

## METU DEPARTMENT OF MODERN LANGUAGES RULES AND REGULATIONS

### COURSES

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

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

### Compulsory English Courses

- All students must take all the compulsory English courses: ENG 101, ENG 102, and ENG 211. ENG 311 is a compulsory course for certain departments only.
- Students cannot be exempt from any compulsory English course.
- 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.
- 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 completed and passed an elective language course cannot enroll in a different elective language course without completing the first three levels of the language they previously studied.
- 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 violate 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 during summer school. The courses offered, section capacities, and registration criteria may vary each summer. Students should follow the announcements on <https://mld.metu.edu.tr> for detailed information at the start 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 ensuring that their English/language courses do not conflict with other courses in their schedule. If there is a conflict, it is the students' 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 (freshman, 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**

- The registration for these courses is administered face to face.
- The course capacity for all courses will be zero during the interactive registrations and students will not be able to add the courses.
- Students who would like to take a course must attend the first class. They will fill out the form that will be distributed by the instructor in the classroom.
- The instructors evaluate the application forms and post the list of students who are eligible to take the course and the ones who are on the waiting list on their office doors.
- Students whose names are on both lists must attend the class on the second day with their unofficial transcript.
- During that class hour, the instructor will announce the finalized version of the student list.
- Only the students whose names are on the finalized list can register for the courses interactively when the registration system is open to all students during the add-drop week.

## ATTENDANCE

### Compulsory English Courses

Attendance is taken in all compulsory English courses. In ENG 101, 102, and 211 courses, students must attend at least 80% of the classes. Exceeding this limit results in an **NA** grade.

Students do not fail due to absenteeism in the ENG 311 course; however, attendance contributes to the participation grade in this course. It is the students' responsibility to catch up with the class and 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 submit a copy of their medical report to their instructor within 5 workdays after the end of the report period. Reports submitted later than 5 workdays will not be accepted.
- Different procedures may apply to final exams; students must refer to the exam announcements for information regarding medical reports for final exams.

## MID-TERM AND FINAL EXAMS/GRADED TASKS

- 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 can appeal their written exam grades within 5 workdays after the grades are announced by submitting a petition to the department administration. Appeals can only be made regarding written mid-term and final exams, not in-class work.
- ENG 101 final exam and ENG 102 mid-term exam 2 have a different objection process; students must follow the exam announcements for information about the objection process in these exams.

## MAKE-UP EXAMS

- Only students who miss an exam/graded (written or spoken) task **with a valid excuse** (e.g., medical report, excused absence due to an authorized club or sports duty, etc.) 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 be subject to disciplinary procedures.
- No electronic devices such as computers or cell phones can be used during exams. Exam proctors can collect these devices during the exams if they see fit.
- Proctors will not answer any questions about the exam content during the exams.
- Proctors 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.
- Proctors 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:

SCORE	LETTER GRADE
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 detects plagiarism or AI use in a student's submitted work, they will be penalized based on the academic misconduct 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:

- using printed or internet sources without acknowledging the original source,
- copying sections from different sources (e.g., "copy-paste") without giving reference to all those sources,
- using a source by paraphrasing some parts of it (changing some words and/or structures) without giving reference to the source,
- giving (almost) the same assignment as another student (both students are penalized regardless of who used the same assignment),
- selling, giving, or otherwise supplying material to another student for use in fulfilling academic requirements (both students are penalized regardless of the intention of the student who provided the material),
- submitting the same assignment that the student submitted in previous academic years.

The following actions are regarded as academic misconduct based on AI use:

- Using AI to generate (a part of) an assignment,
- Using AI to revise/rewrite/edit/proofread (a part of) an assignment

These violations may result in disciplinary actions, ranging between a "Warning" and "Receiving an 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>

No adjustments will be made in graded tasks/exams for those who do not have an accommodation letter given by the METU Disability Support Office.

## 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, rules and regulations, and announcements at this address.
- Metu webmail  
Students must check their Metu mail accounts regularly so as not to miss any important information.