXAM	NO
		Fail	CAN ATTEND&TAKE THE EXAM	Pass*	CANNOT TAKE THE EXAM	NO
Fail	CAN TAKE THE EXAM					
64,49 - 49,50	CANNOT TAKE THE EXAM		CAN ATTEND&TAKE THE EXAM	Pass*	CANNOT TAKE THE EXAM	NO
				Fail	CAN TAKE THE EXAM	
49,49 - 0	CANNOT TAKE THE EXAM		CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM	NO

** Students who pass the June EPE can enroll in the summer school classes of their departments.*

*** If Students attending their second year at the Department of Basic English do not get the required grade from the September English Proficiency Exam, they are dismissed from the university but have a right to take the September EPE in the following years (the number of which is decided by the Senate) provided that they register on time.*

At the end of fall semester, DBE 401 and DBE 501 Group students who get the required fall semester achievement grade can take EPE II.



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Fall Semester Achievement Grade to be eligible to take EPE II is calculated as follows:

First Semester:		
Mid-Terms	% 50	Rounding off: Exam grades are always rounded off to the nearest whole. <i>Example:</i> 79,50 → 80 79,49 → 79 Averages and percentages are expressed in terms of thousandths and then they are rounded off to the hundredths <i>Example:</i> 26,835 → 26,84 26,834 → 26,83 4,366 → 4,37 4,364 → 4,36
Writing Portfolio	% 15	
Announced Quizzes	% 30	
Speaking Assessment	% 5	
TOTAL:	%100	

The requirements to be eligible for this exam are as follows:

FALL SEMESTER DBE 401 GROUP:

FALL SEMESTER ACHIEVEMENT GRADE	EPE II		
100 – 79,50	CAN TAKE THE EXAM	Pass	can take the course offered by SFL Foreign Languages Department
		Fail	continue their classes in DBE 402 Group
79,49 - 0	CANNOT TAKE THE EXAM		

FALL SEMESTER DBE 501 GROUP:

FALL SEMESTER ACHIEVEMENT GRADE	EPE II		
100 – 74,50	CAN TAKE THE EXAM	Pass	can take the course offered by Foreign Languages Department
		Fail	continue their classes in DBE 502 Group
74,49 - 0	CANNOT TAKE THE EXAM		



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4.4.11. Exams

4.4.11.1. Mid-Term exams

Mid-Terms are administered twice a semester.

The dates of the Mid-Term exams are announced on the Academic Calendar and programs. Mid-Terms consist of listening comprehension, writing, reading comprehension, vocabulary, and grammar components.

- No classes are held on the day of the Mid-Term Exam.
- Graded Midterm papers are archived after they are reviewed by students. Students examine their exams in the Class hour they are given feedback by the instructor. During the examination, they discuss and resolve their objections, if any, with the instructor. If they want their exam to be re-evaluated, they are obliged to send these requests in writing to dbe@metu.edu.tr **within 3 days** following the day their midterm exam grades have been announced. Re-evaluation procedures for the writing part of the exam are determined by DBE, and communication related to these procedures is sent through e-mail addresses provided by the University.
- Students who do not take the Midterm Exam receive a "0" (zero) on the exam unless they have a valid medical report or a permission approved by the Administration.

4.4.11.2. Make-Up exams

- Students with a valid medical report or a permission approved by the Administration are given a **make-up exam** on a previously announced date. (*The student will be excused from class during the make-up exam hours.*)
- There is no make-up for a make-up exam.
- Students are responsible for following the dates of make-up exams. The dates for these exams are announced on Student Page.

4.4.11.3. Announced quizzes

The dates and contents of these quizzes are announced in the programs. Announced quizzes cannot be longer than one class hour.



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Important points about Announced Quizzes:

- Announced Quizzes are only given to students who are present in that particular class hour.
- Students who arrive late to class cannot take the Quiz.
- Students who have a valid medical report or permission from the Administration will be excused.
- There is no make-up for announced quizzes. Make-up exams are only for Quizzes that are administered online.
- There is no make-up for a make-up exam.
- Students are responsible for following the dates of make-up exams. The dates for these exams are announced on Student Page.

4.4.11.4. Speaking assessment

Speaking assessment grade is given once each semester by the instructor. Speaking is evaluated through activities according to the needs of each level within the scope of the portfolio. Details about these activities are specified in the program. These evaluations may include:

- In-class activities
- A short individual presentation
- In-class group presentation and/or
- and/or an exam

There is no make-up for the speaking evaluations.

4.4.11.5. Writing portfolio

Writing Portfolio Grade is given once each semester by the class instructor. Within the scope of the portfolio, activities according to the needs of each level are held and written products are received from students and assessed. Details about these activities are specified in the program.

4.4.11.6. General rules about exams

The assigned instructor is responsible for conducting exams.

Dates and contents of the exams are specified in the program for each level.



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Face-to-face Exams:

- No luggage can be taken into the exam building or exam halls.
- Mobile phones or tablets cannot be used during the exam in the exam halls. Should the exam proctors see the need, they can collect such devices prior to the exam for that duration.
- Instructors may not be asked to give any explanations about the questions during an exam.
- Helping each other in writing or orally during the exam, cheating or attempting to cheat, using AI (ChatGPT, etc.) or stealing exam questions is a serious disciplinary offense. In any such case, it is up to the instructor to give an initial warning. In any such case, the instructor and the administration are entitled to give the student *zero as an exam grade, deduct any grade* that they deem appropriate and/or start *disciplinary action*.
- Instructors are entitled to check the students' ID cards before each exam, make seating arrangements, change the seating arrangement during an exam, and give instructions or warnings to ensure that the exam is administered properly. The instructor and the administration are entitled to *annul an exam paper, deduct any grade* that they deem appropriate and/or start *disciplinary action* if a student fails to comply with the rules and instructions or refuses to co-operate fully.

Online Exams:

- It is the student's responsibility to attend the exams with the necessary technical equipment. In addition to the computer where the exam will be taken, it is the student's responsibility to have a second device (smartphone, tablet or a second computer) to be able to be monitored via online platforms. Details of the exam procedures will be announced before each exam.
- Instructors may not be asked to give any explanations about the questions during an exam.
- Helping each other in writing or orally during the exam, cheating or attempting to cheat, using AI (ChatGPT, etc.), or stealing exam questions is a serious disciplinary offense. In any such case, it is up to the instructor to give an initial warning. In any such case, the instructor and the administration are entitled to give the student zero as an exam grade, *deduct any grade* that they deem appropriate and/or start *disciplinary action*.
- Instructors are entitled to check the students' ID cards before each exam, make seating arrangements, change the seating arrangement during an exam, and give instructions or warnings to ensure that the exam is administered properly. The instructor and the administration are entitled to *annul an exam paper, deduct any grade* that they deem appropriate and/or start *disciplinary action* if a student fails to comply with the rules and instructions or refuses to co-operate fully.



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4.4.11.7. English Proficiency Exam (EPE)

An English Proficiency Exam is given at the Department of Basic English in June, September, and at the end of the Summer School. Students who get a minimum grade of **59.50 (69.50 for FLE students)** on this exam have the right to enroll in classes in their own departments.

Information on students registered to SUNY programs is available on

<http://oidb.metu.edu.tr/tr/odtu-tarafindan-kabul-edilen-ingilizce-yeterlilik-sinavlari-es-degerlik-tablosu>

- The requirements to be eligible for this exam and the passing grades of this exam are given in the “Passing / Failing” section of this document.
- All the details including information on equivalent exams are available on the EPE website*
* www.epe.metu.edu.tr and www.oidb.metu.edu.tr/ingilizceyeterlik/iysdh.html

4.4.12. Summer school

Summer School starts after the English Proficiency Exam in June on the date announced in the METU Academic Calendar.

- Students who have a Yearly Achievement Grade between **64.49** and **49.50**, or those who have taken but failed this exam are entitled to attend the Summer School.
- It is not mandatory to attend the Summer School. However, only those students who have registered for and attended at least 90% of the Summer School classes can take the English Proficiency Exam after the Summer School.

4.4.13. Academic Staff

Academic staff at DBE are all highly qualified and experienced instructors. A list of academic staff can be found on department webpage (<http://www.dbe.metu.edu.tr/fac.htm>). Students can consult their instructors on academic or other topics on specified times.

4.4.14. Disciplinary action policy

The main aim of this code of conduct is to develop and continue the mission of SFL/DBE, and ensure a safe and reliable learning environment. The following codes of conduct include the actions that can result in disciplinary action. Those students who do not follow the codes can cause various sanctions.

4.4.15. Important issues of conduct

Face-to-face classes

- Students must always keep in mind that they should treat their instructors and fellow students with respect.



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- Students must carry their Student ID cards and Dormitory ID cards on them at all times and show when asked.
- The buildings and the environment should be kept clean, and school property should not be damaged. Students are required to pay a fine for any such damage.
- It is strictly forbidden to smoke inside the buildings, to collect money from other students, to sell food, drinks, clothes or books, to put up posters or give out pamphlets without permission, to enter teachers' or workers' rooms or empty classrooms without permission, or to lend their ID cards to anyone else. Any breach of these rules may result in serious disciplinary action, including expulsion from the university.
- Disturbing the peace or behaving in an inappropriate manner in class means denial of the right to learn and teach, in which case the student may be dismissed from class (they get “zero” on the exams given on that class hour) and be subject to disciplinary action.

Online classes

- Online classes are held on real time and they are not recorded. It is forbidden for students to take photographs, images, or screenshots, and to record the lesson. In this way, the University can protect the personal rights of the students and teachers. Taking unauthorized photos and videos while using the platform/application is against the law in accordance with the Personal Data Protection Law No. 6698.
- Disturbing the peace or behaving in an inappropriate manner in class means denial of the right to learn and teach in which case the student may be dismissed from class (they get “zero” on the exams given on that class hour) and be subject to *disciplinary action*.

4.4.16. Sanctions

The rules on sanctions are set out in regulations enacted under Law Number 2547, Article 54. If a student is found in violation of the Code of Student Conduct and/or any university policy, one or more of the following sanctions may be carried out as a form of discipline:

- Warning: Students are warned about their behavior or attitude and are required to be more careful in the future.
- "Reprimand: Students are warned in writing that their behavior has been found offensive and unacceptable.
- Suspension for a period between one week and one month: The student is notified in writing that he/she is suspended from the SFL for a period of time and cannot benefit from his/her rights as a student during the time of suspension.
- Suspension for one or two semesters: The student is notified in writing that he/she is suspended from the SFL for one or two semesters, and he/she cannot benefit from the services and facilities of the SFL during this period.
- Expulsion from higher education institutions: The student is notified in writing that he/she is permanently expelled from all Turkish higher education institutions.



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- For further information on disciplinary actions, please consult the "Higher Education Student Discipline Regulations on Student Affairs" section of the university website:
<http://oidb.metu.edu.tr/yonetmelikler>

4.4.17. Student Complaints

If students have a complaint about academic or non-academic issues, they may submit their comments and complaints by writing and submitting a petition to the office of the Basic English Secretary.

4.4.18. Academic Calendar

The academic calendar is created by the METU Senate and can be found on METU and departmental websites:

<http://oidb.metu.edu.tr/akademik-takvim>

<http://www.dbe.metu.edu.tr/student/>

4.4.19. Facilities at Middle East Technical University

Detailed information on METU’s facilities is available at <http://www.metu.edu.tr/students> and <http://www.metu.edu.tr/frequently-asked-questions>

4.4.20. The Student’s Page

Students can check their grades and absenteeism records, read the announcements, learn about the rules and regulations, follow the world news in English, and reach other websites on this site, located at the following address: <http://www.dbe.metu.edu.tr/student/>

4.4.21. Serper Tümer Self-Access Center

The Self-Access Center, in D Building, has a collection of books, dictionaries, encyclopedias, video/audio materials, and exams given in past years. Students can use this center in their spare time. Much of the material is also available on the website: <https://ocw.metu.edu.tr/>

4.4.22. Help Desk

Help Desk is for students who have difficulties in understanding a certain subject in class and ask questions related to the course subject. Detailed information can be found on the Serper Tümer SelfAccess Center website. Students can benefit from Help Desk by making an appointment on the Student Page.



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4.4.23. Student Advisor

Students who have difficulties in the adaptation process or have concerns about the foreign language learning process can receive support under this heading at www.dbe.metu.edu.tr/student

4.4.24. Disability Support Office

Students with learning disabilities for various reasons can receive support under this heading at www.dbe.metu.edu.tr/student

4.4.25. Instructor’s Absence

Face-to-face classes

- The administration will try to assign a substitute instructor if an instructor is absent. There will be a substitute teacher for each level. DBE will inform the students in that class via e-mail and give them information about the online substitute classes.
- Attendance will be taken by the instructor concerned. Students must attend the same class the whole time their instructor is absent.

4.4.26. Fügen Ünal Book Fund

- This is a fund whose function is to lend textbooks to a limited number of students who need financial support. Students need to fill in the form (the link will be provided) on the student page to apply for the Book Fund. Only the applications of those who have filled in the form will be considered.
- Those students whose applications are approved by the administration are provided with textbooks.

4.4.27. Tips for Success at METU

Get To Know The Campus

- Join the orientations: Don’t neglect to attend the departmental orientation sessions that are provided right before the beginning of fall semester. These sessions will help you to learn about your department and the services provided.
- Take advantage of the study resources on campus: Our university has learning labs, libraries, self-access center and many other services available. If you’re having some trouble, these resources are available to you.



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- Explore the campus: Do you really need to go on another campus tour? Yes. The faster you learn your way around campus, the more at ease you'll feel and the better prepared you'll be when issues arise.

Manage Your Time More Effectively

- Be organized: In high school, the teachers might have led you through all of your homework and due dates. In university, you are expected to be prepared. Prepare semester and weekly plans, or get a big wall calendar — whatever it takes for you to know your due dates. One of the lamest excuses a student can give an instructor: “I didn't know it was due today.” It may not be possible to do well in classes without having a routine.
- Don't procrastinate; prioritize your life: in high school, you might have waited till the last minute to complete an assignment and still get a good grade, but that kind of stuff will not work for you in the university. Decide on the most important tasks and start with them. Give yourself deadlines — and stick to them.
- Make time for yourself: Be sure you set aside some time for activities that help you relax and take the stress out of your day or week. Whether it's yoga, watching your favorite TV series, jogging, or writing in a journal, be good to yourself and give your brain a break.
- Seek a balance: College life is a mixture of social and academic happenings. Don't tip the balance too far in either direction.

Understand Course Expectations

- Learn Your Course Syllabi: The syllabus is your road map for your studies as it gives you essential information about the course expectations, the timeline and the resources you can make use of. By looking at the big picture, you can link the new knowledge with what you have already learnt.
- Make use of Office Hours: Don't be afraid to make an appointment with your lecturer about the course content. You can ask questions about confusing points, seek guidance about how to study more effectively. In this way, you can find out more about the course expectations.

Use Effective Study Strategies

As you may have already figured out, university is quite different from high school. For example, the medium of instruction is in English, the classes are larger, the professors are less accessible and the courses require more independent study. Therefore, you may need to adopt new study habits.

Here are some suggestions:

- Go to class: Obvious, right? Maybe, but sleeping in and skipping that 8:40 a.m. class will be tempting at times. Avoid the temptation. Besides learning the material by attending classes, you'll also receive vital information from the instructors about what to expect on tests.
- Visit Serper Tümer Self-Access Centre: The centre offers its students several learning opportunities outside the class. You can reach various educational materials and tools,



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computer and multi-media facilities and services on the Internet. You can also borrow books to read and study in your spare time.

- Try active study skills: Preparing mind-maps while studying, being your own teacher by explaining the new information in your own words to yourself or to a friend, studying with a partner or a group or reflecting on what you know, don't know and about how you learn are just some of the active study skills. The good news is that by finding out about the best strategy that suits you, you will be an independent learner. Take responsibility of your own learning!
- Attend a Learning Center workshops: Look for the workshops offered for effective study techniques to improve your study skills. The best part is that you will meet people who are on the same boat with you and you can learn from each other by sharing experiences.

Practice Self Care

- Stay healthy/eat right: Get enough sleep and eat right. Without mom or dad there to serve you a balanced meal, you may be tempted to go for those extra fries or cookies. Stay healthy and stick to a balanced diet.
- Learn to cope with homesickness: It's only natural that there will be times when you miss your family, even if you were one of those kids who couldn't wait to get away. Making new friends or taking up a new hobby will help you to get used to life on campus. In this way, you will feel less homesick. Don't forget, time is the best cure!
- Stay on campus as much as possible: Whether it's homesickness, a job, or a boyfriend or girlfriend from home, try not to leave campus too soon or too often. The more time you spend on getting to know the campus and your new friends, the more you'll feel at home at school.
- Seek professional help when you need it: Our university has a service that gives psychological counselling and guidance. The service also provides seminars on various psychological issues and all the services are free and for METU students. If you're sick or feeling isolated or depressed, please take advantage of the many services this office provides students. You don't have to face these issues by yourself.