

# Annex-1 to Erasmus+ Inter-Institutional Agreement Fact Sheet MIDDLE EAST TECHNICAL UNIVERSITY

## A. INFORMATION ABOUT HIGHER EDUCATION INSTITUTION

Name of the institution	Middle East Technical University (METU) Orta Doğu Teknik Üniversitesi (ODTU)
Erasmus code	TR ANKARA04
Institution website	<a href="http://www.metu.edu.tr">www.metu.edu.tr</a>
Academic programs / departments	<a href="http://www.metu.edu.tr/faculties-institutes-schools">http://www.metu.edu.tr/faculties-institutes-schools</a>
Online course catalogue	<a href="http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php">http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php</a>

## B. RECOMMENDED LANGUAGE SKILLS

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Subject area	Language of instruction 1	Language of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
All subjects	English	-	B1	B2

## C. ADDITIONAL REQUIREMENTS

Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities. If necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff.

Orientation Program for Incoming Students	Facilities for Students/Staff with Disabilities
TR ANKARA04 organizes an orientation program each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the orientation program because students are provided with vital information on course registration, campus accommodation, health issues, METU's IT facilities and residence permit.	TR ANKARA04 has a Disability Support Center (DSC; <a href="http://engelsiz.metu.edu.tr/en">http://engelsiz.metu.edu.tr/en</a> ) and "METU Without Barriers" student club. DSC offers academic support and orientation programs designed according to the specific needs of disabled students. It also provides transportation support on campus. Also some buildings on campus are accessible for students or staff with serious mobility impairments and in others disabled-friendly facilities are being constructed.

## E. CALENDAR

Applications/information on nominated students must reach the receiving institution by:

Autumn term* (1 <sup>st</sup> semester)		Spring term* (2 <sup>nd</sup> semester)	
Nomination Deadline	Application Deadline	Nomination Deadline	Application Deadline
-	May 31 (for K103) and April 15 (for K107)	-	November 15

\* to be adapted in case of a trimester system.

The receiving institution will send its **decision** within **4** weeks after the application deadline.

A **Transcript of Records** will be issued by the receiving institution no later than **4** weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

### **Termination of the Agreement**

In the event of unilateral termination, a notice of **at least one academic year** should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. INFORMATION

### F. 1. Grading system

Percentage	Letter Grade	Grade Point
90-100	AA	4
85-89	BA	3,5
80-84	BB	3
75-79	CB	2,5
70-74	CC	2
65-69	DC	1,5
60-64	DD	1
50-59	FD	0
49 and below	FF	0

Additional information available at:

<http://ico.metu.edu.tr/courses> (How to Register for Courses at METU)

<http://oidb.metu.edu.tr/en/middle-east-technical-university-academic-rules-and-regulations-undergraduate-period-study>

### F. 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. **Student visa is compulsory**

**for incoming students to the Middle East Technical University for registration procedures.** Information and assistance can be provided by the following contact points and information sources:

Contact details	Website for information
<a href="mailto:europeanmobility@metu.edu.tr">europeanmobility@metu.edu.tr</a> (for K103 mobilities) and <a href="mailto:icm@metu.edu.tr">icm@metu.edu.tr</a> (for K107 mobilities)	<a href="http://ico.metu.edu.tr/visa-residence-permit">http://ico.metu.edu.tr/visa-residence-permit</a>

### **F. 3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact details	Website for information
<a href="mailto:europeanmobility@metu.edu.tr">europeanmobility@metu.edu.tr</a> (for K103 mobilities) and <a href="mailto:icm@metu.edu.tr">icm@metu.edu.tr</a> (for K107 mobilities)	<a href="http://ico.metu.edu.tr/health-safety">http://ico.metu.edu.tr/health-safety</a>

### **F. 4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact details	Website for information
<a href="mailto:europeanmobility@metu.edu.tr">europeanmobility@metu.edu.tr</a> (for K103 mobilities) and <a href="mailto:icm@metu.edu.tr">icm@metu.edu.tr</a> (for K107 mobilities)	<a href="http://ico.metu.edu.tr/accommodation">http://ico.metu.edu.tr/accommodation</a>

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