

## METU DEPARTMENT OF MODERN LANGUAGES RULES AND REGULATIONS

### COURSES

The courses offered by MLD in each semester are as follows:

FALL SEMESTER	SPRING SEMESTER
<p><b>ENG 101:</b> A must course for all departments</p> <p><b>ENG 211:</b> A must course offered to the departments of ADM, ARCH, CEIT, CENG, CHE, CRP, ECE, EE, ENVE, ESE, FDE, HIST, MATH, ME, METE, PHIL, PSY, SOC, MHED</p> <p><b>ENG 311:</b> A must course offered to the departments of BA, CHEM, ECE, ESE, MHED, STAT</p> <p><b>Elective English courses</b></p> <p><b>Elective language courses</b></p>	<p><b>ENG 102:</b> A must course for all departments</p> <p><b>ENG 211:</b> A must course offered to the departments of AEE, BA, BIOL, CE, CHED, CHEM, ECON, EME, FLE, ID, IE, IR, GENE, GEOE, MINE, PETE, PHED, PHYS, STAT</p> <p><b>ENG 311:</b> A must course offered to the departments of CHED, HIST, PHED, PHYS, PSY</p> <p><b>Elective English courses</b></p> <p><b>Elective language courses</b></p>

### Compulsory English Courses

- All students who pass the EPE with 59.5 and above (69.5 for FLE students) must take the ENG 101 course. Students can be exempt from ENG 101 if they get a score of 85 and above from the EPE.
- Students cannot be exempt from ENG 102, ENG 211, and ENG 311.
- Students must take the compulsory English courses in the following order as each course is a pre-requisite of the next one:  
ENG 101, ENG 102, ENG 211, ENG 311.

### Elective English Courses

Students should follow the announcements on <https://mld.metu.edu.tr> at the beginning of each semester to learn which elective English courses are offered in that term and registration information (criteria, pre-requisites, etc.) about each course.

### Elective Language Courses

- 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year students who have taken and passed the 1<sup>st</sup> year English courses (ENG 101 and ENG 102) are eligible to take elective language courses. Those who are exempt from ENG 101 can also apply for language courses in their 2<sup>nd</sup> year.
- The minimum GPA to be able to register for an elective language course at MLD is 2.50. This might be increased based on the number of applications.
- Courses with 201 and 202 codes cannot be taken as Not Included (NI status).
- Courses with 201 and 202 codes are for undergraduate students.
- In a semester, students can take only one elective language course from MLD, they cannot take two language courses at the same time.
- Except for elective ENG courses, students who have continued and passed a language course cannot take another language course. Those students can only take the higher levels of the same language they have previously registered.
- Students cannot take a different elective language course without first completing the first 3 levels of the language course they have previously taken.
- Students who have previously learned a language in secondary/high school and/or in Tömer/language



schools/institutions/cultural centers cannot take the beginner level of that specific language. Students who register for a beginner-level course despite having learned that language previously will have given a false declaration and thereby violated disciplinary rules.

- Students who are zero beginners need to take courses with 201 codes. These students cannot enroll in 202 or higher-level courses.
- Students cannot take elective language courses with 201 code in their final semester.
- Students who are from countries where the native language is the same as the language they would like to enroll in are not allowed to take the course. For instance, students whose native language is Russian, or students from Kazakhstan or Kyrgyzstan cannot take Russian courses. Likewise, students whose native languages are Persian or Arabic, or students from Iran, Pakistan, Tajikistan, or Afghanistan cannot take Persian.

For further details on elective language courses offered by the Department of Modern Languages, students should check <https://mld.metu.edu.tr>

### **SUMMER SCHOOL**

Not all courses are offered in summer school. The courses offered, the capacity of the sections and the criteria for registration can be different in different semesters. Students should follow the announcements on <https://mld.metu.edu.tr> for detailed information at the beginning of each summer term.

### **REGISTRATION PROCEDURES**

- The entire registration process for the courses is managed by the MLD Administration. Instructors do not sign any registration-related petitions/forms and/or increase the course capacity. For questions, students should contact the MLD Administration.
- Students are responsible for making sure there is no clash in their schedule with other courses. If there is a conflict, it is the students' own responsibility to change sections and solve the problem. Before enrolling in a language class, students should learn about all their courses, labs, recitations, and studio classes.

### **Compulsory English Courses**

- All registration process is administered online.
- All student groups (freshmen, sophomore, junior and senior as well as pass, fail, FF, FD, NA, and probation) have their own time for registration. All criteria changes are announced timely on the MLD webpage.
- Students need to follow the announcements posted on <https://mld.metu.edu.tr> regularly during the registration days to be informed about the criteria changes.

### **Elective English Courses**

Students should follow the announcements on <https://mld.metu.edu.tr> at the beginning of each semester to learn which elective English courses are offered in that term and registration information (criteria, pre-requisites, etc.) about each course.

### **Elective Language Courses**

Students should follow the announcements on <https://mld.metu.edu.tr> at the beginning of each semester to learn about the registration procedures.

## **ATTENDANCE**

### **Compulsory English Courses**

Attendance is taken in all compulsory English courses. Students do not fail due to absenteeism; however, attendance contributes to the participation grade in these courses. It is the responsibility of the students to catch up with the class and to make up for any work done during their absence.

### **Elective Courses**

Attendance is taken in all these courses. Students must attend at least 80% of the classes. Exceeding this limit results in an NA grade.

## **MEDICAL REPORTS**

- Medical reports must be taken from or approved by the Metu Health Center\* to be accepted.
- Students must bring a copy of their medical report to their instructor within 3 workdays after the report ends. Reports that are brought later than 3 days will not be accepted.
- Students cannot attend classes and participate in any graded tasks on the days when they have a medical report. If they do, the task they complete will not be accepted.

\*During online education, this rule will not be applied.

## **MID-TERM AND FINAL EXAMS**

- Information about the exams is included in the course outlines provided at the beginning of each semester. The dates and the places of the exams, and other details are announced later during the semester.
- Students who miss an exam without a valid excuse (e.g. medical report, excused absence due to an authorized club or sports duty, etc.) will not be given a make-up.
- Students can appeal their written exam grades within 5 days after the grades are announced by submitting a petition to the department administration.

## **MAKE-UP EXAMS**

- Students who miss an exam with a valid excuse can take the make-up exam. The dates of the make-up exams are announced during the semester.
- It is the students' responsibility to follow the announcements about the make-up exams.
- There is no make-up for the make-up exams.



**GENERAL RULES ABOUT THE EXAMS**

- Students who cheat in examinations, and who conspire with others to procure such a result will become subject to disciplinary procedures.
- No electronic devices such as computers or cell phones can be used during the exams. Invigilators can collect these devices during the exams if they see fit.
- Invigilators will not answer any questions about the exam content during the exams.
- Invigilators have the right to check the students’ ID, arrange or re-arrange the class seating plan, give all kinds of instructions, and warn students when necessary.
- Invigilators or the department administration can cancel the exam of students, take off points from their final grade, or start a disciplinary procedure if the students violate any rules.

**PASS/FAIL**

- Grading in all the courses is done based on the catalog system. Letter grading is as follows:

<b>SCORE</b>	<b>LETTER GRADE</b>
90-100	AA
85-89	BA
80-84	BB
75-79	CB
70-74	CC
65-69	DC
60-64	DD
50-59	FD
0-49	FF

- The criteria for the NA grade for each course are explained in the course outlines provided at the beginning of each semester.
- An **I** (Incomplete) grade is given to students who cannot complete the graded tasks before the grade submission date due to a valid excuse (e.g. medical report, excused absence due to an authorized club or sports duty, etc.). Students with an **I** grade complete the missing tasks by the deadline announced by the university and their final grade is entered by the date announced by the university.

**ACADEMIC MISCONDUCT**

It is the responsibility of students to avoid unethical practices. Students who engage in unethical practices, who cheat in examinations, essays, or any other assessable work, and who conspire with others to procure such a result will become subject to disciplinary procedures.

If turnitin.com detects plagiarism in a student’s submitted work, they will be penalized based on the plagiarism policy of the Department of Modern Languages stated below:

Plagiarism: A person's using ideas or words of other people without crediting the source as if they are his/her own.

The following actions are regarded as plagiarism:

1. using printed or internet sources without acknowledging the original source,
2. copying sections from different sources (e.g. "copy-paste") without giving reference to all those sources,
3. using a source by paraphrasing some parts of it (changing some words and/or structures) without giving reference to the source,
4. giving (almost) the same assignment as another student,
5. selling, giving, or otherwise supplying material to another student for use in fulfilling academic requirements,
6. giving the assignment that the student used in previous academic years.

Violations of the academic code of ethics may result in disciplinary actions, ranging between a "Warning" and "Receiving an FF or NA grade."

DISCLAIMER: MLD administration holds the right to extend this list if new cases emerge.

For more details, refer to the relevant courses' links on the MLD Website.

### **ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the METU Disability Support Office as soon as possible. If any student needs any accommodation because of their disabling condition, please visit the website of the METU Disability Support Office: <https://engelsiz.metu.edu.tr>

### **COMMUNICATION**

The formal communication channels of the department with the students are as follows:

- Odtuclass  
Important announcements, documents, and materials related to each compulsory English course are posted on Odtuclass in the "All Sections" class created for each course. Students should follow this class regularly not to miss any important information.
- The department webpage: <https://mld.metu.edu.tr>  
Students can find information about the courses, instructors, and rules and regulations as well as announcements at this address.
- Metu webmail  
Students are required to check their Metu mail accounts regularly not to miss any important information.