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<td>Withdrawal</td>
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<td>Course exemption</td>
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<td>Registration holds</td>
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## 2015-2016

### Academic Calendar

**ASSOCIATE AND UNDERGRADUATE PROGRAMS**

### Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 September</td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>21-22 and 28 September</td>
<td>Add/Drop period</td>
</tr>
<tr>
<td>23 September</td>
<td>Holiday-half day-<em>(Kurban Bayrami arifesı)</em></td>
</tr>
<tr>
<td>24-27 September</td>
<td>Holiday <em>(Kurban Bayrami)</em></td>
</tr>
<tr>
<td>28 October</td>
<td>Holiday-half day- <em>(Cumhuriyet Bayramı)</em></td>
</tr>
<tr>
<td>29 October</td>
<td>Holiday <em>(Cumhuriyet Bayramı)</em></td>
</tr>
<tr>
<td>7-15 November</td>
<td>Midterm examinations</td>
</tr>
<tr>
<td>27 November</td>
<td>Withdrawal deadline</td>
</tr>
<tr>
<td>25 December</td>
<td>End of fall semester classes</td>
</tr>
<tr>
<td>29-30 December / 2-11 January</td>
<td>Final examinations*</td>
</tr>
</tbody>
</table>

### 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 January</td>
<td>Holiday (New Year)</td>
</tr>
<tr>
<td>15 January</td>
<td>Announcement of grades (Final examinations)</td>
</tr>
<tr>
<td>22-25 January</td>
<td>Resit examinations</td>
</tr>
<tr>
<td>26 January</td>
<td>Orientation for international students</td>
</tr>
<tr>
<td>28 January</td>
<td>Announcement of grades (Resit examinations)</td>
</tr>
<tr>
<td>01-05 February</td>
<td>Academic registration for spring semester</td>
</tr>
<tr>
<td>03-05 February</td>
<td>Orientation</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 February</td>
<td>Spring semester begins</td>
</tr>
<tr>
<td>15-17 February</td>
<td>Add/Drop period</td>
</tr>
<tr>
<td>26 March-03 April</td>
<td>Midterm examinations</td>
</tr>
<tr>
<td>22 April</td>
<td>Withdrawal deadline</td>
</tr>
<tr>
<td>25-29 April</td>
<td>Spring break</td>
</tr>
<tr>
<td>19 May</td>
<td>Holiday <em>(Atatürk’ü Anma, Gençlik ve Spor Bayramı)</em></td>
</tr>
<tr>
<td>27 May</td>
<td>End of spring semester classes</td>
</tr>
<tr>
<td>31 May -11 June</td>
<td>Final examinations*</td>
</tr>
<tr>
<td>07 June</td>
<td><em>[İstanbul Bilgi University]</em> Foundation day</td>
</tr>
<tr>
<td>14 June</td>
<td>Announcement of grades (Final examinations)</td>
</tr>
<tr>
<td>21-24 June</td>
<td>Resit examinations</td>
</tr>
<tr>
<td>27 June</td>
<td>Announcement of grades (Resit examinations)</td>
</tr>
<tr>
<td>29 June -02 July</td>
<td>Graduation ceremonies</td>
</tr>
<tr>
<td>04 July</td>
<td>Holiday-half day- <em>(Ramazan Bayramı arifesı)</em></td>
</tr>
<tr>
<td>05-07 July</td>
<td>Holiday <em>(Ramazan Bayramı)</em></td>
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* If postponements occur due to any obligations during the Final Exams period, the exams will take place during the above mentioned period and in addition to previously declared hours.
FROM THE RECTOR

As a university that has vehemently championed free thought and expression in the light of the universal mission of higher education and scientific truths since its founding in 1996, Istanbul Bilgi University has always had a privileged place among the universities in our country and created an epitome of value endowed with historic importance in the country’s higher education system in this sense. Having reached its 20th year, BilGİ with its 25,000 students and over 24,000 graduates strengthens this characteristic of its through closely following the global developments in higher education and as a distinctive and exemplary university today, maintains its higher education services in line with the progress of our youth and society.

We sum up our mission as a university with the expression “We do not learn for the school, but for life.” The educational philosophy that we adopt at BilGİ is creating a university and learning environment that will enable raising young individuals who aim to be productive without being destructive; care about ethical values, transparency, accountability, and justice; have developed analysis, questioning and application skills; possess big dreams and strong intuitions; learn throughout their lives and constantly improve themselves; and think of their riches together with sharing them. We believe that this educational philosophy loads us with the charge of raising good, successful, and happy individuals who have global competences and are aware of their responsibility to their society with the vocational and personal background they have.

Our understanding of administration as Istanbul Bilgi University is administering our university together with our board of trustees, rectorate, academic and administrative staff and with an active participation of our students, graduates, and stakeholders; excelling in our education and training, research and development, and community services through sharing; and bringing forth practices that will serve as models for higher education in our country and around the world.

In this direction, among the countless practices that have taken part in our university’s strategic plan, one of the issues that we value most and give priority is removing campus boundaries in our university’s relations at national and international levels and turning our university into a model in our country in this sense.

At the national level our strong corporate relations, and at the international level our affiliation to Laureate International Universities network which comprises more than 80 universities from 29 countries as well as relations with other international universities constitute our primary strength in this field and this gives our students the opportunity of gaining global mobility and thinking competencies and develop themselves as “Citizens of the World.”

Dear young individuals, graduates, esteemed stakeholders; we believe that we will make all of our dreams come true together with you whose paths have already crossed with BilGİ and will cross in the future. Wishing that the future of our youth and society will be bright, their quality of life and happiness far beyond those with the highest today, I present my sincere regards on behalf of the entire BilGİ family.

Prof. Dr. Mehmet Durman
Rector
VISION-MISSION-PRINCIPLES

Our Vision
To be an international university that expands the boundaries of science and art, embraces freedom, takes a lead in the development of society, provides a place where students and faculty share a passion for learning, and where all members, both academic and administrative, dedicate themselves to this end.

Our Mission
İstanbul Bilgi University undertakes to contribute to science, artistic production, and the development of technology; to educate individuals whose research and problem solving skills have developed in an atmosphere of free thought and an awareness of social responsibility, whose competencies meet international standards, and who in addition to respecting the rules of ethics and of professional objectivity are also open to multi-disciplinary approaches; and to serve society within multi-dimensional standards of quality.

Our Values
- Respect for universal rights and freedoms
- Academic freedom and responsibility
- The inseparability of research and teaching
- Independence and autonomy
- Respect for pluralism and diversity
- Transparency and accountability
- Participation
- Social responsibility
- Internationalism
- A belief in life-long learning

Fundamental Principles
1. BİLGİ pledges to abide by the universal principles and norms of human rights and liberties in all relationships and rejects discrimination in all forms and at every level.
2. As a signatory to the Magna Charta Universitatum at Bologna, BİLGİ affirms that academic freedom in research and teaching is the fundamental principle of university life.
3. BİLGİ values and defends the independence and autonomy of all research, teaching, and learning against every form of political and economic power.
4. BİLGİ believes in the importance of pluralism, diversity and critical thinking in both university and societal life.
5. BİLGİ gives importance not only to cultural and esthetic values but also to the ecological sustainability of the physical environment at the scales of campus, city and nature, and strives to contribute to both.
6. BİLGİ instills in students at every level academic and professional knowledge and skills for coping with the complex problems of today’s world that are both grounded in tradition and aim at innovation.
7. BİLGİ is an international institution in every sense of the word, taking as its reference point for all programs competencies that meet international standards of quality as well as principles and practices of accreditation.
8. BİLGİ gives importance to its students and alumni becoming people who are sensitive to and assume responsibility for the problems of society and the world.
9. BİLGİ espouses the principle of transparency and accountability in all of its relations and as such acts in accordance with legal and ethical principles.
10. BİLGİ believes in a managerial system that is participatory and takes advantage of the experience and abilities of the faculty and students both in its corporate relations and in the operation and decision making processes at every level in the university.
11. BİLGİ believes in the continual review of all its programs in light of the dynamic nature of contemporary life.
12. BİLGİ develops life-long educational programs in accordance with its belief that access to means of self-improvement is a basic right for individuals at any age.
13. BİLGİ aims to operate and provide service at both national and international levels.
14. BİLGİ is a student-centered institution in all of its teaching and learning endeavors. BİLGİ ensures that its students actively participate in their learning and educational process and become individuals capable of researching, questioning, and integrating knowledge.
ABOUT İSTANBUL BİLGİ UNIVERSITY

History
Adopting the principle of 'Non scholae, sed vitae discimus' (We do not learn for the school, but for life), İstanbul Bilgi University took its place within the Turkish system of higher education as a civil institution after the application made by the Bilgi Education and Culture Foundation on 7 June 1996 and the subsequent approval by the Turkish Grand National Assembly according to Law number 4142.

Over time İstanbul Bilgi University has grown to encompass three main campuses that total 160,000 m² and it is on these three campuses (Kuştepe 25,000 m², Dolapdere 18,000 m² and santralistanbul 112,000 m²) that it continues to serve its students and the academic world in Turkey. Having realized many firsts in its 19 years and with the aim of increasing the quality of education and research and becoming a university that can compete globally, İstanbul Bilgi University began a long term partnership with Laureate Education, one of the largest international education networks in the world, in 2006 and continues to be a part of this network.

The university currently has 25,000 students, nearly 1,000 academic staff members, 6 faculties, 5 institutes, 5 schools, 3 vocational schools, and more than 150 programs that provide education to its associate, undergraduate and graduate students. As of 2015, the university has graduated 24,000 students.

Campuses
İstanbul Bilgi University has three campuses: Kuştepe, Dolapdere, and santralistanbul. All of the campuses are centrally located and offer the students a vivid and colorful student life full of social and cultural events. Because İstanbul Bilgi University centralizes the role of the student, the campuses become centers of life and as a result the University hosts more than 1000 activities on its campuses every year. The free shuttle services from central points in the city and dormitories to the campuses make the University more accessible.

santralistanbul campus
The santralıstanbul campus is İstanbul Bilgi University’s main campus and is located on the banks of the Haliç (Golden Horn) on 29 acres of green that is easily accessible from every part of the city and is a campus where culture, art, and education are intertwined. The campus houses Turkey’s first electrical power plant which is now an Energy museum. There is also an art gallery and restaurants that host various activities on the campus. As one of the largest transformation projects in the area of art-culture ever undertaken in Turkey, the santralıstanbul campus carries the privilege of being a BİLGİ member into a spatial dimension.

Kuştepe campus
Located in the center of İstanbul, five minutes away from Mecidiyeköy and Şişli, this campus is very close to the business world. Besides hosting a large library, Kuştepe has a basketball, volleyball, and handball court, an indoor football court and table tennis areas available.
Dolapdere campus
Located 10 minutes from Taksim, the heart of activities, entertainment, and city life, this campus received an architectural award in 2002. Besides hosting a library, the Dolapdere campus has a semi-Olympic swimming pool, a fitness area, a basketball court, a dance studio, and a yoga studio.

BİLGİ and Laureate International Universities Network
Having accomplished many firsts in Turkey, İstanbul Bilgi University started a long term collaboration and became a part of one of the largest international education networks in the world, the Laureate International Universities network, in 2006 with the aim of increasing its educational and research quality and becoming a university in Turkey that can compete with the world.

İstanbul Bilgi University is the first and only member of the Laureate International Universities network in Turkey and with this collaboration, BİLGİ gives its students the opportunity to conduct undergraduate or graduate studies at the member institutions of the network. BİLGİ students, who have the opportunity to be a student at more than 150 campuses at the same time, are able to be a part of the educational network which offers international opportunities to students worldwide. Students and faculty members can participate in international double and dual-degree programs. Study abroad and student exchange opportunities, as well as faculty exchanges, enrich the educational experience of students at multiple institutions.

Laureate International Universities Network
Laureate International Universities is a leading international network of quality, innovative institutions of higher education. The LIU network of more than 80 accredited campus-based and online universities offers undergraduate and graduate degree programs to over 1,000,000 students in 28 countries around the world.

Laureate universities offer hundreds of undergraduate, master’s and doctoral degree programs in fields including architecture, art, business, culinary arts, design, education, engineering, health sciences, hospitality, information technology, law and medicine.

President William J. Clinton, 42nd President of the United States, serves as honorary chancellor of the Laureate International Universities network, a role in which he offers advice on social responsibility, youth leadership and increasing access to higher education.

Laureate is dedicated to helping its students reach their highest potential and supporting their achievement of personal and professional goals. Laureate brings to its universities and students a global perspective blended with a local point of view, creating a truly multicultural, career-oriented educational experience.
University Management

Board of Trustees President
Rifat Sarıcaoğlu

Board of Trustees Vice President
Çağrı Bağcioğlu

Rector
Prof. Dr. Mehmet Durman

Vice Rectors

Prof. Dr. Atilla Eriş
*Responsible for research and development activities*

Prof. Dr. Ege Yazgan
*Responsible for the graduate programs*

Advisors to the Rector

*Emre Gönen*
*Responsible for external relations*

*Assoc. Prof. Dr. Koray Akay*
*Responsible for curriculum and planning*

*Assoc. Prof. Dr. İlai Yör Romain*
*WASC accreditation coordinator*

Deans and Directors

*Prof. Dr. Aydın Uğur*
Dean, Faculty of Social Sciences and Humanities

*Prof. Dr. Turgut Tarhanlı*
Dean, Faculty of Social Sciences and Humanities

*Prof. Dr. İpek Özkal Sanver*
Dean, Faculty of Business

*Prof. Dr. Halil Nalıcaoğlu*
Dean, Faculty of Communication

*Prof. Dr. Uğur Tanyeli*
Dean, Faculty of Architecture
Prof. Dr. Atilla Eriş  
Acting Dean, Faculty of Engineering and Natural Sciences

Asst. Prof. Dr. Uğur Kevenk  
Director, School of Health Sciences

Asst. Prof. Dr. İsmail Orakçıoğlu  
Director, School of Applied Sciences

Assoc. Dr. Koray Akay  
Acting Director, School of Tourism and Hotel Management

Asst. Prof. Dr. Cem Tinaz  
Acting Director, School of Sports Sciences and Technology

Assoc. Dr. Murat Borovalı  
Director, School of Aviation

Asst. Prof. Dr. Uğur Başer  
Director, School of Advanced Vocational Studies

Assoc. Dr. Göksel Aşan  
Acting Director, Vocational School of Health Services

Asst. Prof. Dr. Burak Oder  
Acting Director, Vocational School of Justice

Prof. Dr. Gonca Günay  
Acting Director, Social Sciences Institute

Prof. Dr. Sedat Ölçer  
Acting Director, Institute of Natural and Applied Sciences

Prof. Dr. Ayhan Kaya  
Director, European Institute

Asst. Prof. Dr. Uğur Kevenk  
Director, Institute of Information and Technology Law

Asst. Prof. Dr. Leyla Keser Berber  
Acting Director, Institute of Health Sciences
Academic Freedom

Academic freedom is a major component of the institutional mission of Istanbul Bilgi University. In this regard, the University subscribes to the following principles:

Academic Freedom
The University's academic staff and students are entitled to academic freedom which includes the right, without restriction by prescribed doctrine, to freedom of teaching, discussion, scholarly and creative work and service, freedom in carrying out research and disseminating and publishing the results thereof, freedom to express their personal opinions, freedom from institutional censorship, and freedom to participate in professional or representative academic bodies.

Academic Mission
İstanbul Bilgi University recognizes that its academic staff is at the heart of its academic mission. The University, through providing appropriate terms and conditions of work, makes it a priority to endorse professional rights that are necessary to nurture a competent and committed corps of quality teaching and research staff.

Autonomy and Good Governance
The right to education, teaching, and research can only be fully enjoyed in an environment of academic freedom and autonomy. The institutional autonomy of the University is a manifestation of an independent commitment to the educational mission of the University, aligned with an intellectually beneficial, collegial, participatory, and responsive policy of good governance and efficient management. Transparency, accountability, and quality assurance are recognized as preconditions for realizing academic freedom and institutional autonomy.

Social Mission
The University, as a social institution, upholds, through teaching, research, and other academic activities, the principles of human dignity, freedom and justice, equality, and solidarity.

BİLGİ and Sustainability

Sustainability has become an increasingly crucial topic as the damage to the natural environment due to human activities has soared in recent years. The concept of sustainability was stressed globally in a report prepared by the United Nations Development Programme in 1987. In this report, it was stated that as the human race pursues its life, it has an obligation to respect the next generations’ right to live.

Environment provides all the natural resources necessary for people to live. However, since these resources are not unlimited, a balanced sharing between the living generations and the ones to live in the future is imperative. A balanced sharing means a sustainable life. The second condition of sustainability in the ecological sense is that environmental pollution is minimized. Many activities that we carry out in our daily lives cause various environmental problems, especially global climate change.
As universities are among the top institutions that guide societies, their decisions and actions on sustainability will be perceived as a role model by the society. İstanbul Bilgi University molds its campus life fully aware of this responsibility. Our University shows its sensitivity to this issue through its initiatives and implementations for energy conservation, water conservation, transportation and recycling.

Memberships

[Logos of various memberships and associations]
ACADEMIC PROGRAMS

Faculties

Faculty of Law
Law

Faculty of Communication
Advertising
Arts and Cultural Management
Communication Design and Management
Cultural Management*
Film and Television
Management of Performing Arts
Media and Communication Systems
Media and Communication Systems (BİLGİ-University of Liverpool / Dual degree) *
Photography and Video*
Public Relations
Television Reporting and Programming
Visual Communication Design

Faculty of Business
Business Administration
Business Administration (Honors) *
Business Administration (BİLGİ-University of Liverpool / Dual degree) *
Business Informatics
Business-Economics
Business-Economics (BİLGİ-University of Liverpool / Dual degree) *
Economics
Economics and Finance (Honors)
Economics and Management (Honors)
International Finance
International Trade and Business
Marketing
Political Economy and Social Philosophy*

Faculty of Architecture
Architecture
Industrial Design
Interior Design

Faculty of Engineering and Natural Sciences
Civil Engineering
Computer Engineering
Computer Engineering (BİLGİ-University of Liverpool / Dual degree) *
Computer Sciences *
Electrical and Electronics Engineering
Electrical and Electronics Engineering (BİLGİ-University of Liverpool / Dual degree) *
Energy Systems Engineering
Financial Mathematics *
Genetics and Bioengineering
Industrial Engineering
Mathematics
Mechanical Engineering
Mechatronics Engineering

Faculty of Social Sciences and Humanities

Comparative Literature
English Language Teacher Education
European Union Studies
History
International Relations
Music
Political Science
Political Science (BİLGİ-University of Liverpool / Dual degree) *
Psychology
Psychology (BİLGİ-University of Liverpool / Dual degree) *
Sociology

Schools

School of Health Sciences
Child Development
Health Management
Nursing
Nutrition and Dietetics
Occupational Therapy
Perfusion
Physiotherapy and Rehabilitation

School of Sports Sciences and Technology
Sports Management

School of Tourism and Hotel Management
Gastronomy and Culinary Arts
Tourism and Hotel Management
School of Applied Sciences
Banking and Finance
Digital Game Design
Fashion Design
International Logistics and Transportation
International Retail Management

Vocational Schools

Vocational School of Justice
Justice

School of Advanced Vocational Studies
Accounting and Tax Applications
Accounting and Tax Applications (Evening education)
Aircraft Technology
Aircraft Technology (Evening education)
Architectural Restoration
Architectural Restoration (Evening education)
Banking and Insurance
Banking and Insurance (Evening education)
Business Administration
Business Administration (Distance education)*
Civil Aviation Cabin Services
Civil Aviation Cabin Services (Evening education)
Civil Aviation Transportation Management
Civil Aviation Transportation Management (Evening education)
Computer Programming *
Construction Technology
Construction Technology (Evening education)
Culinary
Culinary (Evening education)
Fashion Design
Fashion Design (Evening education)
Finance *
Graphic Design
Graphic Design (Evening education)
Health Services Management *
Human Resource Management *
International Trade
Logistics
Maritime Transportation and Management
Maritime Transportation and Management (Evening education)
Media and Communication Technologies *
Photography and Videography *
Public Relations and Advertising
Radio and Television Programming
Sports Management *
Tourism and Hotel Management *

**Vocational School of Health Services**

Anesthesia
Anesthesia (Evening education)
Audiometry
Audiometry (Evening education)
Child Development
Child Development (Evening education)
Dental Prosthetics Technology
Dental Prosthetics Technology (Evening education)
Dialysis
Dialysis (Evening education)
Electroneurophsiology
Electroneurophsiology (Evening education)
First and Emergency Aid
First and Emergency Aid (Evening education)
Medical Imaging Techniques
Medical Imaging Techniques (Evening education)
Medical Laboratory Techniques
Medical Laboratory Techniques (Evening education)
Occupational Health and Safety
Occupational Health and Safety (Evening education)
Operating Room Services
Operating Room Services (Evening education)
Opticianry
Opticianry (Evening education)
Oral and Dental Health
Oral and Dental Health (Evening education)
Pathology Laboratory Techniques
Pathology Laboratory Techniques (Evening education)
Perfusion Techniques *
Perfusion Techniques * (Evening education)
Physiotherapy
Physiotherapy (Evening education)
Radiotherapy
Radiotherapy (Evening education)

* New students will not be accepted into these programs.
ACADEMIC RULES and REGULATIONS

Directives

In order to access all educational directives used at the University, please visit this address:
http://step.bilgi.edu.tr/tr/yonetmelikler-yonergeler/akademik/

Some summary information from the “Credit based undergraduate education and examination regulations for bachelor’s and associate degrees directive” is provided below:

Academic Year

Every academic year is made up of two semesters that each consist of 17 weeks. The exam period is considered to be a part of the semester. There is a seven week Summer School that commences after the completion of the academic year.

Academic Calendar

The academic calendar is annually determined by the Academic Board and published on the University website. Students are liable to comply with the schedules and periods defined by the university’s organs within the academic calendar’s framework.

Education Period

The regular period of education at İstanbul Bilgi University for undergraduate programs is four years (eight semesters), for associate programs it is two years (four semesters), and for programs that combine undergraduate and graduate degrees the education period is five years (ten semesters). Study suspension periods are excluded from the education period.

The maximum period of education at İstanbul Bilgi University for undergraduate programs is seven years (fourteen semesters), for associate programs it is four years (eight semesters), and for programs that combine undergraduate and graduate degrees the education period is nine years (eighteen semesters). The additional period of education provided to students that have not graduated by the end of the maximum period of education to meet their graduation requirements is one year (two semesters).

The period spent in the English Preparatory Program and semesters when the student is excused by the management board will not be included in the regular, maximum, and additional educational periods. Starting from the date that a student registers for an undergraduate program, all semesters spent at the University, whether registered or not, and any semesters the student spends at an institution of higher learning for a national or international exchange program shall be considered to be a part of the regular, maximum, and additional educational period.

The student’s respective semester and class is calculated as follows on the basis of the semester based credit load as proposed in the curriculum of the relevant undergraduate or associate’s program, and over the credit load as completed by the student:
### Fulfilled credit

<table>
<thead>
<tr>
<th>Fulfilled credit</th>
<th>Semester / Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 23</td>
<td>1st semester / 1st year</td>
</tr>
<tr>
<td>24 – 47</td>
<td>2nd semester / 1st year</td>
</tr>
<tr>
<td>48 – 77</td>
<td>3rd semester / 2nd year</td>
</tr>
<tr>
<td>78 – 107</td>
<td>4th semester / 2nd year</td>
</tr>
<tr>
<td>108 – 137</td>
<td>5th semester / 3rd year</td>
</tr>
<tr>
<td>138 – 161</td>
<td>6th semester / 3rd year</td>
</tr>
<tr>
<td>162 – 191</td>
<td>7th semester / 4th year</td>
</tr>
<tr>
<td>192 and above</td>
<td>8th semester / 4th year</td>
</tr>
</tbody>
</table>

### Course Registration – Course Add/Drop

Throughout the period of their education, students are required to enroll in the courses they will attend throughout the respective semester at the beginning of that specific semester. Among the courses they are enrolled in, students may change or drop certain courses, or substitute them with elective courses during the course add/drop period in the academic calendar with the approval of their advisors and within the minimum and maximum credit limits as defined in the regulation for undergraduate and associate program students.

Enrolment to the courses requires the fulfillment of the financial liabilities assumed towards the University. Course registration is done online on the dates specified in the academic calendar using SIS. In order to register, a registration appointment should be made one week before registration week again from SIS. Appointment periods are limited to 120 minutes. Thus it is advised that before registration occurs, the student should obtain information about the courses to take from their academic advisors or discuss the registration process with Student Affairs advisors. All registrations must be approved by the student’s academic advisor.

Detailed information about the registration process can be found on SIS.

Provided their excuse is documented, students who fail to enroll for courses are permitted to file an application to the University's Executive board until the date indicated in the academic calendar.

### Academic Advising

For each student, an academic advisor is appointed by their respective Head of Department. The individual curriculum made up of the courses to be attended by the student during each semester as well as possible changes to the individual curriculum become final upon approval by the advisor on the basis of the course ranking in the undergraduate and associate's program, also considering the performance, prerequisites and the provisions of this Regulation.

### Course Schedules

Courses in the schedule are divided into two categories: core curriculum and elective courses. Students are liable to attend the core curriculum courses proposed for their respective program. Elective courses are selected by the students and approved by their advisor in consideration of their fields of interest. Faculty boards may allow the attendance of multiple elective courses with lower credit on the condition that the respective credit load is met; if sufficient courses are passed in order
to meet the credit load, the credit load of the elective courses in place of which lower credit courses were taken are exempted.

Students can learn the credit amount and curriculum they are responsible for by checking the “Registration Status” tab on SIS. Information about course content can be found under the tab “Course Catalog” on SIS and under the ECTS Information Package heading on the main page by clicking “Program Information.”

Credit Load
The students’ regular semester based credit load is thirty (30) credits. Although, the maximum credit load during one academic year is eighty (80) credits, except for the summer school, forty two (42) credits may not be exceeded during one semester. Undergraduate and associate students in the first and second semesters may not exceed the regular credit load except in exceptional circumstances as defined in the associated directive.

The students’ minimum semester based credit load is twenty (20) credits. The minimum credit rule does not apply for students who will potentially graduate within two semesters at maximum. Faculty boards may decrease the minimum credit load of a given student upon application as they see fit. Students are not permitted to attend overlapping courses, and cases in which overlapping courses are permitted are defined by the University’s Executive board.

Attendance and Exams
Students are liable for attending any enrolled courses, applications, lab studies and exams and all other academic studies as the cases or the respective lecturers require. The attendance status of the students is evaluated by their respective lecturer. The number of mid-term exams, assignments, applications and further studies to be assumed by the student for each course as well as requirements for acceptance into the final exam and the contribution of any exams, assignments, and studies to the end-of-semester performance is identified and communicated to the students by the lecturer at the beginning of the semester.

Cheating and Plagiarism
Cases where a student cheats or attempts to cheat during exams, partially or completely plagiarizes their assignment without providing references or where the student is found not to have completed his/her assignment on his/her own shall immediately be reported to the respective Dean/Director’s office by the relevant lecturer with a written report. In such cases:
(1) A student caught cheating or plagiarizing is given a fail note for that specific exam or assignment.
(2) The student is also subject to action in accordance with the relevant provisions of the Student Disciplinary Regulation of the Higher Education Institutions.

Grades
For each course they attend, students are given a grade between 0 (zero) and 100 (one hundred) as a result of the required exams and similar evaluations, this grade is referred to as the “raw grade.” Decisions as to which raw grade range shall correspond to which letter grade are made and reported by the relevant lecturer together with the respective grades of the student.
The final exam grades can be viewed under the “Grades” tab on the Student Information System (SIS) pages as of the date declared in the academic calendar for the announcement of grades. The midterm exam grades are announced via the BİLGİ Online pages by the respective course instructor.

The overall average grades are calculated on the basis of the following numeric values assigned to each letter:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numeric values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>Pass on probation</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>Pass on probation</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Pass on probation</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Passed courses excluded from the average but which the credit is accepted as completed credit are assigned a letter equivalent of "P," and an "F' if the course is failed.

"C-," "D+" and "D" denote that the course is passed "on probation." "F" is assigned to students who fail and are unable to achieve "D" or "P" level.

Course Status of Students

The course status of the students is denoted by using the following signs among which "I", "NP" and "NA" are assigned by the lecturer while the others by the registrar’s office:

**DP (No grade thesis or project):** Used during the no grade and no credit semester(s) for a graduation thesis or project

**E (Offset exam):** Used in cases where the student is granted a right for an offset exam. The Academic Board may adopt a decision for an offset exam in cases where no right for a make-up exam is granted per the Higher Education Legislation. The final grade is defined by the relevant lecturer for students whose performance is ranging between "D" as the minimum conditional pass for success, and "F" as fail, which requires the re-taking of the course. Offset exams are held within 2 (two) weeks subsequent to the announcement of the grades at the end of the respective semester at the latest. Students who pass the offset exam receive a "D" grade and those who do not attend the exam or fail receive an "F" grade.
**EC (Exempt course)**: Is used for courses which are given exemption among the recognized courses. Decisions for exemption also define whether or not elective courses equivalent to the credit of the exempt course will be accepted.

**EE (Exempt course by exam)**: The term is used for courses which are given exemption as a result of the exam held in the courses defined by the Academic Board as per the relevant Faculty or School Board’s recommendation. Decisions as to whether or not an elective course with a credit equivalent to that of the exempt course will be recognized are given by the relevant Faculty or School’s Executive board.

**I (Incomplete)**: The term refers to students who fail to complete the requirements of a course, which is based on a project, thesis, graduation assignment or similar study, in a timely fashion due to an excuse acceptable by the lecturer. Such students are required to make-up for their missing studies within a maximum of two weeks starting from the end of the relevant examination term. The grade "I" is converted to an "F" for students who fail to make-up the deficit. However, the relevant executive board may grant the student a period extension of maximum two weeks provided that the lecturer, who uses the grade, files an application before the deadline.

**L (Registration suspended or on leave)**: Used for students that have put their registration on hold.

**M (Must attend make-up exam)**: Used in cases where the student is entitled to attend a make-up exam for a course they have been unsuccessful in. Grades scored in the make-up exam are substituted for the points scored in the final and are used in the calculation of the final grade.

**NA (Did not fulfill the requirements for admission to the final exam)**: The term is used for students who failed to fulfill the requirements of the semester final exam. This sign is converted to an "F" grade after the announcement of the results for the make-up exam.

**NC (No credit)**: Used for the no credit courses as per the program or upon the advisor’s approval. Students are liable for fulfilling the requirements of this course. Credits for these courses are not included in the total credit account, nor are the grades used in the calculation of the grade average.

**NGR (No grade reported)**: Used for courses in which the semester final grades were not reported by the lecturer.

**NP (Not participated in the semester final exam)**: Used for students who were absent for the semester final exams. Students who fail to attend the excuse examination to be held prior to the commencement of the enrolment period for the subsequent semester earn an "F" grade. However, long term excuses and on-holds accepted in accordance with this Directive are excepted.
**R (Repeat):** Denotes that the course was repeated for a given cause.

**TO (Course recognized and taken at another institution of higher learning):** Except for the courses transferred during orientation of students admitted to one of İstanbul Bilgi University's undergraduate or associate's programs from a different institution by lateral transfer, and those included in the scope of a student exchange program, the term is used for the courses attended and recognized at a different institution of higher education during the student status with the İstanbul Bilgi University. Recognized courses may grant exemption for the student from the courses to be completed. While the credits and grades of the recognized courses are displayed separately on the transcript, such credits and grades are excluded from the grade average calculation.

**TI (Course recognized and taken at İstanbul Bilgi University):** The term is used for the recognized courses of students who, while enrolled at İstanbul Bilgi University, were terminated as students, including due to graduation and then enrolled in a different program of the University at a later stage. The courses recognized may give exemption to the student from the courses to be completed. While the credits and grades of the recognized courses are displayed separately on the transcript, such credits and grades are excluded from the grade average calculation.

**W (Withdrawal):** Used for students who complete the required proceedings and withdraw from a course prior to the deadline designated in the academic calendar. Students cannot withdraw from mandatory courses of their program or courses repeated due to an "F" grade. No withdrawal applications can be filed four weeks before the end of the courses.

**S (Course attended as special student):** Used for courses attended under the special student status. The grades and credits of these courses are taken into account in the calculation of the credits and grade point average.

**TA (Course attended and recognized within the collective or supplemental graduation programs):** Used for the courses attended and recognized by the İstanbul Bilgi University students within the collective or supplemental graduate programs of other institutions of higher education. Exemptions can be granted for the recognized core curriculum courses. Credits and grades of the recognized courses are denoted in the transcripts and included in the calculation of the grade point average subject to the provisions of the protocol of the collective or supplementary graduation programs.

**TE (Courses attended and recognized within the scope of a student exchange program):** Used for the courses attended and recognized by the İstanbul Bilgi University students within the student exchange programs of collective or supplemental graduation programs of other institutions of higher education. Exemptions can be granted for the recognized core curriculum courses. While the credits and grades of the recognized courses are denoted in the transcripts, decisions on the matter as to whether such credits and grades will be included in the average grade point calculation are given by the faculty's executive board.
TT (Course attended and recognized in a different higher education institution of undergraduate transfer): This term is used for the courses recognized in the orientation of students admitted to Istanbul Bilgi University by undergraduate transfer from a different higher education institution, and for which exemptions are granted. Although credits and grades of the recognized courses are indicated separately in student transcripts, decisions as to whether such credits and grades will be taken as a basis for grade point average calculations are made by the faculty’s executive board.

Announcement of Grades and Factual Error Objections

The grades for course achievement, given with a corresponding letter equivalent, are reported to the registrar’s office by the lecturers within 7 days from the end-of-semester examination term and the grades are announced by the student affairs office. Objections to the course announced performance grades are acceptable only to the extent of factual errors. Factual errors denote errors in the calculation of the grade average and those except the errors which require a re-evaluation of the examination sheet. Students willing to object to a factual error must file a written application to the student affairs office within a maximum of three days from the date of announcement of the course’s academic standing. The student affairs office forwards the applications to the relevant Dean/Director’s office. The latter then submits the application to the respective lecturer for review. The lecturer informs the Dean/Director’s office on the evaluation results of the applications. Evaluation results are attached to a report which justifies the change along with the examination document in cases where the course performance grade requires modification. The required correction is made by the decision of the relevant faculty’s executive board and reported to the student affairs office by the Dean in writing. The evaluation of factual error objections take into consideration the factual errors in mid-term exams, assignments and other studies along with those relating to the end-of-semester final examinations.

Factual error objections can be made within three business days after the announcement of the grades by filling out a “Factual Error Form” and personally submitting it to the student affairs office.

Repeating a Course

Students receiving an (F) from a core curriculum course must repeat the course in accordance with the credit load and course selection rules. Course(s) which shall substitute the repeated course with the same number credit at minimum are defined by decision of the faculty's executive board in cases where the core curriculum courses which require repeat have been excluded from the curriculum.

Students who receive an (F) from an elective course shall either repeat that course or attend a different elective course as a substitute.

Students may also repeat the courses for which they received a conditional pass. While the pass grades earned from a repeated course or from a new elective course in terms of elective courses shall substitute the former grade, the past grade shall also be listed in the academic records and transcripts.
Grade Point Averages
Student performance is monitored through the "Semester Grade Point Average" (SGPA) of the courses they took part in during the past semester, and the "Overall Grade Point Average" (OGPA) calculated for all courses attended.

Except for the credits of the courses not included in the average, such averages are calculated using the following method:

(1) "Course's contribution to average" (equals to) "numeric value of the course grade point" (multiplied with) "course credit";

(2) "Average" (equals to) "total contribution to average of all courses" (divided to) "total credit"

Academic Standing
Students with a GPA below 1.75 at the end of any semester shall be considered to be on probation throughout the subsequent semester. Probationary students are not assigned credits higher than the regular credit load. These students are not allowed to take part in club management.

If an on probation student still cannot increase their GPA above 1.75 at the end of the on probation semester, these students will be considered unsatisfactory. Students with unsatisfactory progress may attend courses for maximum thirty credits, and must re-take the courses they failed in the curriculum of that specific semester. Course repeat obligations of failing students cannot be postponed.

Students who raise their general grade average up to 1.75 or above are taken off the probationary or fail status.

Students who do not enroll or are enrolled for any courses remain in their existing status.

Graduation
In order to graduate from an undergraduate program they attended, students are required to receive a minimum 2.00 grade point average from the curriculum of their program and also have a minimum GPA of 2.00.

Of those who fail to satisfy these conditions:

a) Students who have a minimum GPA of 2.00 and are unable to fulfill their graduation requirement due to having received an (F) in one course are granted the right to attend a supplemental exam for that specific course. Provided that the specific course is passed, students with a general GPA below 2.00 and who received an (F) grade from one course are granted the right for a supplemental exam on condition they raise their average up to 2.00 or above. The examination is not subject to any terms of restriction as to the highest grade and the grade received as a result of the exam shall substitute the previous grade. Students who fail the supplemental examination and are unable to raise their overall GPA above 2.00 are subject to the rules governing course repeat.
b) Despite having passed all courses, students who fail to satisfy the graduation requirement just because of a general grade point average below 2.00 are granted the right for one examination in a course of their own choice, provided they raise their GPA up to 2.00 or above. The examination is not subject to any terms of restriction as to the highest grade and the grade received as a result of the exam shall substitute the previous grade. Students who fail the supplemental examination and are unable to raise their overall GPA above 2.00 are subject to the rules governing course repeat.

**Absences and Inability to Participate in an Exam due to Extenuating Circumstances**

**Extenuation for health related reasons:**
Except for surgical procedures performed in clinics, operations requiring hospitalization and inpatient treatments are acceptable as extenuating circumstances. Extenuating circumstances must be documented in writing by a report and protocol number obtained from the relevant medical institution. The student may be referred to the health boards of the arbitration hospitals, official submission of reports may be asked for, and legal action may be taken where appropriate.

**Extenuating circumstances for reasons other than health:**
Provided the documentation of the death and burial dates and kinship, death of blood relatives up to 2nd grade and 1st grade close relatives is acceptable as an extenuating circumstance of absence from exams. However, the time of the extenuating circumstance so accepted shall not exceed a total of five (5) working days as of the date of death.

Other circumstances: Exam hours that conflict at the university, exams conducted by ÖSYM, social events and natural disasters can be accepted as an extenuating circumstance. Other cases acceptable for excuse are considered by the University Management Board upon the proposal of the Excuse Commission.

**Registration Suspension**

Students may suspend their study for a total of four semesters during their entire study period including the English Preparatory Program, provided they document their legitimate reasons and do not exceed two consecutive semesters. Enrollments may be suspended for one semester at minimum. Periods applicable for suspension due to reasons such as severe and permanent diseases, military service, arrest or conviction are determined exclusively by the University's Executive Board. Suspended semesters do not count in the calculation of the periods relating to academic standing.

The following conditions are acceptable as legitimate reasons:

1. Health related excuses of students documented by physicians of the relevant departments of hospitals authorized to issue official reports of medical councils, and approved by the health board,

2. Provided to be documented by a certificate issued by the highest competent authority of the area, natural disasters forcing a postponement of the student’s study

3. State of final conviction which, due to the disciplinary provisions applicable on the student, do not result in the termination or cessation of the student status,
(4) Cases where the student loses his right to postpone his military service regardless of his status, or is enlisted due to the termination of his postponement,

(5) Student’s arrest.

Students wishing to suspend their enrollment shall file an application in writing together with their document of excuse. Decisions on the suspension of enrollment are made by the University’s Executive board upon the positive opinion of the relevant Faculty or School Board.

Withdrawal

Students who are willing to withdraw from the University may do so by filing an application in writing to the Student Affairs Office.

Double Major

Double major education is a program where undergraduate students of the University are enrolled in another undergraduate program in order to earn a second bachelor's degree.

Students may not matriculate in multiple double major programs or in the major and minor program of the same degree programs simultaneously. However, registration into a second major and minor in a different degree program is possible.

The enrollment of double major students whose GPA drops below 2.60 or for their second major GPA below 2.00 twice during the period of study for the double major will be suspended from the double major program and the students will lose their double major status.

Application conditions

- Successfully complete all core curriculum course requirements and credit loads for the semesters up to the semester the application is being made for.
- Achieve a minimum overall GPA of 3.00.
- Rank in the top 20% of the selected program (In cases where the students attend summer classes of the University or other institutions of higher education, the ranks after the summer school shall apply).

Application dates

The application dates are announced by the Student Affairs Office before the beginning of the academic year.

Applications for a double major must be made no earlier than the third semester and no later than the fifth semester.

Minor

Minor education is a second undergraduate program attended by students enrolled in an undergraduate program of the University in order to increase their knowledge. The program which
the student is enrolled in on the date of application is referred to as the "major," while the undergraduate program subject to application and admission is the "minor."

No simultaneous enrollment in multiple minor programs is allowed.

In order to continue the minor program, students are required to achieve a minimum GPA of 2.40 for the principal major.

Students failing to meet this requirement and to attend the minor program courses for two subsequent semesters will be suspended from the minor program.

**Application conditions**
- Minimum GPA of 2.60.
- Successfully complete all core curriculum course requirements and credit loads for the semesters up to the semester the application is being made for.

**Application dates**
The application dates are announced by the Student Affairs Office before the beginning of the academic year.

Applications for a minor must be made no earlier than the third semester and no later than the sixth semester.

**Internal Transfers**
Two different methods are applicable for internal lateral transfer following the latest changes in YÖK regulations:

**Internal Lateral Transfer According to the Central Placement Score**
This is the assessment based on the score the student gets the year they take the exam regardless of achievement conditions and program equivalencies. Students who are placed in İstanbul Bilgi University based on their central placement score and are still registered can apply to be transferred to a department for which their scores are sufficient. Central placement scores achieved in the year registered must be equal to or more than the base score of the program desired to be transferred to in that year. It is possible to apply to any program for which the base score is sufficient.

**Internal Lateral Transfer According to Achievement Conditions**
İstanbul Bilgi University students can apply to departments that are equivalent to the program they are registered to. They have to be successful in all courses they have taken and have a GPA of at least 2.40 on average. Another important condition is that their central placement score that they achieve when they register must be equal to or more than the lowest score announced by ÖSYM in that year for equivalent departments in domestic universities in terms of the department that is desired to be transferred to.

Internal lateral transfer applications can be made at the end of the first semester the earliest, at the start of the third semester the latest for associate degree students and at the start of the fifth
semester the latest for undergraduate students. Application dates and assessment results can be obtained from the Student Affairs Office.

External Transfers

Following the latest changes in regulation, there are two methods of transfers to Istanbul Bilgi University:

External Lateral Transfer According to the Central Placement Score
This is the assessment based on scores the students get the year they take the exam regardless of achievement conditions. According to regulation, only students who are currently registered in a university in Turkey who were placed with a central score can apply. Central placement scores achieved in the year registered must be equal to or more than the base score of the program desired to be transferred to in that year. It is possible to apply to any program for which the base score is sufficient. Application is possible in all classes including the English Preparatory Program. Students can benefit from this type of transfer only once.

External Lateral Transfer According to Achievement Conditions
Applications can be made from domestic and foreign universities and to equivalent programs. It is required for the university that the applicant is registered to have the equivalency approved by YÖK. Applications can be made at the end of the first semester at the earliest for associate degree students and at the end of the first year for undergraduate students. The students must be successful in all courses that they were responsible for at the university they are going to leave and have at least a 2.40 grade point average out of 4.00. Students are also required to have English proficiency for applications into English medium programs. Exemption for courses taken in other universities can be given depending on the decision to be made by the Faculty-College-Vocational School of the program that the student desires to transfer to.

Vertical Transfer

Vertical Transfer is the transfer from a 2 year associate degree program to 4 year undergraduate program with a central exam carried out by ÖSYM (DGS). Vocational School graduates or final year students can apply for the DGS exam every year on a date to be announced by ÖSYM.

In DGS preferences, only the undergraduate programs that the associate degree was received from can be applied to and these fields are published in the DGS guide.

Students who are registered via DGS must apply to Student Affairs by filling out the course exemption form in order to be exempted from previously attended courses.

Course Exemption
If an İstanbul Bilgi University student has previously completed the same or a similar course at İstanbul Bilgi University or at another institution of higher learning, a student can get exemption for this course by submitting a petition written to the respective Department Executive Board, along with the official transcript and the approved course content to the Student Affairs Office. The application is reviewed by the Department Executive Board.
Diploma Appendix

A diploma appendix is an official document that summarizes a student’s educational life by detailing their courses, course schedules, and ranking. This document is prepared in English and is given to the student with their diploma at no additional cost. There is no need to make an additional request for it.

The benefits of a diploma appendix for a student:

- Have a diploma that can be easily understood and compared outside of Turkey
- Contains complete definitions of a student’s academic development and the competencies earned during their educational life
- It is a non-biased pronouncement of a student’s achievements and competencies
- Provides easier access to job opportunities or advanced educational opportunities abroad
- Supports employability

Financial Procedures and Principles

Tuition

Information about current tuition fees for associate and undergraduate program students can be found on SIS.

Financial procedures and principles to be applied when registration is put on hold

The procedures and principles in force when a student applies to put their registration on hold are as follows:

A student that applies to have their registration put on hold in the first seven weeks of the semester to be put on hold is considered not to have attended that semester and is not obliged to pay any tuition. A student that applies to have their registration put on hold after the first seven weeks of the semester but before the final exams of the semester to be put on hold is considered to have attended that semester but is only obliged to pay half the tuition cost. This amount is to be paid upon putting the registration on hold and cannot be reimbursed or counted towards any future payments.

A student that applies to have their registration put on hold in the first seven weeks of their first semester after registration is obliged to pay half the tuition amount for that semester and any other semesters that the registration is put on hold. This amount is to be paid upon putting the registration on hold and is deducted from the tuition cost once education has resumed. However, if the student withdraws from the university at the end of the period in which the registration was put on hold, this amount is not refunded.

Financial procedures and principles to be applied upon withdrawal from the university

Students that apply to withdraw from the university before the start date of the first semester they registered for are liable to pay 10% of the annual tuition cost and those students that apply to withdraw from the university after the start of the first semester they registered for until the beginning of the following semester are liable to pay 50% of the annual tuition cost.
For students that withdraw from the university after the first semester they registered for:

- If the withdrawal request is made between the registration date for the fall (first) semester and the start date for the fall (first) semester, the student is liable to pay 10% of the annual tuition cost.
- If the withdrawal request is made after the registration date for the fall (first) semester but before the end of the fall (first) semester add/drop period, the student is liable to pay 25% of the annual tuition cost.
- If the withdrawal request is made after the end of the fall (first) semester add/drop period but before the start of the spring (second) semester, the student is liable to pay 50% of the annual tuition cost.
- If the withdrawal request is made after the registration date for the spring (second) semester but before the end of the spring (second) semester add/drop period, the student is liable to pay 75% of the annual tuition cost.
- If the withdrawal request is made after the end of the spring (second) semester add/drop period, the student is liable to pay all of the annual tuition cost.
- If the student is considered “irregular” (began undergraduate studies in the spring (second) semester, these conditions are applicable starting from the spring (second) semester.
- If the student withdraws from the university at the end of the on hold period, no refunds are made.

Financial procedures and principles for additional courses and credit loads

With the exception of double major students, provided that twenty percent of the total credits load for a registered program has not been exceeded, students that wish to take on more than the regular semester credit and course load and have not exceeded their regular educational period are not liable to pay any additional costs besides the regular tuition cost.

Financial procedures and principles for double major students

There is no additional cost for doing a double major except for the regular tuition and additional course and credits costs associated with the primary major.

Financial procedures and principles if the regular educational period is exceeded

With the exception of time spent in the English Preparatory Program and when registration is put on hold, students that exceed the allotted eight semesters for undergraduate and four semesters for associate program studies will be charged per semester and per cost. The per credit tuition cost is calculated by dividing the annual tuition cost for the program that the student is enrolled in by 60. The total cost that a student that has exceeded the regular education period is liable to pay cannot be more than the enrolled program’s annual tuition cost.

Financial procedures and principles upon early graduation

Those students that have earned the right to graduate at the end of the seventh semester of their regular education period will be refunded half of their annual tuition cost.
**SIS (Student Information System)**

Access to SIS is through a student’s İstanbul Bilgi University student number and password. SIS can be used to obtain information about courses, grades, and academic standing and to register for classes.

**Class Registration**

Class registration is done online through SIS. University laboratories are open during the registration period.

By using the **Registration** tab on the sis.bilgi.edu.tr address (SIS), a student can review the courses and course packets for their program and decide on which package/course to register for. When choosing a course, a student must check to see if the course has a prerequisite and it has been met, whether the course is for their department, and does not conflict with the time of any elective classes. According to the İstanbul Bilgi University credit based undergraduate education and examination regulations for bachelor’s and associate degrees directive, the maximum number of credits a student can take in a semester has been predetermined thus all course selection must be done in accordance with said directive. After the course registration has been completed on SIS, the academic advisor’s approval must be obtained during registration week.

In order to register for classes, the system must be accessed at the time and date given for the registration appointment by using the **Registration** tab within 120 minutes and the “registration” code must be used to obtain approval from the academic advisor.

If registration for a class that requires “Consent” is attempted before consent has been obtained, registration may not be able to be completed within 120 minutes since “consent” for that course was not obtained. There are three appointment options for registration: 1) System appointments for a specific day and time 2) Afternoon appointments on the same day 3) Afternoon appointments on the last day of registration.

**What is a prerequisite?**

These are courses that have to be taken and passed before a specific course can be taken. Course content and any prerequisites can be found under the **COURSE CATALOG** heading on SIS.

**What is special condition?**

It is sufficient to have passed the prerequisite course. Courses that have a “special condition” can be found under the **COURSE CATALOG** heading on SIS.

**What is consent?**

Some courses require certain background knowledge. Consent is required to take these courses. A student can obtain consent by talking to the instructor of the said course. However, obtaining consent does not guarantee a place in the class.
What is restriction?
If the content of a course that a student wants to choose is similar to the content of a course with a different course number, the system does not allow the selection of this course as an elective. A list of these types of courses can be found under the COURSE CATALOG heading on SIS.

Add/Drop
Classes begin at the University the week after registration week and the Add/Drop period is during the last three days of the second week after classes begin. During the add/drop period changes can only be made to elective courses or for classes within credit load limits. After the changes have been completed, the academic advisor must be notified of the Add/Drop code and the changes and consent must be obtained by 10 AM the following day at the latest.

Section Change
The two weeks after the Add/Drop period is a time when the “section” of any conflicting classes can be changed. The changed “section” must not conflict with the class schedule. The consent of the instructor teaching the “section” the change is to be made to must be obtained during the “section change” period and delivered to faculty secretary’s office. “Section” change consent for certain classes (HTR, TK, and Academic English) is done through the relevant course coordinators.

Withdrawal
Withdrawal from a class can only be done for elective classes using SIS during the period stipulated in the academic calendar. However, withdrawal from a class can only be done as long as the credit level does not go below the minimum (20 credits). Students cannot withdraw from an elective class that they received an F in. Academic advisor consent must be obtained through SIS.

Course exemption
If an İstanbul Bilgi University student has previously completed the same or a similar course at İstanbul Bilgi University or at another institution of higher learning, a student can get exemption for this course by submitting a petition written to the respective Department Executive Board, along with the official transcript and the approved course content to the Student Affairs Office. The application is reviewed by the Department Executive Board.

Registration holds
Reasons for a registration hold in a new academic year: Financial problems, incomplete course grade, department change, application for a double major or minor, being a DGS student, being an exchange student, application for a course exemption.

Midterms and finals
The dates for exams can be viewed under the “View Exam” tab on SIS before the dates specified in the academic calendar.

Resit exams
Resit exams are held every semester after the completion of final exams. Resit exams are only given for courses that have a final exam. The resit exam can be taken on condition the class was taken that semester and an F grade was received.
**Exception exams**

Students that were unable to take the final and resit exams and have had their exception accepted can take the exception exam. Exception cannot be granted for both the final and resit exams.

**Access to term grades**

The final grades can be viewed under the “Grades” tab on SIS starting from the date specified in the academic calendar. Midterm grades are announced by the class instructor through Bilgi Online.

**Transcript requests**

Transcript requests can be made using SIS by following the steps below and the transcript can be picked up from the Student Affairs Office stipulated in the request two business days later.

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Transcript” option, click on the “New” tab and choose the “transcript” options:
   - Turkish/English
   - Student Copy/Official
   - Number

   The campus the transcript will be picked up from should also be chosen. After reading and consenting to the relevant explanations, the “Save” button should be clicked.

**Student certificate requests**

Student certificate requests can be made using SIS by following the steps below and the certificate can be picked up from the Student Affairs Office stipulated in the request one business day later.

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Student Certificate” option, click on the “New” tab and choose the student certificate options:
   - Turkish/English
   - Number

   The campus the student certificate will be picked up from should also be chosen. If there is anything that needs to be added, the “Additional requests” heading should be used and upon the approval of said requests, the “Save” button should be clicked.

**Penalty certificate requests**

Penalty certificate requests can be made using SIS by following the steps below and the certificate can be picked up from the Student Affairs Office stipulated in the request one business day later.

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Penalty Certificate” option, click on the “New” tab and choose the penalty certificate options:
   - Turkish/English
   - Number

   The campus the student certificate will be picked up from should also be chosen. If there is anything that needs to be added, the “Additional requests” heading should be used and upon the approval of said requests, the “Save” button should be clicked.

**Other certificate requests**

The following documents can be requested using SIS:

- Documentation that the English Preparatory Program was completed or that exemption was granted
- Officially approved copy of a high school diploma
- Ranking documentation

When the requested document has been prepared and an email notifying that the request has been “prepared” is received, the document can be picked up from the Student Affairs Office stipulated in the request. Steps to be followed:

1. Access “SIS.”
2. Click on “Document Request.”
3. After choosing the “Other” option, click on the “New” tab and choose from the options:
   - Turkish/English
   - Number

   The campus the student certificate will be picked up from should also be chosen. If there is anything that needs to be added, the “Additional requests” heading should be used and upon the approval of said requests, the “Save” button should be clicked.
LIFE AT BİLGİ

Student Affairs

The purpose of Student Affairs is to inform all undergraduate-associate degree students about academic and administrative issues starting from their registration at the University to their graduation and help them to meet their requirements during their university education.

Each advisor in the Student Affairs Office is responsible for a different faculty. The advisors offer guidance to students on academic and administrative issues, help them in their communication with administrative-academic staff and work in coordination with the related units.

The areas of service of the Student Affairs Office are listed below:

- Course registration, course exemption, course add-drop, withdrawal from a course
- Registration, registration suspension, and withdrawal from the university
- Excuse reports
- Final exam results
- Factual error claims
- Lateral transfers
- Department changes
- Student documents
- Transcripts
- ID, public transportation (Paso) card applications
- Advising for foreign students
- Health reports
- Graduation documents
- Diplomas
- E-mail addresses

The Student Affairs Office is open from 08.30-17.00 during the week.

Library

BİLGİ Library offers an impressive collection of books, periodicals, e-books, e-journals, academic Internet resources, music scores and other printed material. Student suggestions for items such as books and DVDs are taken into consideration and added to the collection.

The BİLGİ Virtual Library contains more than 317,000 electronic books, 47,000 electronic journals, 111 electronic databases and encyclopedias. Access to these resources is available over the Internet, on-campus and off-campus any time of the day. The library also offers e-readers and tablets that use e-ink technology that do not put stress on the eyes and allows for the reading of thousands of e-books and provides access to over 3500 newspapers and magazines in their original format in 60 different languages from 100 countries. All library news, activities, and developments can be followed from social media.
International Opportunities

İstanbul Bilgi University was founded with the spirit of becoming an “International university” and today is celebrating its 19th anniversary. BİLGİ has created a difference thanks to the high volume of foreign students it hosts, and is one of the top universities in terms of the number of foreign instructors it employs and due to the many international activities it hosts. As a result of using the momentum generated from efficiently utilizing the opportunities provided by being a member of the Laureate International Universities since 2006, BİLGİ is firmly marching towards its goal of becoming one of the most ambitious universities in not only Turkey but the international geographical region it is located in.

BİLGİ has opened the door to more than 80 institutions of higher learning in 28 countries located throughout North and South America, Europe, Asia/Pacific, the Middle East and North Africa thanks to its collaboration with Laureate International Universities and due to the more than 600 Erasmus exchange agreements in place the doors to Europe are open for its students. There are also unique bilateral exchange agreements in place with many global universities. The greatest advantage of being at the center of an educational network that spans four continents of the world is to have the power to offer students the opportunity to choose from hundreds of programs in dozens of countries that cater to their interests. Additionally, students are afforded an international education platform thanks to the 2+2 articulation and dual degree programs and short term certificate programs.

The International Center is responsible for sending the students on one or two semester exchange programs and hosting the foreign exchange students sent by foreign institutions the university collaborates with. The International Center provides assistance in such areas like the Laureate student exchange, Erasmus student and personnel exchange, dual exchange programs and summer schools. The number of foreign students that study exclusively at BİLGİ is now more than 700.

Laureate Student Exchange:

Laureate International Universities is a trusted global leader in providing access to high quality, innovative institutions of higher education. The Laureate International Universities network includes more than 80 accredited campus-based and online universities. Laureate’s more than 1 million students are part of an academic community that spans 28 countries throughout North America, Latin America, Europe, Asia, North Africa and the Middle East. Laureate universities offer hundreds of undergraduate, master’s and doctoral degree programs in fields including architecture, art, business, culinary arts, design, education, engineering, health sciences, hospitality management, information technology, law and medicine.

Laureate exchange program is committed to providing high priority service to BİLGİ students within the spectrum of globally diversified higher education. The program has a wide interdisciplinary variety and students are given the opportunity to choose from the institutions among the Laureate Network Universities suitable to their desired study program. For programs that require English proficiency a TOEFL or IELTS score is required and GPA expectations vary according to the university.

The major task of the Laureate Exchange Programs Office is to assist students to competitively design their academic and career development, help students reach their highest potential and support
their achievement of personal and professional goals and bring students a global perspective with a blend of multicultural and career-oriented educational experience. The Laureate Exchange Programs Office directs and assists students from the application process to when they reach their exchange program country and during their exchange period at the institution.

- Semester / academic year exchange for undergraduate students
- Summer programs
- Language programs
- Short term certificate programs
- Graduate program opportunities

**Laureate Summer Programs**

Every summer universities in the Laureate network offer summer programs in different areas. The programs are made up of social and cultural activities and are open to all. These programs are organized at institutions in the UK, France, Italy, Germany and the USA.

**Erasmus Exchange Programs**

The Erasmus Program was established by the European Union to enhance quality and reinforce the European dimension of higher education by encouraging transnational cooperation between universities. The Erasmus Program, in particular, is designed to foster student and teaching staff mobility in Europe.

İstanbul Bilgi University began to participate in the Erasmus Program during the 2004-05 academic year. BİLGİ provides its students with an opportunity to live and study in Europe in order to broaden their educational and cultural horizons under the framework of the Erasmus Program, through more than 600 agreements with partner universities in 26 countries. For this purpose, many BİLGİ departments have established Erasmus partnerships with their counterparts at numerous distinguished European universities. Students who participate in the Erasmus Program may spend between three months and a full academic year abroad at partner universities of BİLGİ. Erasmus students may benefit from EU mobility grants.

Students must return to their home universities at the end of the Erasmus exchange period and complete their program of study at their home university. Credits obtained from the partner university are applied towards graduation at BİLGİ, subject to the approval of relevant BİLGİ units.

The Erasmus Program at BİLGİ is managed by the Erasmus Office at the institutional level. The Erasmus Office is responsible for the announcements, applications, selection of students, mobility grants etc. Also every BİLGİ department has an Erasmus coordinator, responsible for academic advising and the agreements of the department.

**Erasmus+ Placement (Internship) Program**

Erasmus+ Placements are an initiative of the European Union’s Lifelong Learning Program. A placement is a period of time that a student can spend in a company (profit/non-profit), university or academic center which are related to their area of studies at a participating European country or
participating country. Placements assist students to adapt to the requirements of the labor market, to acquire specific skills and to improve their work experience. The duration of a placement must be minimum of 2 months (60 days) and maximum of 12 months for undergraduate, graduate and PhD students on the other hand at each level (36 in total). It is best for the student to plan the placement during the summer.

Students are responsible for obtaining acceptance from the institution they wish to work at. Regarding accommodation, students can get advice from the institution they are going to work at.

Students who successfully complete the Erasmus+ Placement Program will be awarded minimum 4 ECTS credits for a selective course. Students with compulsory internship must consult with their departmental coordinators.

Bilateral Exchange Programs

Bilateral Student Exchange Programs are based on official agreements BİLGİ has signed with partner universities in other countries (e.g. USA, Canada, Japan, or Hong Kong). Students accepted for such exchange programs may attend the partner university for either one semester or a full academic year. Undergraduate students must have completed one full year of their academic program at BİLGİ before applying for an exchange. Students must return to their home university at the end of the exchange period and complete their program of study there. Credits obtained from the partner university are applied towards graduation in the student’s home university, subject to the approval of relevant BİLGİ units.

South Korea Summer School

Istanbul Bilgi University presents summer school opportunities in some of South Korea’s most prestigious universities thanks to bilateral agreements. Students are able to participate in the programs free of charge for a month. They can learn Korean Language and experience a different culture. Field trips in Korea and China are also offered in the program. Upon the successful completion of the courses, students can transfer their experience as one elective course to Bilgi. In accordance with the agreements in place between BİLGİ and these universities the program and dormitory fees are waived.

2+2 Articulation Programs

Students that would like to complete their associate degree studies or their bachelor’s degree abroad have various options to choose from thanks to bilateral agreements. Students can have the opportunity to study in areas like Business, Sports Management, and Logistics at many prestigious universities in England and the USA. Program requirements and tuition fees will vary. A TOEFL or IELTS score is required for English proficiency as well as GPA. Prospective students are required to apply directly to the related institutions.

University of London Honors Programs

Students at BİLGİ have the opportunity to earn a dual degree by completing one of the Honors programs offered in collaboration with the University of London International Programmes. İstanbul Bilgi University students that have completed their respective first year classes with high honors can
continue their studies in the Honors program provided that they successfully complete the exam and interview process. Students registered in the Economics program are admitted into the program without an exam provided that they have completed their first year classes and fulfill the vertical transfer requirements.

Students registered in the Honors program are also registered at the University of London as students of the University of London International Programmes. The course content and materials are prepared by the London School of Economics (LSE), which is a part of the University of London. The students in this program take the exams prepared by LSE. Students that pass the respective exams successfully earn a diploma from both BİLGİ and the University of London. The University of London International Programmes has hosted more than 50,000 students from 190 countries and Istanbul Bilgi University is the only coordination center with Affiliate Center status in Turkey.

University of London (LSE) Honors programs:
• Economics-Business
• Economics and Finance

Student Support Center

The Student Support Center acts as a bridge between the students and the academic and administrative departments with the aim of developing a high quality of student life at the University. The Center also aspires to increase student satisfaction and social opportunities while directly contributing to the creation of a student centered university.

The Student Support Center is responsible for the operation of the Student Council, student clubs, scholarships, dormitories, the sports unit, and the BİLGİ accessible education unit.

Student Clubs

The most important factor that defines a quality university is undoubtedly its academic competency. However, academic competence alone will not contribute to social life. The role of social life in strengthening a student’s human relations and preparing them for life is great. It is the awareness of organized social activities that binds a student to a university and creates a feeling of ownership in them. The clubs have a very important place in the university’s social life and grow as a result of the students’ ideas. In order to become a member of one of the BİLGİ clubs listed under the five main headings, a student can apply to one of the stands set up during the Club Promotion Days or send an email to the contact person listed on the website.

As a new club, provided that a similar club does not exist among the active clubs list, by filling out a “Club Charter” and obtaining a minimum of 10 member signatures, students can apply to the Club Coordinator at the beginning of every academic year to create a new club.

Academic Clubs
European Union Club
Entrepreneurs Club
European Studies Development Platform
Bilgi Psychology Club
Bilgi Engineering Society
E3 Architecture Club
Nutritionists Club
Development Club
Economics and Politics Club
IBE Institute of Biological Engineering
English Language Teacher
Historical Discovery Club
Logistics Club
Writing Club
Engineering IEEE Club
Leaders Club
Debate Club
Free Software Club
Pantheon Club
Politics Club
Psychology Club
Radio Club
Advertising Club
Energy Club
Santral Dictionary Club
Children Rights Club
Sociology Club
Technology Club
Collectivist Lawyers Club
Future Writers
Women in Business
Creative Writing Club
Physiotherapy and Rehabilitation Club
Gastronomy and Culinary Arts Club
Young Leaders Club
Nursing Club
London School of Economics
Mechanical Engineering Society
MUN Club
Sub Culture Club
International Economics and Finance Club
Young Legist Club
Food Safety Club
Law Research Community
Law and Opinion Club
Liberty and Justice Initiative Club
Human Rights Club
Business Club
City and Life Club
Sports and Communication Club
Politics and Social Philosophy
Industrial Engineering and Operations Research Club

Opinion Clubs
Rainbow Club
Cultural and Opinion Community
Kemalist Thought Club
Anatolian Youth Club
Anti-Capitalist Students Club
Nationalist Thought Club
Socialist Thought Club
Wisdom and Belief Club
Wise Youth Club
Collective Culture and Life Club
Middle East Studies Club
Youth Students
Free Opinion and Arts Club
Social Sciences Club

Art Clubs
Bi’Music Club
Dance Club
Photography Club
Culture and Art Club
Theatre Platform
Cinema Club
GLEE Club
Fashion Design Club
Club Muzikalimsi
Performance Arts Club
Santral Metal Club

Sports Clubs
American Football Club
Bicycle Club
Mountaineering Club
Extreme Club
Mix Martial Arts Club
Rowing Club
Motorsports Club
Motorcycle Club
Chess Club
Scuba Club BİSUS
Social Responsibility and Hobby Clubs
AKUT (Search and Rescue Association) Student Club
ANKHA Holistic Awareness and Cure Club
Animation and Computer Games (BABOON) Club
BİLGİ Galatasaray Fan (Ultraaslan) Club
ERASMUS Club (BİLGİ Volunteer Program)
Open Doors Club
BİLGİ Fenerbahçe Fan Club
BİLGİ Beşiktaş Fun (Kartallar) Club
Young Perspective Club
Fantasy and Science Fiction Club
Yeşilay Club
Life at Shelter
Science Fiction and Fantasy Club
Hold My Hand Club
Bilgi Accessible Education Unit Club
E-Sports Club
Travel and Activity Club
ID Soundsystem Club
Bilgi Organization and Social Responsibility Club (BOSS)
Robotics Club
TED College Club
Traveler Business Club
TOG – Community Volunteers Foundation

BİLGİ Accessible Education Unit

The BİLGİ Accessible Education Unit is a part of the Student Support Center and aims to create a university that will be accessible to all. To this end, the unit tries to lift restrictions in the physical, social, and academic areas so that students can have a comfortable and problem-free academic life.

Scholarships

Besides students that receive an ÖSYS (Student Selection and Placement System) scholarship, any student that has been placed without a scholarship has the opportunity to benefit from the various scholarships and support programs listed below in accordance with their talents and achievements and upon review of the Scholarship Committee.

ÖSYS (Student Selection and Placement System) Scholarships
This scholarship covers all or part of the tuition and is offered to those students that have been placed in the university through the scholarship student contingent as stipulated in the ÖSYS exam booklet. In order for a student to benefit from the ÖSYS scholarship, the candidate must fill in the
“with scholarship” area on the university entrance booklet. ÖSYS scholarships are offered to undergraduate students for two years of study in the English Preparatory Program and six years of academic study and for two years of study in the English Preparatory Program and three years of academic study for associate degree students. ÖSYS scholarships are not valid for summer terms.

**Achievement Scholarships**
This academic achievement scholarship is offered to non-scholarship students that have met the criteria for the scholarship (the respective academic year and Cumulative Grade Point Average – CGPA – must be 3.75 and above) after the successful completion of their second or third academic year and covers 50% of the tuition cost. The scholarship is valid for one academic year and is not valid for the summer term.

**Sports Scholarships**
For non-scholarship students that have advanced to the national team level in their respective sport or have performed extraordinarily after being selected to a university team even if they are not a national athlete, can be eligible for a “Sports Scholarship” if they are nominated by the Office of the Sports Coordinator for an amount determined by the Scholarship Committee. The principal reason behind the awarding of the scholarship is primarily the academic success of the said student and also the representation of İstanbul Bilgi University by the student on the school team of the chosen sport. The sports that are eligible for a scholarship are determined by the Scholarship Committee after consulting with the Sports Unit.

**IB Scholarships**
Students that have graduated from English IB, Abitur, Matura, French IB and Baccalaureate, Maturita programs of high schools are eligible for a special 20% support scholarship for their tuition expenses. The scholarship does not cover the summer term.

**Sibling Discount**
Siblings of current İstanbul Bilgi University students and alumni receive a sibling discount. The discount is not valid for the summer term.

**Teacher Discount**
Children of teachers and teaching staff members at the University receive a discount of 10% if the children gain admittance to İstanbul Bilgi University. The discount is not valid for the summer term.

**Need Based Scholarships**
Those BİLGİ students that need financial support are eligible to apply for this scholarship if they have a minimum 2.50 GPA from their first year. The scholarship is valid for one year upon the acceptance of the application. If the student can maintain their academic success at the end of the year and reapplies for the scholarship, the scholarship will be considered for continuance for the next year.

**Psychological Counseling Unit**
The Psychological Counseling Unit (PCU) aims to assist İstanbul Bilgi University students in dealing with any psychological concerns they may encounter during their university life. Psychological support can be obtained from the PCU regarding many issues like anxiety, depression, academic
problems, and relationship problems. The PCU has offices on all the campuses. The PCU team is made up of full-time and part-time counselors, a psychiatrist and an administrative assistant. The PCU offers individual counseling, group sessions, training seminars and psych educational services.

Individual counseling is the process of talking with an expert to work out a problem. All individual counseling at the PCU is free and sessions are organized on an appointment basis except for emergencies. An appointment can be made by filling out the form on the website and forwarding it to the unit.

Group sessions provide opportunities to overcome difficulties together with other students who are experiencing similar problems. Group sessions are held every semester on different campuses. The announcements for these sessions are made on the website.

The PCU organizes trainings and seminars every semester with different subject matter and with the participation of PCU experts and invited speakers. Information about frequently encountered problems and the ways to solve them can be obtained and skills needed in academic, professional and social life can be gained from these seminars. All PCU seminar announcements are made on the University website.

There are also brochures that provide information about frequently experienced problems at university and how to deal with them on the University website. In-depth psycho-educational articles are added on particular topics to these brochures every semester.

**Career Center**

The Istanbul Bilgi University Career Center assists students in discovering themselves during their individual, academic, and professional development, setting and realizing goals, and thanks to their applied programs prepares students for their professional careers.

**Career Counseling**
The Career Center is committed to assisting students with career planning, résumé building and preparing for job interviews.

**Preparation for Work Life and Personal Development Seminars**
The center assists in accessing resources and information towards self-recognition, career development, and job search.

**University-Sector Collaboration and Certificate Programs**
By collaborating with upper level company management members, opportunities are provided to get to know the business world, benefit from industrial knowledge, and develop competencies and a professional network.

**Job and Internship Opportunities**
The www.bilgikariyer.com website brings together over 500 different corporations from many industries to provide a platform for students and employers to come together and learn about
internship and job opportunities. Thanks to the volunteer internship program, opportunities for gaining work experience are provided to students that do not have a mandatory internship requirement.

**Social Responsibility Program**
The social responsibility program called BİLGİ STKampus aims to improve social responsibility awareness among the students and encourage them to get involved with NGO programs.

**Alumni and Mentorship Program**
The program pairs students with BİLGİ alumni who provide professional expertise and career advice.

**On Campus Student Employment**
On-Campus Student Employment is designed for undergraduate and associate program students at the university to provide part-time employment for students with financial needs. This program is available only for Turkish citizens. Current positions include working as an administrative aide or assistant in the library, computer labs, student residence hall, music or TV studios, faculty offices or administrative offices. Students can work as long as the work does not interfere with their studies and the employment provides financial support along with a meal card to the student.

**Activities**
As a result of the scientific and cultural activities organized by İstanbul Bilgi University every year, many world famous opinion leaders have been hosted. The visits of such luminaries like the 42nd President of the USA Bill Clinton, former UK Prime Minister Tony Blair, European Parliament President Martin Schulz, former USA Secretary of State Madeleine Albright and former Greek Prime Minister Yorgo Papandreu have provided students with a unique opportunity for development.

All activities at BİLGİ can be followed by accessing the following address: [http://www.bilgi.edu.tr/tr/haberler-ve-etkinlikler/](http://www.bilgi.edu.tr/tr/haberler-ve-etkinlikler/)

**Information Technologies**
The University has a state-of-the-art communications network set up. There are many computers for students to use in both the laboratories and the free use areas. Access to the Internet through wireless devices is growing every day and as a result the BİLGİ wireless bandwidth is continuously being increased in line with these needs.

Every student receives an email address with a @bilgiedu.net account. The student has the right to use this account throughout their educational life and after they have graduated. Every form of communication that interests the University and the student is sent to the email box located on SIS. Therefore it is vital that emails are checked frequently.
Food and Beverage Services

İstanbul Bilgi University operates several facilities for the convenience of students and staff on its campuses. The student canteens are popular and lively meeting places for both a relaxing meal and a social get-together with friends. The canteens operate Monday through Friday on the Kuştepe, Dolapdere, and santralistanbul campuses serving fast food, beverages, snacks and hot meals every day.

Additionally, Papaz, Lokma, and Knot restaurants can be found on the santralistanbul campus along with Şütte and Starbucks.

Transportation

There are car parks available on the santralistanbul and Dolapdere campuses for those students that wish to use their own vehicles. Additionally, there is a shuttle service between the three campuses (santralistanbul, Dolapdere, Kuştepe) and to certain destinations every weekday.

Sports Activities

Sports are a part of social life and occupy a central role at the University. The indoor sports and fitness center on the Kuştepe campus can be used free of charge. Additionally, there is a sports facility that requires membership on the Dolapdere campus with a semi-Olympic indoor swimming pool, cardiovascular fitness equipment, weight training and a fitness training area and a basketball court, dance studio and a yoga studio.

Students can partake in tournaments that are open to students and faculty and are organized by student clubs and the sports unit or organize a tournament themselves.

Our teams
- American football
- Basketball
- Football
- Futsal (indoor football)
- Handball
- Skiing-Snowboarding
- Rowing
- Table Tennis
- Archery
- Chess
- Tennis
- Triathlon
- Volleyball
- Sailing
- Swimming
Health Services

The university operates free medical clinics for all BİLGİ students. A physician and a registered nurse provide assistance for minor illnesses or injuries in the infirmary (open Monday through Friday, 8.30-17.15). For more serious medical problems, BİLGİ students are referred to a hospital. All registered students can get a free medical examination and receive service at a discounted rate from the contracted health institutes.

Dormitories

Dormitory services are provided through agreements with private dormitories that are located close to BİLGİ campuses. There are single, double, four and other capacity accommodation options available.

Current dormitories:
• Konforist Girls’ Dormitory
• Santral Girls’ Dormitory
• Şişli Bilgi Girls’ Dormitory
• Kağıthane Bilgi Girls’ Dormitory
• Gayrettepe Bilgi Girls’ and Boys’ Dormitory
• Bilgi Boys’ Dormitory
• Studio Santral
• Republika Academic Aparts

Detailed information can be found at this address: step.bilgi.edu.tr

Copy Centers

Copy centers are available every weekday between the hours of 8:30-17:30 on the C floor of the Kuştepe campus, on the ground floor of the main building on the Dolapdere campus, and in building number 19 on the santralistanbul campus for all students and faculty.

Communication with Students

Student Council

Students at BİLGİ are privileged and an indication of this privilege is the student council. The council is elected every two years and is a perfect example of a democratic and student-oriented university model. The student council actively participates on all boards that deal with student issues at BİLGİ and represents them to the best of its ability. The student council president also sits in on the University Management Board meetings to represent all students.

The following conditions must be met to be a department representative candidate. After those candidates that meet the conditions have submitted their application to the Student Support Center,
they can participate in the elections. The winners of the election become department representatives.

Conditions for candidacy:

- Be a registered student in an associate, undergraduate, or graduate program of the related department or a registered student in the English Preparatory Program
- For associate, undergraduate, and English Preparatory Program students, to utilize the Istanbul Bilgi University credit based undergraduate education and examination regulations for bachelor’s and associate degrees directive and for graduate students, to utilize the Istanbul Bilgi University graduate education directive
- Have not completed their allotted educational period
- Does not have the possibility to graduate at the end of the semester that the election will be held when the course load and department curriculum are taken into consideration
- Did not put their registration on hold or take a leave of absence for the semester that the election will be held
- Did not receive a disciplinary penalty of suspension
- In terms of academic standing, the overall GPA must be 2.00 for associate and undergraduate students; 2.80 for graduate and 3.20 for PhD students
- Is not a member or has a duty in an organ of a political party
- Special students, exchange students, and equivalency students are not allowed to be candidates
- Students that are doing a minor are not allowed to be a representative for the department they are doing a minor in
- Students that are doing a double major or are registered in more than one program can only be a candidate for one of those departments

The GPA condition is waived for English Preparatory Program student representative candidates and those in their first semester of education. If no suitable candidate can be found, no student candidate election for that department will be held and the position will remain vacant until the next possible election.

**Freedom of Information**

The Freedom of Information Unit has been established within Istanbul Bilgi University at the address given below to respond to enquiries made in accordance with the Freedom of Information law numbered 4982. Enquiries can be made in one of the following ways: Personal enquiries and those sent by mail should be made to the address given below, fax enquiries need to be sent to 0 212 216 24 14, and email enquiries along with the completely filled out forms available at http://www.bilgi.edu.tr/tr/universite/bilgi-edinme/ must be submitted to bilgiedinme@bilgi.edu.tr

**iwish Wish, Suggestion, and Complaint Line**

Every type of wish, suggestion, and complaint about Istanbul Bilgi University can be made by filling out the form at this address http://iwish.bilgi.edu.tr/ and sending it to the proper authorities. All enquiries will be answered.
BİLGİ Ethics Helpline

The BİLGİ Ethics Helpline is a website set up for the reporting of unethical behavior and policy violations securely and confidentially. The BİLGİ Ethics Helpline can be accessed at https://bilgi.alertline.com/gcs/welcome.

Technology and Labs

Computers – Internet

The computer laboratories located on the campuses of Kuştepe, Dolapdere, and santralistanbul are constantly being used by the students of İstanbul Bilgi University as they use the intranet between the campuses to search the internet, send e-mails, and stay connected to the world. Some of the laboratories at Kuştepe Campus have been designed to accommodate the English Preparatory Program students for their language education. Most of the laboratories on the Dolapdere Campus have been designated to the students of the Computer Sciences program as they are the most intensive users. At santralistanbul Campus, the laboratories are mostly used for trade applications and design programs.

All BİLGİ students receive special instruction regarding word processing, computer programs and applications.

The internet capacity on the campuses is sufficient to meet the current needs. The wireless network infrastructure will be modernized and the wireless range will be increased and made more efficient.

Engineering Faculty Laboratories

The laboratories of the Faculty of Engineering and Natural Sciences are classified as: computer laboratories, wet floor laboratories, and educational and research laboratories. There are seven computer laboratories; four of these are special purpose laboratories and the rest are instructional laboratories. Special Computer Laboratories consist of the Simulation and Optimization Laboratory (of the Industrial Engineering Department), the Software Development Laboratory (of the Computer Engineering Department), the Telecommunication Systems Laboratory (of the Computer Engineering and Electrical & Electronics Departments), and the Gaming & Animation Laboratory (of the Computer Engineering and Electrical & Electronics Departments).

All of these computer laboratories are equipped with cutting edge hardware and software. Wet floor laboratories are run by the Genetics and Bioengineering Department and are established to meet the educational needs of basic science and engineering; these laboratories are: Chemistry, Microbiology and Biology. In addition, Cell Culture and Protein Engineering Laboratories are used for research.

Music Studios

The studios have been designed to meet the needs of the Music department and are open to all music students and BİLGİ members for jam sessions and rehearsals.
Rehearsal and Recording Studios

The audio recording studio has been designed according to worldwide standards and boasts a SSL Aws 900+ control table and the ability to listen in 5.1 surround sound and the mixing studio has been designed to also be a MIDI/Sound Station. The studios play not only an important part in lessons and student projects but also in the realization of university projects. The rehearsal studios were designed to be used during workshops and concerts and have a four channel audio capacity that student groups can use outside of their classes and activities. MIDI laboratory is equipped with a 32 channel digital mixer, 21 Imacs and M-Boxes, MIDI connectors and a four channel audio system that students can utilize to work with all the latest music software.

TV Production Unit

This unit was created to ensure the studios and laboratories that are a part of the Department of Communication are state-of-the-art, managed well, the students are given direction about their production needs and support is provided for any production and the unit also functions as a production center for the campus wide closed circuit broadcast that is prepared by the Department of Communication students.

Television Studio and Editing Rooms

The television studio and editing rooms that have been set up for the students of the Department of Communication on the santralistanbul campus offer students many technical possibilities. There is a HD TV studio that is supported by a control room, make-up, lighting and equipment and allows for television shooting of a professional quality and is up to live television standards. There are also 24 editing suits with a Mac set up and a 120 seat cinema theater.

Equipment and Measurement-Maintenance Room

This unit is used in the applied class projects of Department of Communication students and uses an online reservation system. There are cameras capable of DV, HDV, and Full HD recording, 16 mm film cameras, analog and DSLR photography cameras available along with inside and outside studio lighting, lighting equipment, dollies on tracks and wheels, microphones and audio recording devices. The unit also functions as a place where the maintenance and repair of equipment can be performed.

Video Graphic Application Laboratory

The Audiovisual laboratory is located on the santralistanbul campus and is made up of 21 computers that have state of the art hardware and programs like Adobe CS5 Creative Suit, Avid Media Composer, and Freehand that meet the needs of the students of the Department of Communication. The lab is mostly used for video and audio editing, moving graphic applications and post-production needs. Thanks to state of the art video and graphic editing software, students can enrich their projects and assignments with audio and visual quality and application classes can be held in the lab.
Photography Studio

The photography studio is located at the santralistanbul campus and is equipped with rich, state of the art technology hardware for every type of photo shoot from portrait to still-life. Some of the equipment available for use includes light sources, shooting tables, exposure meters, and other accessories. The photography studio was designed for use in the applied photography courses.

Live Broadcast Vehicle

In order to adapt to the concept of mobility, İstanbul Bilgi University has strengthened the education in technical classes by incorporating a live broadcast vehicle along with studio opportunities. Thanks to this vehicle students can broadcast live from any location over the internet with primarily the students of the Department of Communication and vocational school utilizing the vehicle as part of the BİLGİ Web TV project. The vehicle can support up to 8 full HD cameras and 2 HDD recorders and by using the support of the Jimmy Jib, the recording quality can be enhanced. Thanks to this vehicle, students can experience the activities organized on the santralistanbul campus and any activities on or off the University live or recorded.

Radio Studio

The radio studio was opened on the santralistanbul campus with the establishment of the online radio station RadyoVesaire. Thanks to one computer that is used for broadcasting and another that is used for editing and archiving, the studio can broadcast continuously for 24 hours and has all the technological equipment like an audio mixer (console), a professional radio microphone set and audio recording systems that every radio station should have. Students can design their radio program projects in any way they desire by using the specially designed radio broadcasting and editing programs. The studio is used for the radio courses at the university and is open for projects by all the university students. For example, Music Department students can broadcast their own musical compositions from the studio and a real live radio station atmosphere can be created thanks to such facilities like live broadcasts, live connections to existing radio stations and telephone interviews.

News Center

The news center is where the students of the Media and Communication Systems conduct their news writing classes. It is located on the santralistanbul campus and is open to everyone. There are camera and editing sets, audio recording and projection devices, 2 specially equipped Macs that are used for page design and a technological infrastructure that fully supports all the stages of news production in the news center. The Turkish news prepared by the students is published in the online newspaper called HaberVesaire and the English news prepared by the students is published in the online newspaper called NewsEtc.

Audio/Video Archive Room

By using the Cinegy numerical archiving and computer based broadcasting system and the BBC Turkish service, the audio/video archive of Bir TV and İstanbul Bilgi University is archived for the use of students in the Department of Communication for their projects.
**Dubbing and Sound Editing Studio**

This studio is available for classes and student projects and is equipped with the Pro Tools Voice recording, editing and production system and is acoustically prepared for Department of Communication students to do dubbing and sound mixing.

**Dance Studios**

The dance studios that are used by the Performing Arts students, other departments of the university, the art world and the public are located on the santralistanbul campus. The studios offer professional grade service and can be used for such differing operations like performing arts and theater workshops. The rehearsal studios are mostly used by the Performing Arts Management, Cultural Management and Art Management departments and they house such technological items like TV cameras, cameras, and audio recording devices that can be utilized for recording rehearsals and creating projects.

**Behavior Research Laboratory**

The “Insight Lab for Qualitative Research” interdisciplinary research laboratory was created to support the qualitative research studies of both academia and the private sector. The Insight Lab has the technological infrastructure (studio with a one way mirror, a professional/wireless audio system, audio and video recording) to host focus groups and in depth meetings of four to eight participants. The lab also provides an opportunity for undergraduate and graduate students to apply the qualitative methods learned in their research methods classes. The interdisciplinary structure of the Insight Lab is under the coordination of the Department of Communication and symbolizes the cooperation between all faculties and departments. The Insight Lab is also open to cooperation with research firms located off campus.

**Bilgi Education Lifelong Education Center**

Bilgi Education, “Lifelong Education Center” of Istanbul Bilgi University, offers individual and professional development oriented certificate programs. Bilgi Education develops training and educational programs for various age groups with different occupational backgrounds and interests. While through its professional collaborations, making its programs up-to-date and of high-standards, Bilgi Education, besides professional training programs, offers culture and arts programs; it stands out as a center which brings together a teaching staff of professionals and experts in their fields, as well as academics from all fields and disciplines.

Bilgi Education, being a multi-purpose organization, adopts versatile and participative qualities, offering individual trainings, research and analyses, national and international projects, certification services, seminars and conferences to its participants, leading to an increase in their competitiveness, as well as supporting their self-development. The programs are held at the Istanbul Bilgi University santralistanbul and Dolapdere campuses.
Professional Development Programs
Bilgi Education develops individual skills, areas of knowledge, and acts to increase participants’ competencies. Professional training and development programs aim to inform about the on-going changes in today’s world to participants who currently work at various occupations and/or wish to improve themselves. All participants who attend the programs are delivered high-standard courses taught by experienced renowned academics and active professionals in their fields, and participants experience theory as well as practice in their respective fields.

Training Methods
- Theoretical lectures and presentations
- Case studies, workshops
- Real life applications
- Field applications, outside activities

Culture and Arts Programs
The Culture and Arts Programs reveal the creativity of individuals; widen their perspective on cultural and art-related phenomena, and pioneer individual self-development on a social level. The Culture and Arts Programs, prepared by academics and experts in their fields, examine in depth social dynamics, and aim at achieving the formation of new blends in the development of individuals.

Useful information

BİLGİ Password
All services like SIS (Student Information System), BİLGİ Online or bilgiedu.net use a common password. In cases where a password has been forgotten, "bilgipass" should be sent as a text message to 3370 to get a temporary password. The password must be changed after it is first used. A new password can also be created by going to sis.bilgi.edu.tr and using the “Change password” tab.

BİLGİ Online
BİLGİ Online is İstanbul Bilgi University’s Learning Management System. Students can access the BİLGİ Online pages by using their bilgiedu.net user names and passwords.

Students can follow their lessons and any announcements, course material and homework posted by their instructors and submit their homework using BİLGİ online.

Students are responsible for following all announcements and updates posted on BİLGİ Online.

Lost and Found
Special care should be given not to forget any personal items (bags, phones, books, etc.) in the cafeterias or classrooms. The Administrative Affairs Office should be visited for any forgotten or lost items. İstanbul Bilgi University is not responsible for any lost items.
Student IDs

Student IDs for new students are given during registration. If a student ID is lost, the cost and bank information can be obtained from the Student Affairs Office. Once the fee has been deposited in the bank, the bank receipt should be submitted to the santralistanbul campus Student Affairs Office to get a new student ID.

Paso (Travel card)

Pasos for new students that are placed in İstanbul Bilgi University by ÖSYS are given during registration. Students that do not have a paso have to individually submit an application to İETT.

Faculty Contact Information

By using the “Search” tab located in the upper right corner of SIS and writing the name and last name of the respective instructor or employee, the contact information and teaching schedule can be accessed.

Contact Information

Career Center

santralistanbul campus, ÇSM-110 / Tel: (212) 311 5165 - 5167
e-mail: kariyermerkezi@bilgi.edu.tr

Library

Dolapdere campus, 6th floor / Tel: (212) 311 5258
Kuştepe campus, New Building ground floor / Tel: (212) 311 6394
santralistanbul campus, ÇSM / Tel: (212) 311 7399
e-mail: kutuphane@bilgi.edu.tr

Student Support Center

santralistanbul campus / Tel: (212) 311 6339
e-mail: ssc@bilgi.edu.tr

Student Affairs

Dolapdere campus, 314
Kuştepe campus, 515
santralistanbul campus, ÇSM-102
Tel: 444 0 428
e-mail: info@bilgi.edu.tr

Student Accounting

santralistanbul campus, ÇSM-105 / Tel: 444 0 428
e-mail: info@bilgi.edu.tr

Psychological Counseling

Dolapdere campus, 603-A, 603-B / Tel: (212) 311 5212 - 7674
Kuştepe campus, Z-31, Z-32 / Tel: (212) 311 6252 - 7674
santralistanbul campus, L2 building / Tel: (212) 311 7673 - 7674
e-mail: pdb@bilgi.edu.tr
Infirmary
Dolapdere campus, Z-01 Tel: (212) 311 5221 - 5301
Kuştepe campus, Old building B-02 Tel: (212) 311 6314 - 6444
Santral İstanbul campus Tel: (212) 311 7669 - 7670
e-mail: health@bilgi.edu.tr

International Center
Santral İstanbul campus, ÇSM-108 Tel: (212) 311 5218 - 5203

Laureate Exchange Programs Office
e-posta: laureate@bilgi.edu.tr

Erasmus Exchange Programs Office
e-mail: erasmus@bilgi.edu.tr

Security
Dolapdere campus Tel: (212) 311 5155
Kuştepe campus Tel: (212) 311 6155
Santral İstanbul campus Tel: (212) 311 7155

Contact information for other units:
Tel: 444 0 428
http://rehber.bilgi.edu.tr/

http://step.bilgi.edu.tr
www.bilgi.edu.tr

Facebook: /istanbulbilgiuniversitesi
Twitter: /BİLGİOfficial
Instagram: /BİLGİOfficial